

Graphing with Excel – Bar/Column Graphs

1. Double Click on the EXCEL icon.
2. Type in your data on the blank spreadsheet.
3. Highlight the data (click and drag).
4. Click on the CHART WIZARD (graph in blue, yellow and red on the Toolbar).
5. Click on the type of graph you want to make.
6. Click NEXT.
7. You should now see a sample of your graph.
8. Click the NEXT button.
9. These are your chart options:
 - Click in the title box and type a title for your graph.
 - Click in the X-axis box and type a label.
 - Click in the Y-axis box and type a label.
10. Click NEXT.
11. Click on the button next to AS NEW SHEET.
12. Click FINISH.
13. Save graph to your P drive.
14. Print to the color printer when finished.

***Change color by clicking on one piece of the graph at a time.**