

# *Graphing in Excel*<sup>®</sup>

1. Type your information in two columns.
  - 1<sup>st</sup> column = Data labels
  - 2<sup>nd</sup> column = Numbers
2. Highlight the columns
3. Click on the chart wizard (or choose Insert → Chart)



4. Choose the type of graph you want
  - Column or bar for bar graph (# in categories)
    - “Pareto chart” means bar graph with the bars in descending order
  - Pie for circle graph (% distribution)
  - XY Scatter for line graph (change over time)
    - DON'T choose line graph.
5. Select options
  - You can keep hitting “Next” for the simplest possible graph
  - You may want to choose titles (labels for axes), and turn off the automatic legend.
  - There are numerous other options you can change to make a more attractive graph.
  - Remember the rules we learned about what makes a good graph. Avoid misleading graphs.
    - To guarantee a graph that starts at 0, place a category at the beginning or end with a value of 0. If you have names for the categories, hit the spacebar and press ENTER to give it a blank name.
  - Hit “Finish” when you're done. The graph will appear in the spreadsheet.
6. Copy the graph to Word<sup>®</sup>