

Excel Tutorial for Bar Graphs

Step 1: Enter your data into columns, with the categories (such as type of stone) to be placed on the horizontal axis in the first column.

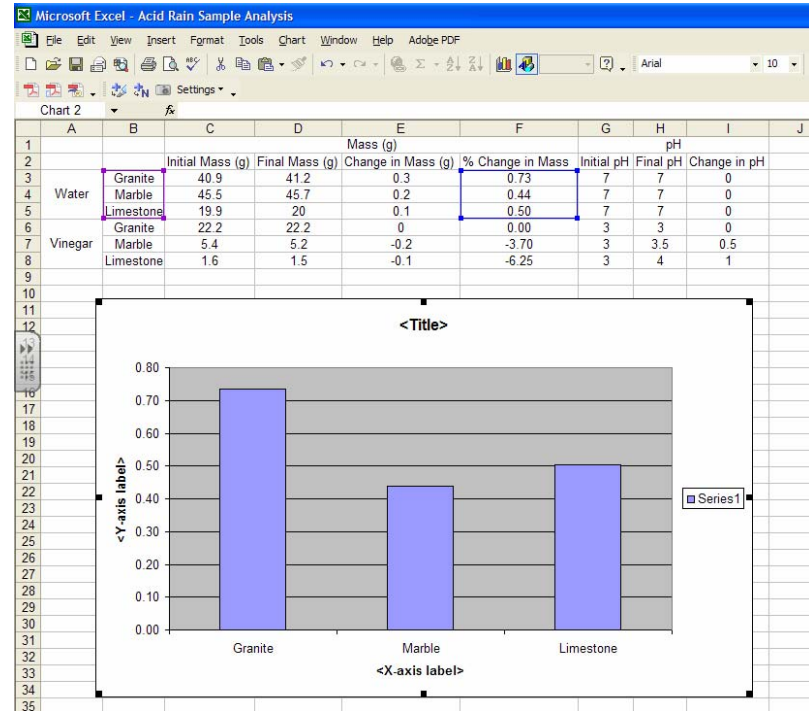
Step 2: Highlight the data to plot. If columns are not adjacent to each other, use Control-Click-Drag to highlight the column farther away. (Only highlight data for one series of data - see below.) Click on the Chart Wizard Button and select Column for type and click Next. Click Next again for the Chart Source Data Menu.

The screenshot shows an Excel spreadsheet with the following data:

		Mass (g)		pH				
		Initial Mass (g)	Final Mass (g)	Change in Mass (g)	% Change in Mass	Initial pH	Final pH	Change in pH
Water	Granite	40.9	41.2	0.3	0.73	7	7	0
	Marble	45.5	45.7	0.2	0.44	7	7	0
	Limestone	19.9	20	0.1	0.50	7	7	0
Vinegar	Granite	22.2	22.2	0	0.00	3	3	0
	Marble	5.4	5.2	-0.2	-3.70	3	3.5	0.5
	Limestone	1.6	1.5	-0.1	-6.25	3	4	1

The Chart Wizard dialog box is open, showing the 'Standard Types' tab. The 'Column' chart type is selected. The description reads: 'Clustered Column. Compares values across categories.' The 'Next >' button is highlighted.

Step 3: Fill in the Title and axis labels, then click Next. Choose the chart location you want, and click Finish. It should look similar to the chart below.

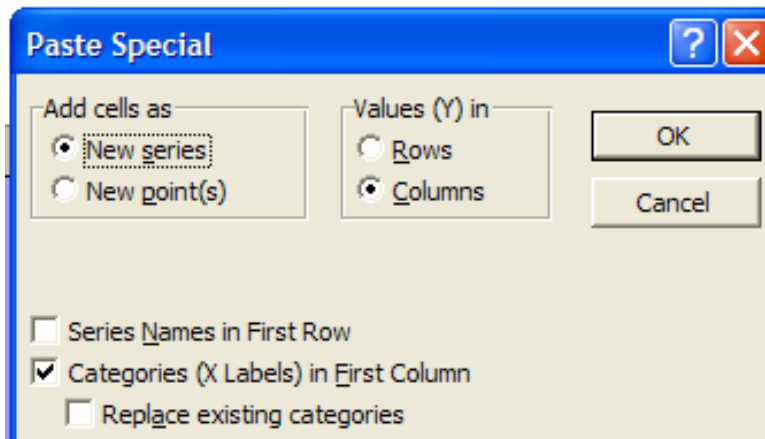


Step 4: Label your data series if needed. Make sure your graph is selected, then click on Chart - Source Data. Click on the series you want to label, then enter the name in the Name box. Click OK.

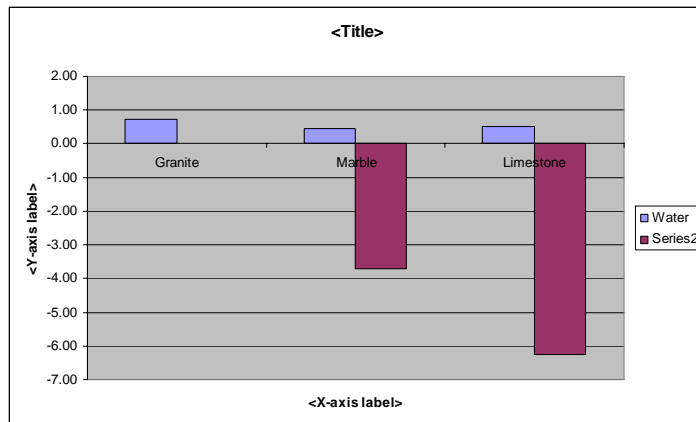
Step 5: Add data series if needed. Make sure your graph is selected, then click on Chart - Add Data. Use your mouse to highlight the data series you want to add (don't forget the Control-Click-Drag trick if you need it!). Click OK.

		Mass (g)				pH		
		Initial Mass (g)	Final Mass (g)	Change in Mass (g)	% Change in Mass	Initial pH	Final pH	Change in pH
Water	Granite	40.9	41.2	0.3	0.73	7	7	0
	Marble	45.5	45.7	0.2	0.44	7	7	0
Vinegar	Limestone	19.9	20	0.1	0.50	7	7	0
	Granite	22.2	22.2	0	0.00	3	3	0
	Marble	4	5.2	-0.2	-3.70	3	3.5	0.5
	Limestone	1.6	1.5	-0.1	-6.25	3	4	1

Step 6: In the Paste Special menu that appears, make sure the “New Series” option is selected under “Add cells as,” and that “Category (x labels) in first column” is checked. Click OK.



...And it should look something like this:



Step 7: Be sure to label your new data series using the Chart - Source Data menu (see step 4 above). You can cut (Control-C) and paste (Control-V) your final graph into your word document, as I have done below.

