

Excel Bar Chart Workshop

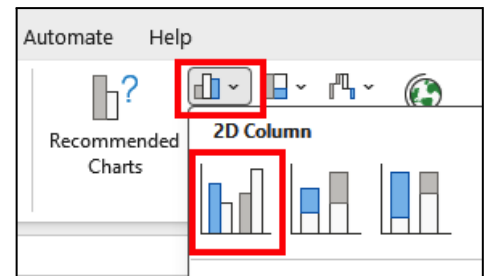
You can use spreadsheets to draw charts.

Chart 1 – Bourbon biscuits

1. Open the **Biscuits Spreadsheet**
2. **Highlight** cells **B4 to F5**
3. At the **top**, click **Insert**
4. Find the **column chart symbol** on the ribbon and click it
5. Click the **first 2D column chart** from the list of options

	Preference - 1 is dislike; 5 is like				
Biscuit	Taste	Texture	Colour	Smell	Looks
Bourbon	4	3	2	3	2
Digestive	2	4	2	1	3

This will create a basic bar chart



6. Click on the **Chart Title** and change it to say **Bar chart for Bourbons**
7. At the **top left**, click **Add Chart Element > Axis Titles > Primary Horizontal**
8. An axis label is added. Change it to say **Category**
9. Repeat this to add the **Primary Vertical Axis**. Change it to read **Score**
10. At the **top left**, click **Add Chart Element > Data Labels > Outside End**
11. At the **top right**, click **Move Chart > New Sheet > OK**

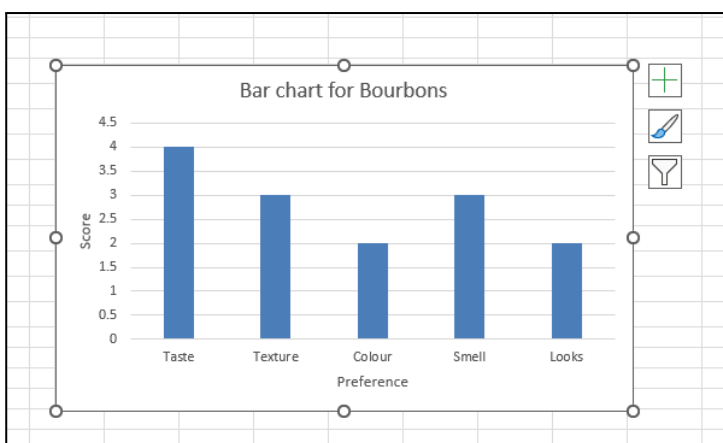
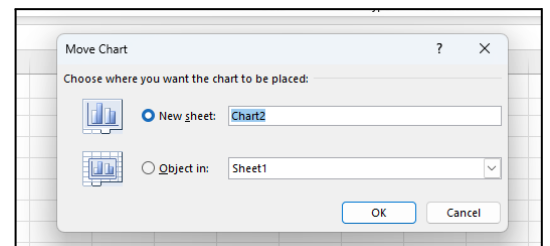
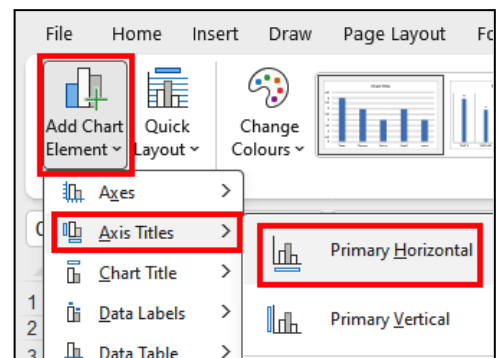


Chart 2 – Taste scores

12. Go back to the Biscuits sheet and **highlight** cells **A5** to **B9**
13. Draw a **2D column chart** to show this data
14. Call the chart title **Taste Scores for Biscuits**
15. The **Horizontal axis** should be **Biscuit Type**
16. The **Vertical axis** should be **Taste Score**

Biscuit Preference Survey Results		
Biscuit	Taste	Texture
Bourbon	4	3
Digestive	2	4
Custard Cream	3	2
Hob Nob	1	5
Garibaldi	5	5

Chart 3 – Colour scores

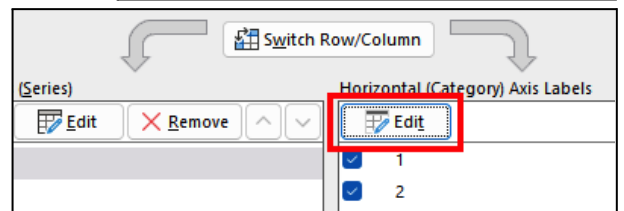
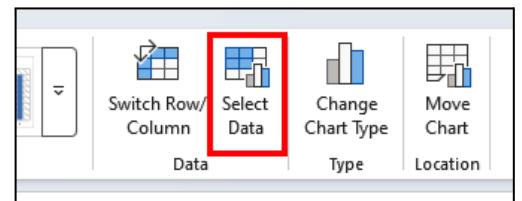
It's more complicated if you have data that's not next to the categories

17. **Highlight** cells **D5** to **D9**
18. Create a **2D column chart** again

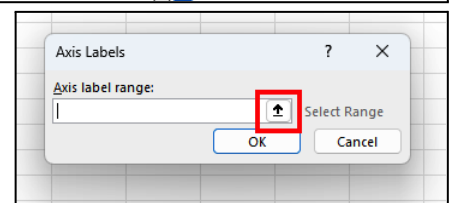
Biscuit	Taste	Texture	Colour	Smell
Bourbon	4	3	2	3
Digestive	2	4	2	1
Custard Cream	3	2	3	3
Hob Nob	1	5	2	4
Garibaldi	5	5	4	5

This time there are no bar labels. They need to be added

19. At the top, click **Select Data**
20. A pop up box appears
21. On the **right hand side**, click **Edit** for the **Horizontal (Category) Axis Labels**



22. A new pop up appears
23. Click the **arrow** at the **right hand end** of the box
24. **Highlight** cells **A5** to **A9** and click **OK** > click **OK** again



This should add the names to the bars

Biscuit	Taste
Bourbon	4
Digestive	2
Custard Cream	3
Hob Nob	1
Garibaldi	5

25. **Format** the chart by adding a **Chart Title**, **Axis labels**, and **Data labels**

