

Graph Skills - Comparative Bar Charts

Take a copy of the spreadsheet **Fish**.

This time we'll draw a comparative bar chart to show some of the results. This puts two (or more) sets of bars next to each other.

Step 1 - Selecting Cells:

1. Position the mouse over cell **B7** and **hold down the left button**.
2. Keep holding the left button down while you drag the mouse to cell **F8**.
3. Let go of the left mouse button. This should highlight cells **B7 to F8** - the data for Fay Gray and George Finch.

Step 2 - Use the Chart Wizard:

1. Click the **Chart Wizard** button on the toolbar
2. Select the first Column Chart you see and click **<Next>**

You get a sample. This looks OK but we need to add some information. To do this:

3. Click the **Series** tab at the top of the window
4. Click the small button next to the **Category (X) axis labels** box

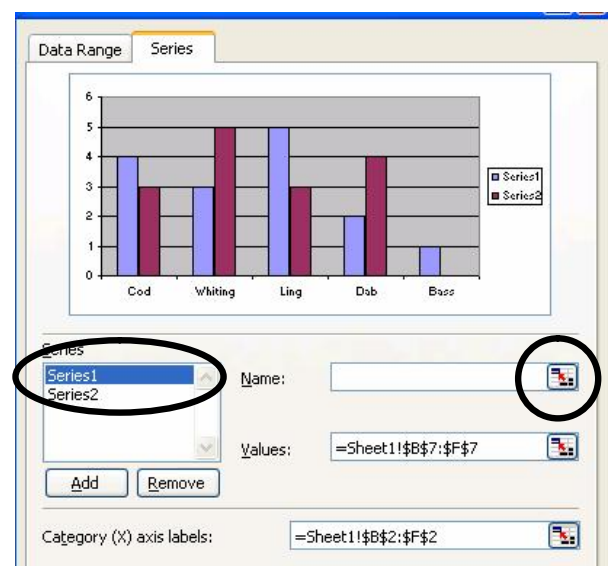
This shrinks the window. That's OK.

5. Now select the types of fish caught - the names in row 2 from cell **B2** to cell **F2**
6. Then click the **red button** next to the box on the small window

This should have added the types of fish to the graph.

Now we need to add the names of the people who caught them to the legend.

7. Look at the **Series** box
8. Make sure **Series1** is selected
9. Press the **red button** at the end of the **Name** box
10. Click the cell with **Fay Gray's** name in it and press the **red button** on the small window again
11. This adds Fay Gray's name to the chart
12. Now select **Series2** from the Series box by clicking on it
13. Press the **red button** at the end of the Name box and click the cell with **George Finch's** name in it and press the **red button** again
14. Both names should now be on the chart
15. Click **<Next>**



Step 3 - Titles, Gridlines, Legends and Other Stuff:

1. Change the **title** to something more suitable (like: "Bar Graph to show Fish Caught")
2. The **X axis** should be "Fish"
3. The **Y axis** should be "Number of fish caught"
4. Click the **Gridlines** tab and take the tick out of the **Value (Y) axis gridlines** box - you don't need the gridlines running across the page
5. You need to keep the **Legend** on this graph to be able to tell the people apart
6. Click the **Data Labels** tab and tick the **Value** box. This adds the number of fish caught to the top of each bar. This can be useful to include sometimes
7. Click **<Next>**

Step 4 - Chart Location. Location, Location:

1. **IMPORTANT** - Select the **As new sheet** button

You almost always want to place the chart in a new sheet. Get used to doing this!

2. Click **<Finish>**

Your chart appears in a new sheet. You can go back to the data by using the tabs at the bottom of the page.

Step 5 - Black and White is Nice:

1. Click **<File>** and choose **<Page Setup>**
2. Choose the **Chart** tab at the top of the window
3. Tick the **Print in black and white** box
4. Check out the **Print Preview**. It's important to print this chart in black and white to make sure that you can tell the two bars apart.

Step 6 - Finishing Things Off Nicely:

1. **Right click** somewhere on the background to the chart and choose **<Clear>** from the options. This clears the annoying grey background colour to the chart - which makes it a lot easier to see things.

Now add your name and class to the footer of the sheet:

2. Click **<View>** and choose **<Header and Footer>**
3. Click the **<Custom Footer>** button
4. Add your name to the **left section** and your form in the centre
5. Add today's date in the **right section** by clicking the button which looks like a calendar.
6. Click **<OK>** and then **<OK>** again.
7. **Save** your spreadsheet. **Print** a copy of your graph. **Check it** and **hand it in** for marking.