

# Drawing Graphs in Excel

Excel is really good at drawing graphs.

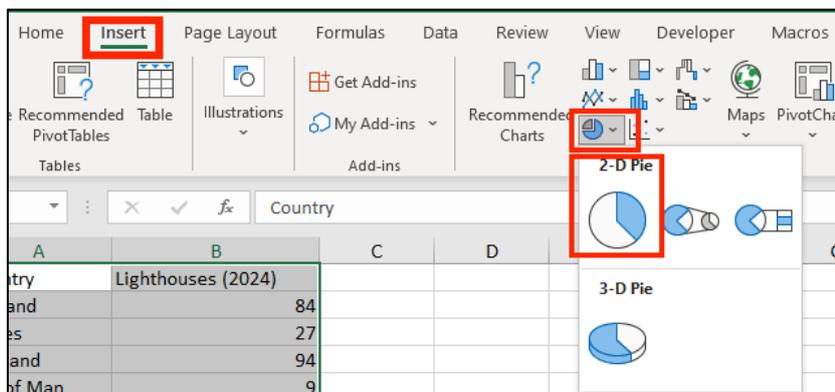
**Download** the spreadsheet. Move it to your **OneDrive** and open it in **Excel**

## Part 1 – a pie chart

Pie charts are good for showing the percentage of things in a category

1. **Highlight** cells **A1 to B8** by clicking and dragging
2. At the top, click **Insert**
3. Choose **Insert Pie chart** from the top ribbon
4. Choose the **2D pie chart**

	A	B
1	Country	Lighthouses (2024)
2	England	84
3	Wales	27
4	Scotland	94
5	Isle of Man	9
6	Ireland	99
7	Channel Islands	8
8		



Try these options to get a better chart

- a. At the **top left**, click **Add Chart Element > Data Labels > Data callout**
- b. At the **top left**, click **Add Chart Element > Legend > choose Right**
- c. At the **top left**, click **Quick Layout > choose Layout 1**

These show you three different ways of arranging the pie chart. It's up to you to **choose which layout you prefer**

5. **Click** on the **chart title** (the word Lighthouses)
6. **Change** the **title** to **Lighthouses in the British Isles 2024**
7. **Make** the chart a bit bigger by dragging the sides to get a better layout

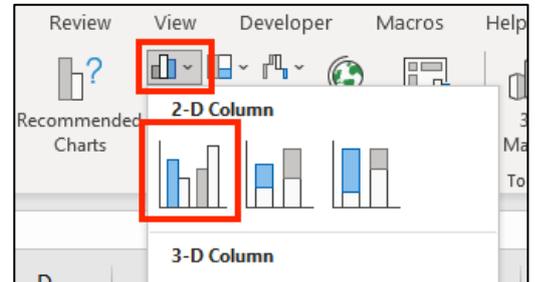
You might need to drag the some of the data labels around a little to make things fit better

**TURN OVER**

## Part 2 – a bar chart

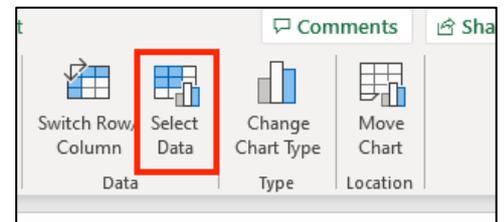
Bar charts are good for showing how many things there are in each category

8. **Click** back on the spreadsheet
9. **Highlight** cells **A11 to B15**
10. At the **top**, click **Insert**
11. Click **Column or Bar chart** at the top > choose the **2D column chart**  
**But this doesn't work!** Excel thinks that you want to graph the years as well. It doesn't know that the years aren't numbers
12. **Delete** the chart and start over
13. This time, **highlight** just cells **B11 to B15**
14. **Insert** > choose **Column or Bar chart** > choose a **2D column** again

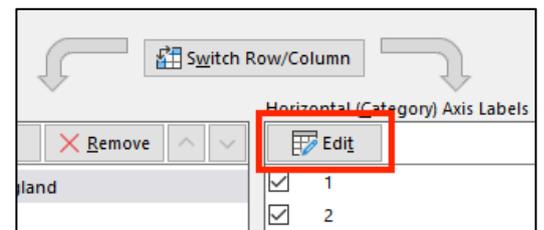


That works but we need to put the years along the bottom

15. Make sure you're clicked on **Chart Design** at the top
16. At the **top right**, click **Select Data**
17. Click the **Edit** button on the **right**
18. **Highlight** cells **A12 to A15** > click **OK**
19. Then click **OK** again



This should add the years to the bottom of the chart



20. At the **top left** click **Add Chart Element** > choose **Axis Titles** > choose **Primary Horizontal**
21. **Change** the title to **Years**
22. At the **top left** click **Add Chart Element** > choose **Axis Titles** > choose **Primary Vertical**
23. **Change** the title to **Number of lighthouses**
24. Make the graph a bit bigger if you think you need to

