

Making a Bar Chart Using Excel 2016

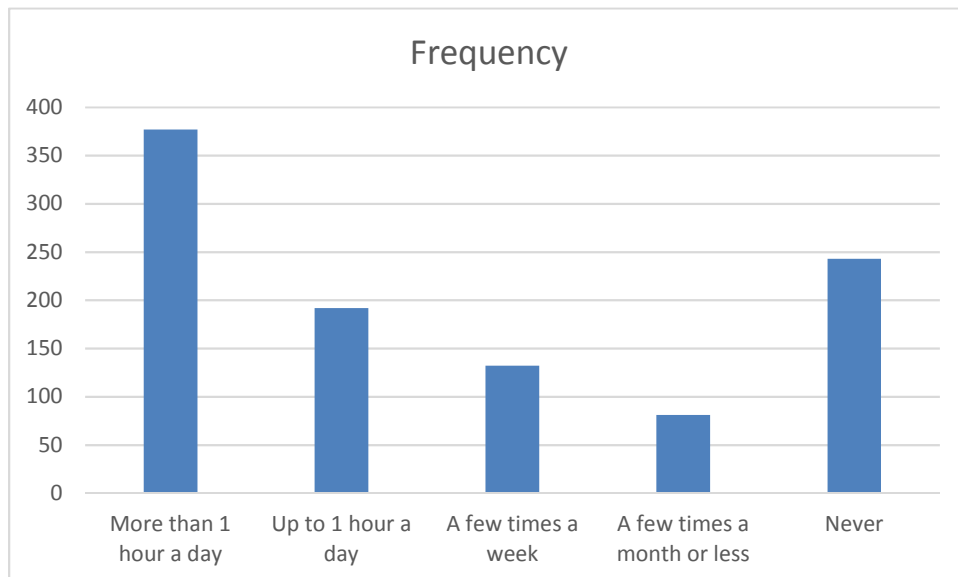
To demonstrate the procedure, we will make a bar chart from the following survey results on internet usage from December 2006 (#19, page 72, Michael Sullivan, *Fundamentals of Statistics*, 3rd edition, Pearson Education, Inc. 20011).

Response	Frequency
More than 1 hour a day	377
Up to 1 hour a day	192
A few times a week	132
A few times a month or less	81
Never	243

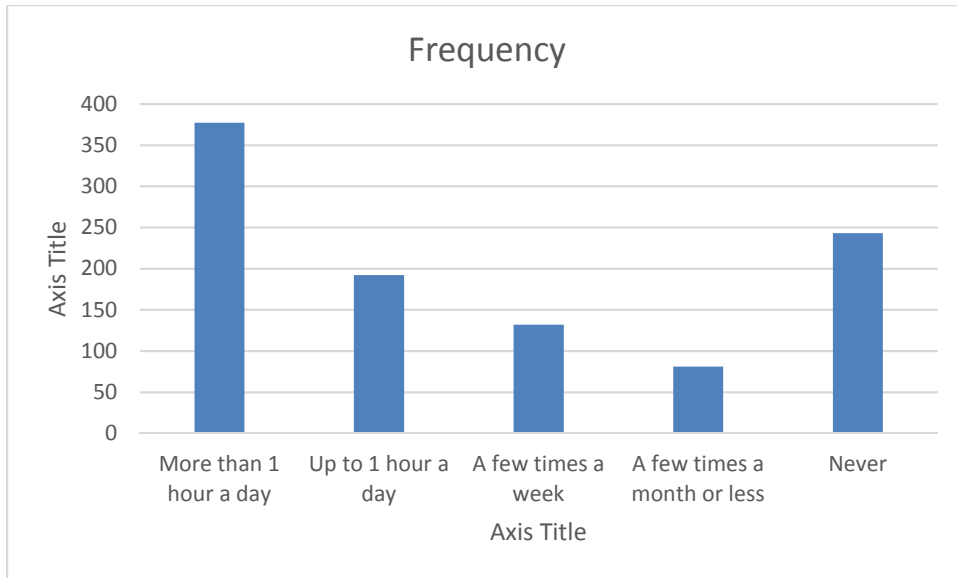
Open up a blank worksheet in Excel 2013. Enter the word **Response** in column A and the given responses underneath. Enter the word **Frequency** in column B and the frequencies shown underneath. The result will look something like:

A	B
Response	Frequency
More than 1 hour a day	377
Up to 1 hour a day	192
A few times a week	132
A few times a month or less	81
Never	243

Next highlight everything you just entered and click on the *Insert* tab. Click on the *Insert Column or Bar Chart* icon. Click on *Clustered Column*, which is the first icon on the left in the *2-D column* row. You will see a graph like the one shown below.



Click on the plus sign (+) that appears next to the graph. Check the boxes for *Axes*, *Axes Titles*, *Chart Title* and *Gridlines*. The chart should now look like the following.



Click on the chart title twice. If a window appears, close it. You should now be able to click in the title and edit it. Change the title to “Bar Chart of Internet Usage”. Click outside the title to save your changes. Click on the vertical axis title, and change it to “Frequency”. Click on the horizontal axis title and delete it. Since the bar labels explain what the bars represent, there is no need for a horizontal axis title.

Click on the *Home* tab in the Excel window and then click on the title. In the upper left corner of the Excel window, next to the font type, is the font size. Font types are words or phrases like Arial, Calibri (Body), Franklin Gothic Medium, Myriad Pro or Times New Roman. Change the font size to 12. Then click on the **B** to make the title font bold.

If the vertical scale extends higher than necessary, right click on the vertical axis, choose *Format Axis*, and under *Bounds*, next to *Maximum*, change the value shown to a smaller, more reasonable value. Your finished bar chart should now appear as shown below.

