

Name: _____

Date: _____

BLM 3-5

Making a Bar Graph in Microsoft® Excel

To make a bar graph using Microsoft Excel™ follow these steps.

- 1.** Start the Excel spreadsheet by pressing the *Start* button.
- 2.** Find Microsoft Excel. Try *Programs*.
- 3.** Click on the *Excel* icon. The spreadsheet will open for you.
- 4.** Enter data in the individual cells: Tablet changes in A column, Time in seconds in B column.
- 5.** Use the left mouse key to highlight data.
- 6.** Click the *chart wizard*. (The icon on the tool bar showing a bar graph.)
- 7.** Double click *columns*.
- 8.** Click the *Next* button.
- 9.** Type: a Chart title, a Category for the x-axis, a Value for the y-axis.
- 10.** Click the *Next* button.
- 11.** Choose *As new sheet*.
- 12.** Click *Finish*.
- 13.** Save the file.
- 14.** If your teacher agrees, print the file.