

Country Report Population Growth: Using Microsoft Excel to Make a Bar Graph

Setting up the spreadsheet


1. Open up Microsoft Excel
2. Enter your data using the example below:

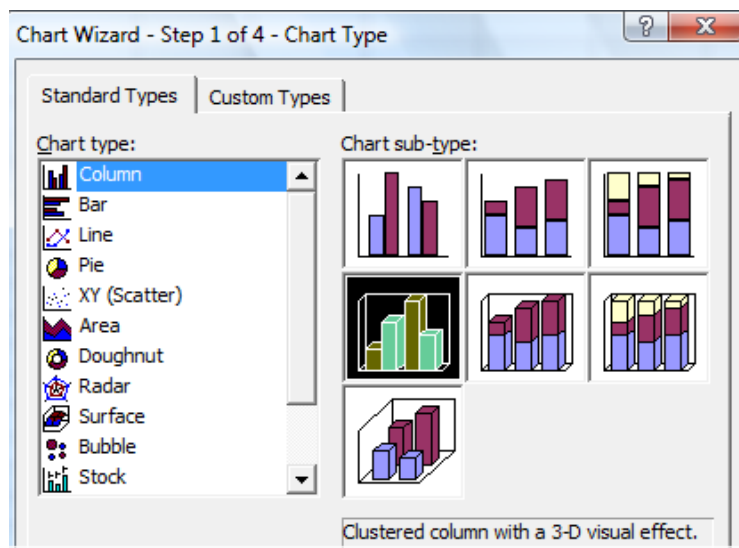
	A	B	C
1	Population	Year	
2	1,300,000	2005	
3	1,400,000	2006	
4	1,500,000	2007	
5			

Applying the Chart Wizard:

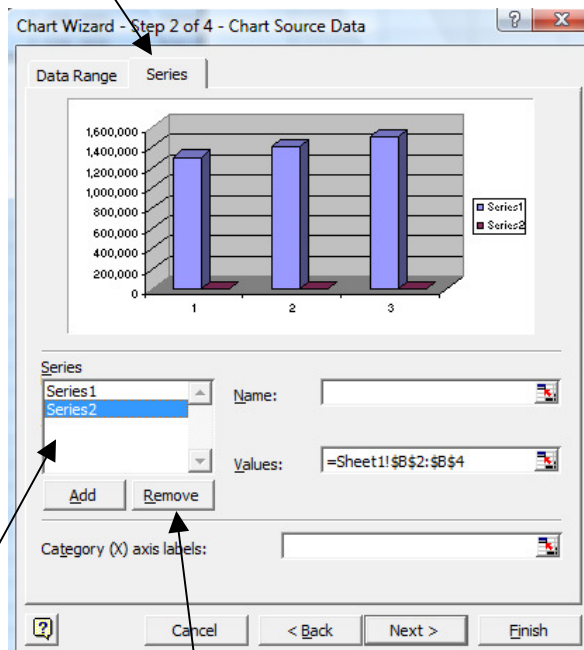
1. Highlight the data that you want to graph:

	A	B	C
1	Population	Year	
2	1,300,000	2005	
3	1,400,000	2006	
4	1,500,000	2007	
5			

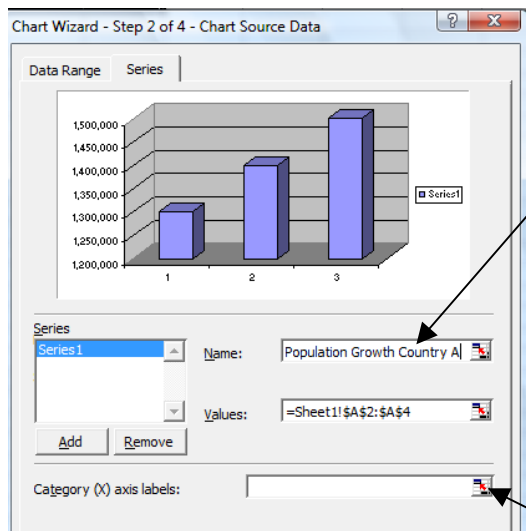
2. Click on the Chart Wizard button on the button menu:  You can also go to Insert/Chart.
3. Step 1 shows many different graphs. Select the column chart type (see example below). After you have selected the chart type, click on "Next".



4. You have already entered your data range when you highlighted your data previously. Select the "Series" tab



Select "Series2". Select Remove. Now enter the name of your graph:



Enter the Category (X) Axis Labels: Click the "Collapse Dialog" button. You will see:

	A	B	C	D	E	F	G
1	Population	Year					
2	1,300,000	2005					
3	1,400,000	2006					
4	1,500,000	2007					
5							
6							
7							
8							
9							

Chart Wizard - Step 2 of 4 - Chart Source Data - Category (X) ...

Again highlight the data you entered for Year:

	A	B	C	D	E	F	G	H	I
1	Population	Year							
2	1,300,000	2005							
3	1,400,000	2006							
4	1,500,000	2007							

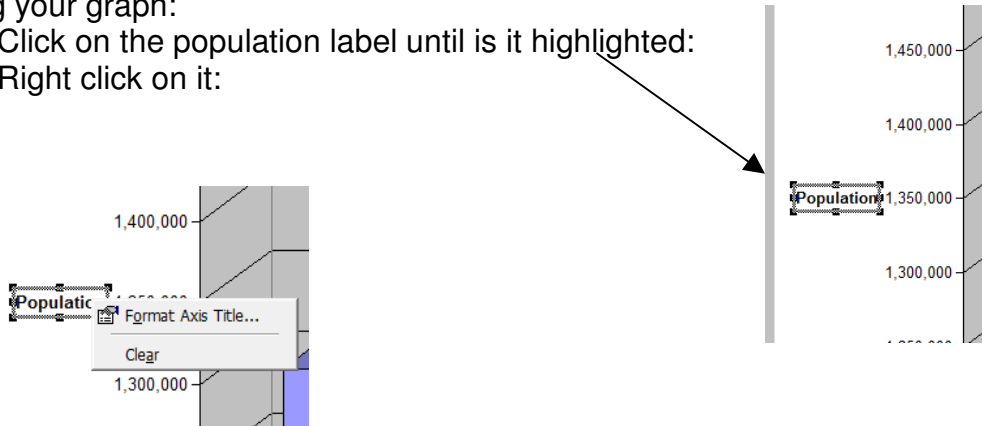
Select the “Collapse Dialog” button again. Your x axis should now be labeled with appropriate years. Select “Next”.

5. Label your axes “Year” and “Population” as shown in the example below. Click on “Next”.

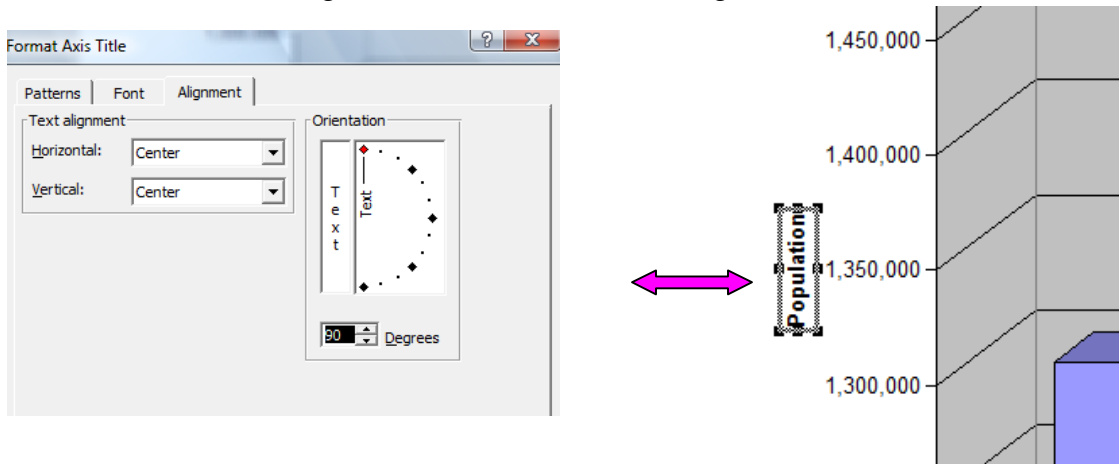
6. Select where you would like to your chart to be displayed. Click on "Next".

Formatting your graph:

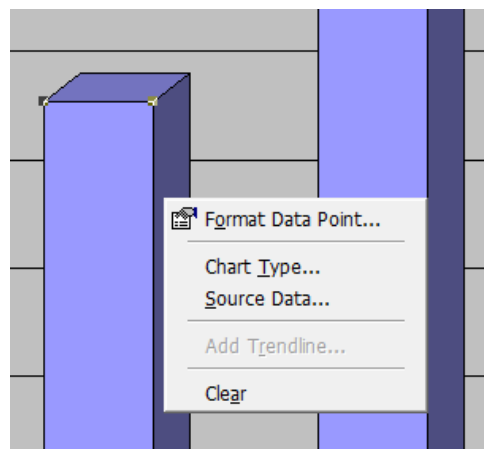
1. Click on the population label until it is highlighted:
2. Right click on it:



3. Select "Alignment". Enter 90° to change the orientation of the text.

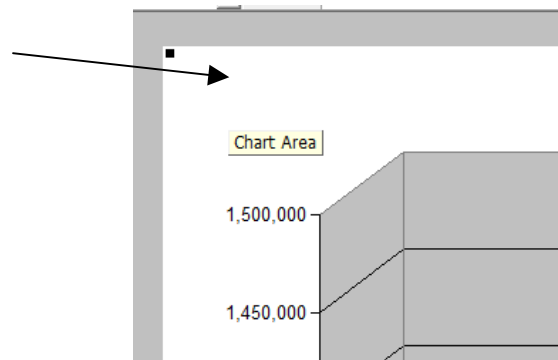


4. You can also change the color of your columns by right clicking on them and selecting "Format Data Point"



Copy and move the bar graph to your Word document

1. If you would like to move your bar graph into your Word document report, left click on the upper left hand corner of your bar graph to select it:



2. Go to Edit/Copy.
3. Open up your Word document. Select "Paste". Right click on your bar graph. Select "Format Object"/"Layout"/"Tight". Now you can drag your graph around easier.

