Tips for Graphing in Excel (2010)

How to Make a Bar Chart:

- Highlight the data that you want graphed.

- Click on the Insert tab in the toolbar at the top of the screen.

- Select Column and the Clustered 2-D Column sub-type (the first option).

- This will create a basic bar chart of your data. For most cases, you will need to adjust and format the chart.

- Give your graph a title and label the axes, if necessary, by selecting Chart Title or Axis Titles under the Layout tab.

- Make sure you have a legend if your graph needs it. Do this by clicking on Legend under the Layout tab.

*Note: You can change the scale of the axes in your graphs. To do this, choose 'Axes' from the Layout tab and select the axis that you want to change. Choose More Options and a Format Axis box will pop up. From there, you can change the minimum and maximum scale values or the major and minor units (where the gridlines are) on the y-axis or the number of categories between labels on the x-axis.

**Note: Keep in mind that if you will be printing this graph in black and white, you will need to change the color of your bars to distinguish them if you have more than one series. To do this, click on one of the bars. Under the Design tab, you should see several options for colors. You can choose one of these, or for more options, right click on one of the bars and choose Format Data Series. Under Fill, select Solid fill and choose the color you want from the dropdown menu. Repeat for each series.

How to Make a Line Graph:

- Highlight the data that you want graphed.

- Click on the Insert tab in the toolbar at the top of the screen.

- Select Line and the 2-D Line or 2-D Line with Markers sub-type.

- This will create a basic line graph of your data. For most cases, you will need to adjust and format the chart.

- Give your graph a title and label the axes, if necessary, by selecting Chart Title or Axis Titles under the Layout tab.

- Make sure you have a legend if your graph needs it. Do this by clicking on Legend under the Layout tab.

*Note: You can change the scale of the axes in your graphs. To do this, choose 'Axes' from the Layout tab and select the axis that you want to change. Choose More Options and a Format Axis box will pop up. From there, you can change the minimum and maximum scale values or the major and minor units (where the gridlines are).

**Note: Keep in mind that if you will be printing this graph in black and white, you will need to change the color of your lines to distinguish them if you have more than one series. To do this, click on the graph. Under the Design tab, you should see several options for colors. You can choose one of these, or for more options, right click on one of the lines and choose Format Data Series. Under Line Color, select Solid line and choose the color you want from the dropdown menu. Repeat for each series.