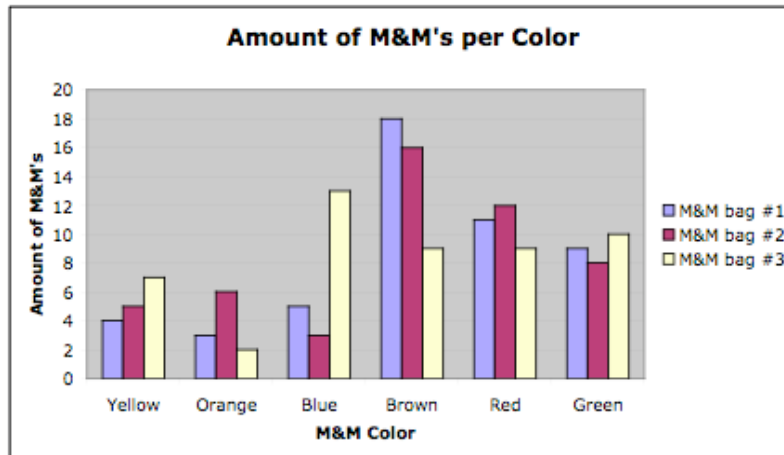


Bar Graph

When you have something that is measurable on one axis (usually the y-axis) and something that is absolute on the other axis (usually the x-axis). Example - M&M color vs. Number of M&Ms.



Steps for Creating a Bar Graph in Excel

1. Enter your data in the cells in Excel.

| | A | B | C |
|---|------------|---------------------|---------------------|
| 1 | Music Type | Heartbeat person #1 | Heartbeat person #2 |
| 2 | None | 75 | 80 |
| 3 | Rap | 100 | 95 |
| 4 | Country | 70 | 90 |
| 5 | R&B | 85 | 100 |
| 6 | Hip Hop | 105 | 80 |
| 7 | Rock | 110 | 105 |
| 8 | Jazz | 90 | 85 |
| 9 | | | |

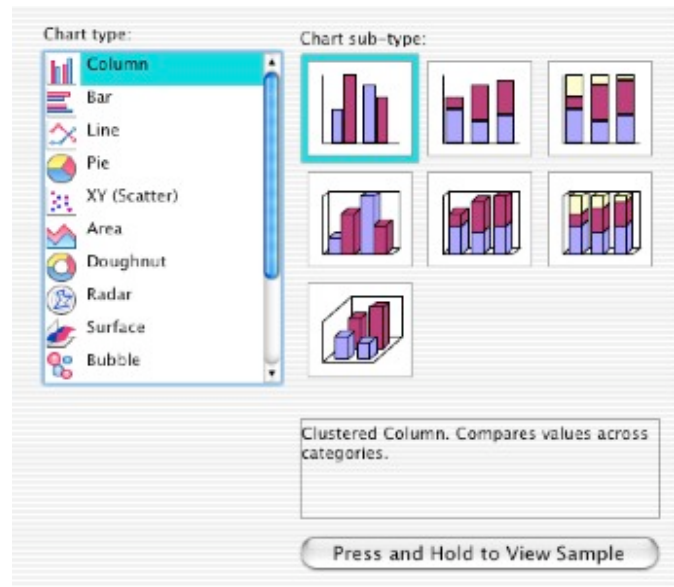
2. Highlight the cells that have the data you want to use in your graph.

| | A | B | C |
|---|------------|---------------------|---------------------|
| 1 | Music Type | Heartbeat person #1 | Heartbeat person #2 |
| 2 | None | 75 | 80 |
| 3 | Rap | 100 | 95 |
| 4 | Country | 70 | 90 |
| 5 | R&B | 85 | 100 |
| 6 | Hip Hop | 105 | 80 |
| 7 | Rock | 110 | 105 |
| 8 | Jazz | 90 | 85 |
| 9 | | | |

3. Click on the Chart Wizard button on the standard toolbar.



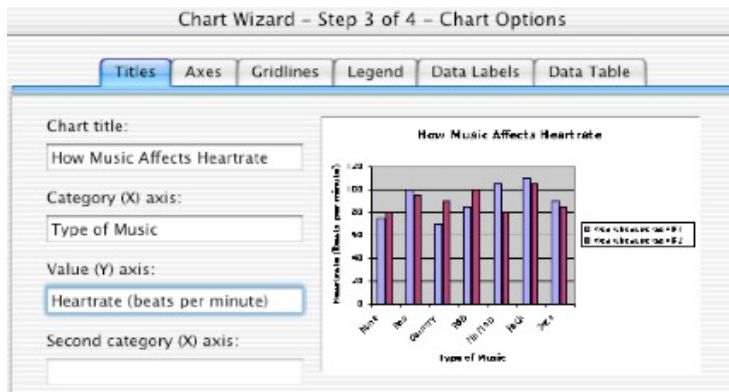
4. Choose Column in the chart type section, if necessary.



5. Click "Press and Hold to View Sample." Does it look like you expected? If yes, Click Next 2 times and go to step 6. If no, Click Cancel and check steps 1 through 3.

6. Click the Titles tab, if necessary.

7. Type a Chart Title, a title for your Value (X) axis, and a title for your Value (Y) axis.

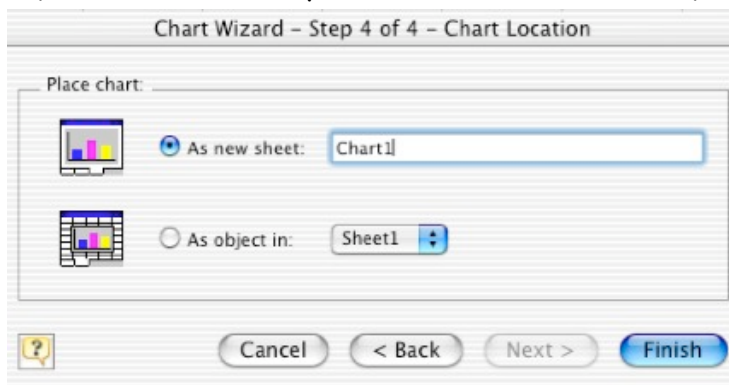


8. Click the legend tab.

9. Click the "bottom" button.

10. Click Next.

11. Click the button for "As new sheet: Chart1."



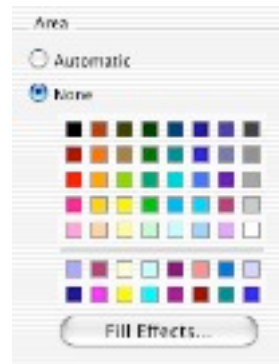
12. The gray background won't print very well, so remove it by doing the following:

13. Click in one of the gray areas.

14. Then click the properties button on the Chart toolbar.



15. Click the None button in the Area section.



16. Click OK.

Additional Thoughts:

* Want to change other parts of the graph? Click on that part, then click on the properties button.

* I recommend making the bars contrasting colors since we only have a black and white printer. Consider making the bars white and color them in yourself later.

* Oops! Did you make a mistake during the Chart Wizard? No problem. Click Chart on the main menu, then click options.