

## How to create a graph in Excel

1. Create an excel file and name it 'Graph from database'
2. Create a table with two headings:
  - a. **Your** chosen field (not year of birth)
  - b. Number of children

Year of birth	Number of children

3. In the column with your chosen field write the categories

Year of birth	Number of children
2000	
2001	

4. In the column with the heading 'Number of children' write the number of children for each category

Year of birth	Number of children
2000	7
2001	20

5. Save your work in **your** folder as 'Graph from database'.
6. Click 'Insert' from the toolbar at the top of the page
7. Click 'Column' and click the first bar graph from the menu that drops down
8. (If the box that appears covers the table drag it so that it is not in the way anymore)
9. Right-click on the graph box and click 'Select data'. Highlight **ALL** of the table, then click 'OK'

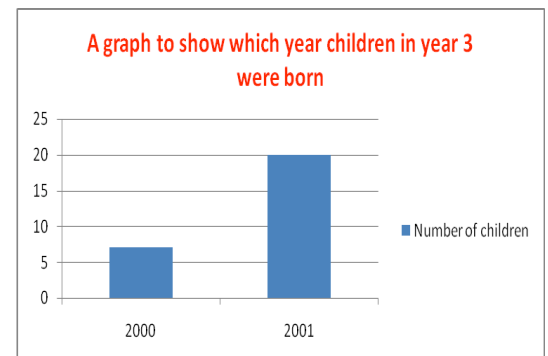
10. If your graph has a title, go to the next step

**OR**

If your graph does not have a title:

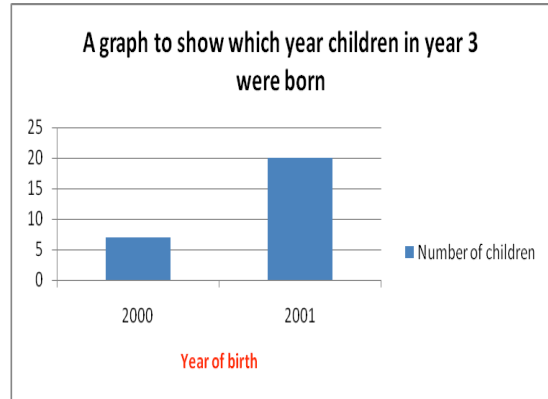
- click on the graph
- click layout (in the middle at the top of the page)
- click chart title and click 'above chart' from the drop-down menu

11. Make the title 'Graph to show (whatever your graph shows)



12. To add an x-axis:

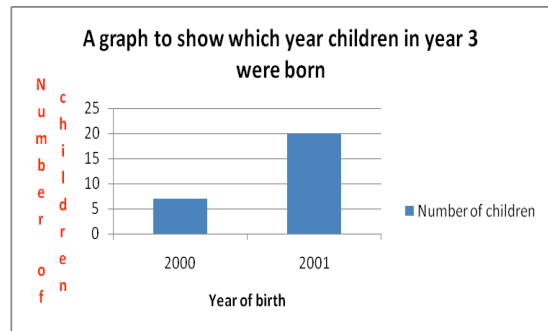
- click on the graph
- click 'layout' (in the middle at the top of the page)
- click 'axis titles', click 'primary horizontal axis', click 'title below axis'
- double-click the title that appears on the x-axis and change it appropriately



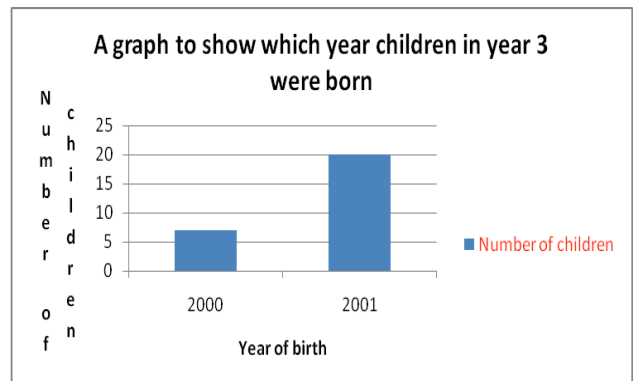
13. Save your work.

14. To add a y-axis:

- click on the graph
- click 'layout' (in the middle at the top of the page)
- click 'axis titles', click 'primary vertical axis', click 'vertical title'
- double-click the title that appears on the y-axis and change it appropriately



15. Delete the legend by clicking on it and pressing delete



16. Well done. Your graph should look something like this.



17. Save your work.

18. Print preview your work, make sure it is on just one page and print it out.

