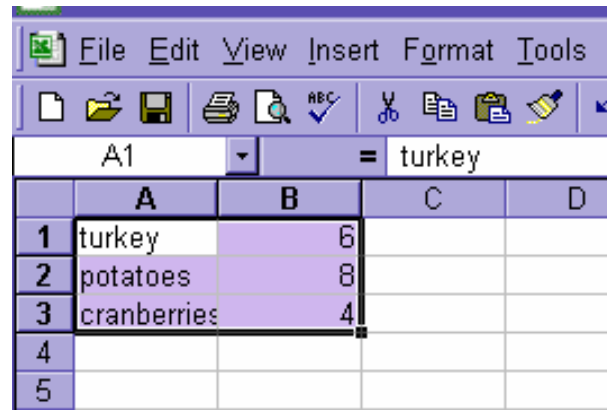


# Creating A Chart in Microsoft Excel

1. Enter the data into the cells and select the data.



2. Click on the chart wizard button

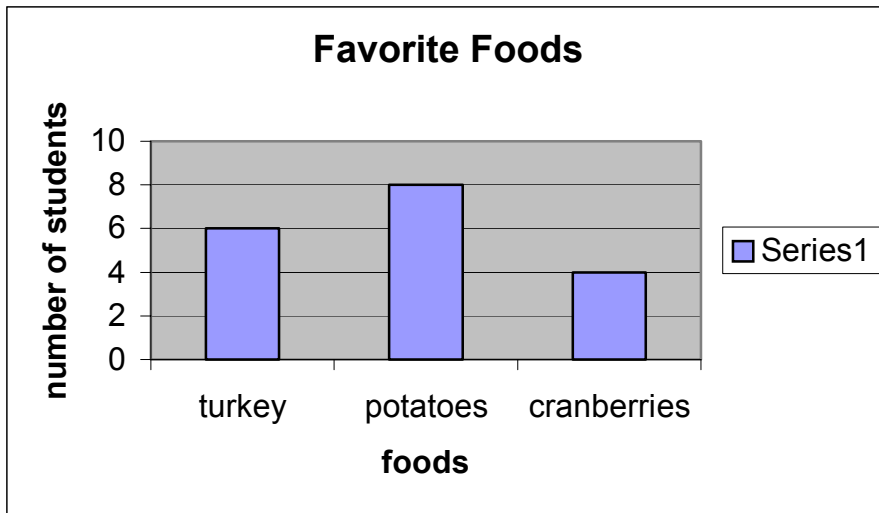


3. Select the column chart



4. Click on "next"

5. Follow the steps to enter in the title for the graph and labels for the x axis and y axis
6. Click finish and the graph will appear on the page



**Notice that the bars are all the same color and the legend says “series one”**

Microsoft Excel - Book1  
 File Edit View Insert Format Tools Chart Window Help  
 Series 1 Point... =SERIES(Sheet1!\$A\$1:\$A\$3,Sheet1!\$B\$1:\$B\$3,1)

	A	B	C	D	E	F	G	H	I
1	turkey	6							
2	potatoes	8							
3	cranberries	4							

Favorite Foods

Format Data Point...  
 Chart Type...  
 Source Data...  
 Add Trendline...  
 Clear

- To change the color of the bars:
- Left click on the first bar to select it.
  - Right click to “format the data point”

Format Data Point

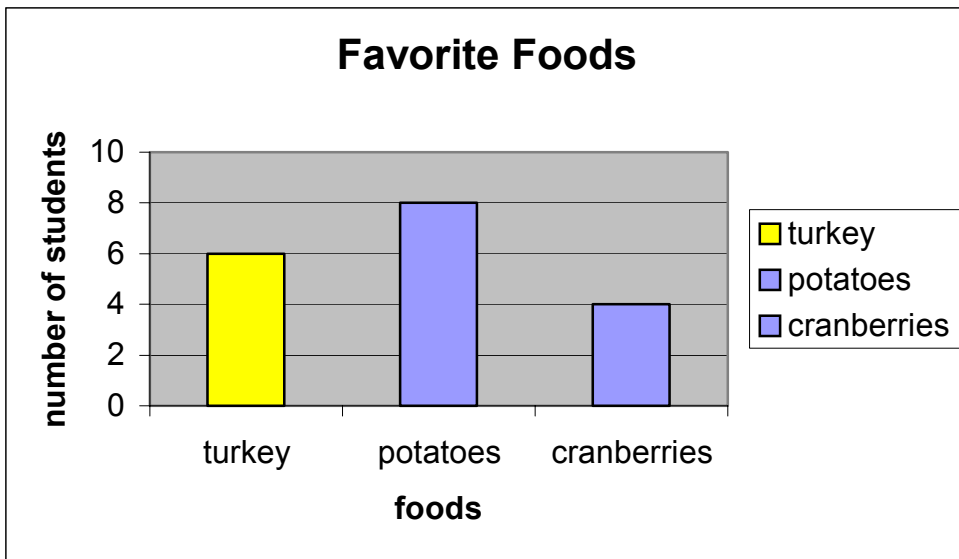
Patterns | Data Labels | Options

Border  
 Automatic  
 None  
 Custom  
 Style: [dropdown]  
 Color: Automatic [dropdown]  
 Weight: [dropdown]  
 Shadow

Area  
 Automatic  
 None  
 [Color Palette]  
 Fill Effects...  
 Invert if negative

OK Cancel

Choose a color or fill effect



Notice that the legend changes--- you will see labels and the color that you selected will appear in the legend and in the bar.

**To use the chart in other programs:**

Select the chart and copy it to the clipboard.

Open up Microsoft Word and paste the chart into a Word document.

(You could also paste into PowerPoint)

**COPY**

**PASTE**

