Excel Lesson Designing a Bar Graph

Number of Pets

Linda McCormick
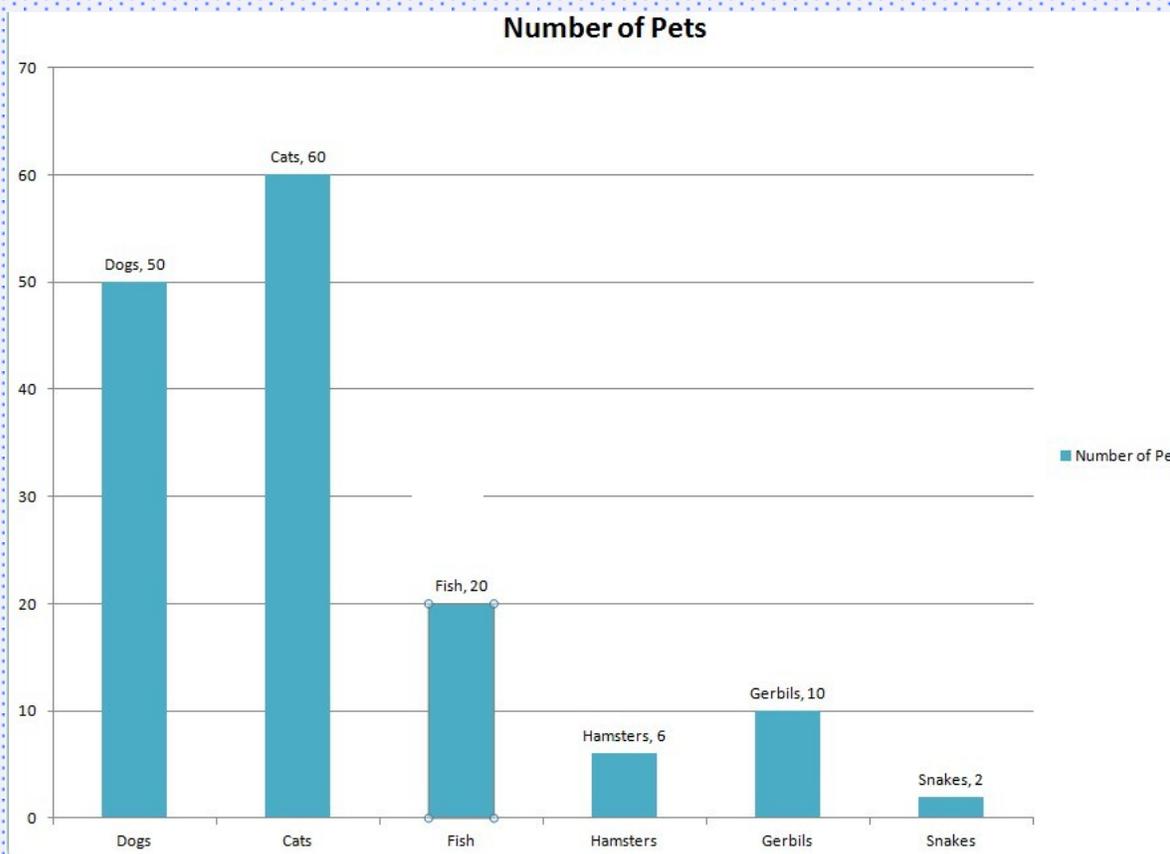
Excel Lesson

**Objectives: The students will input the data required for a graph.
The students will design a graph.
The students will personalize the graph using design elements.**

Step 1
Using Excel, the students will open to Book 1 and the instructor will direct them to arrange the columns as follows:

1. Place the mouse between column A and B and the mouse will change to double headed.

2. Drag mouse to change the col- umn width. When it is wide enough, type in the following heading on row 1:

Pets Be-

	A	B	C	D	E	F	G
1	Pets Belonging Sunny Dale Students	Dogs	Cats	Fish	Hamsters	Gerbils	Snakes
2	Number of Pets	50	60	20	6	10	2

longing to Sunny Dale Students
3. The students continue to type in the following headings in row 1.

4. Next, Under Column A, row 2, they type in
Number of Pets

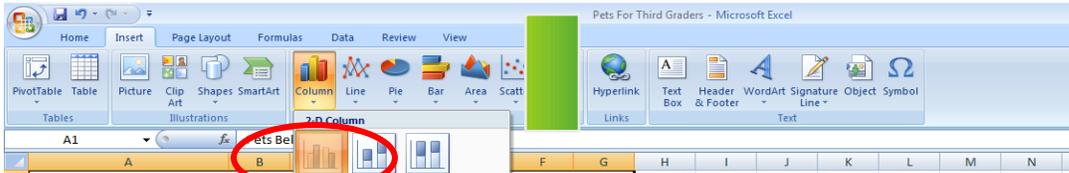| A	B	C	D	E	F	G
Pets Belonging Sunny Dale Students	Dogs	Cats	Fish	Hamsters	Gerbils	Snakes
Number of Pets	50	60	20	6	10	2

5. Then they type in the number of pets on row 2.

Step 2
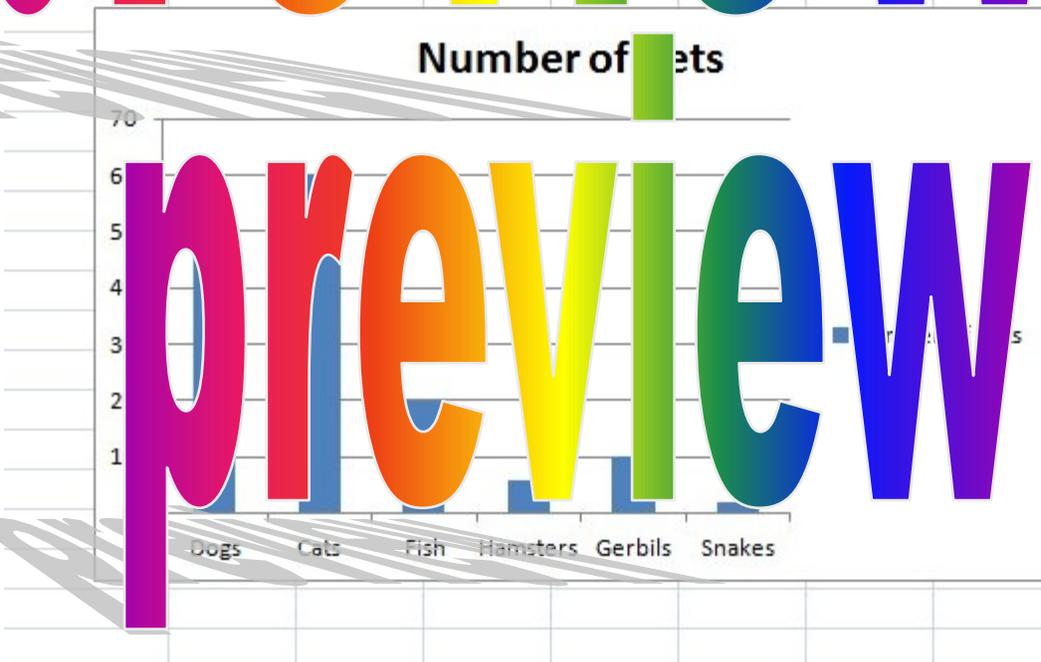**1. Dragging your mouse over the data, highlight all that will be included in your**

2. Click on "Insert" and choose "Column". Click on the first choice under 2-D Column.

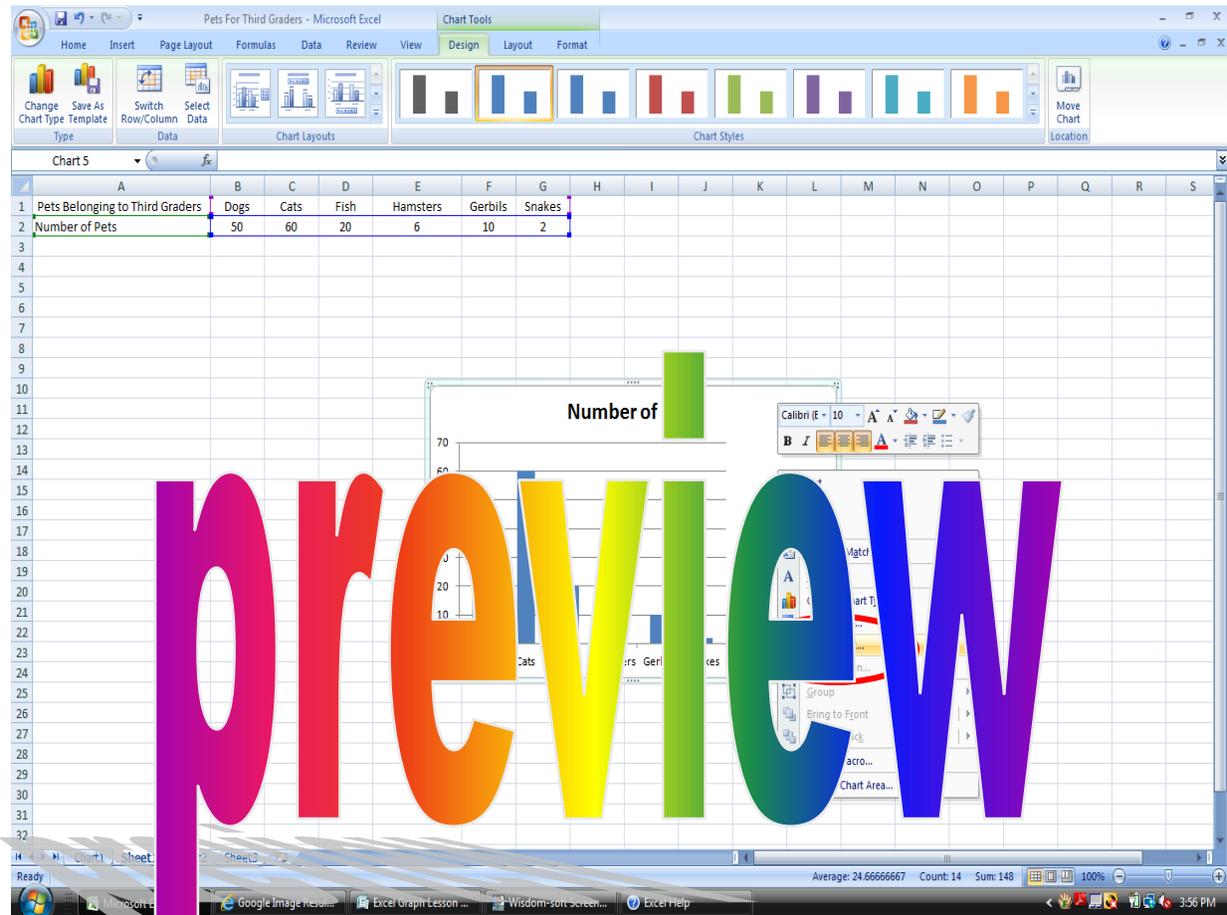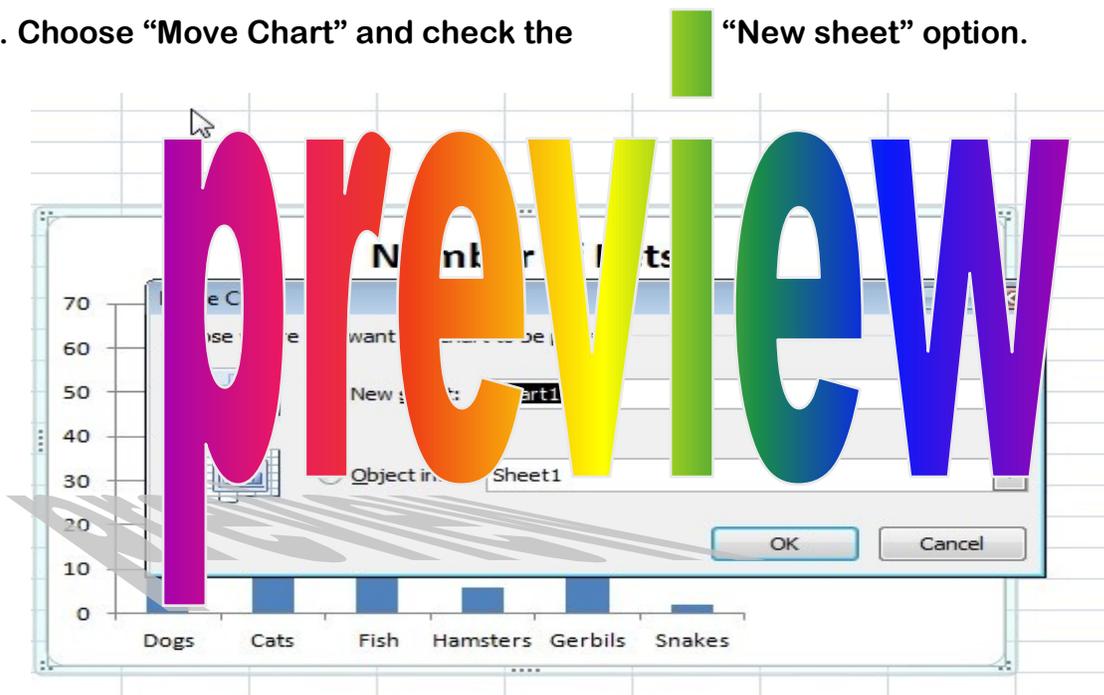**3. The first graph will**
ap-

pear in the middle of the page.

4. **Place** your mouse on the chart and click the right button for a menu.

5. **Choose "Move Chart" and check the** "New sheet" option.
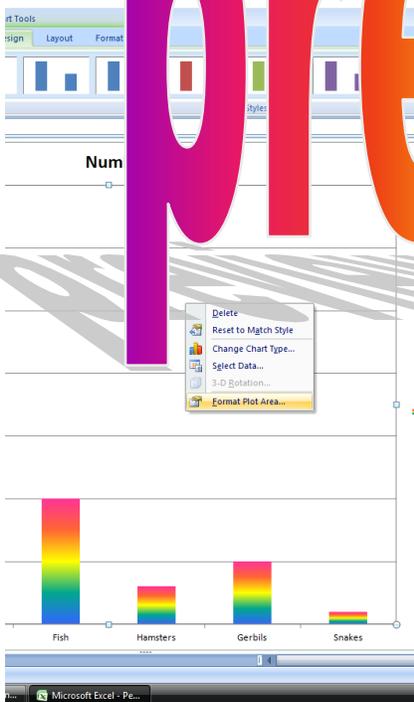
By placing the mouse on one of the bars and right clicking the student will get the choice to "Format Data Series". Here they can change the fill, and experiment with shading and a variety of design   elements.

By ing on   right clicking the background of the graph they "format the plot area".

If the students are going to print these, I have them go to ,"Insert", and insert a text box to include their name and class on the graph.

After a few seconds of processing, you will have your completed graph.

Step 3

Number of Pets

This is where the student can make the graph their own using color or other design elements. The first and easy difference is located above the graph where the student can choose by clicking their mouse on the various colors.

Depending on the experience of your students, this may be a good place to end the lesson. However, they can individualize the design even more.