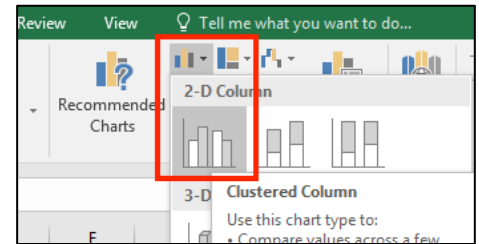


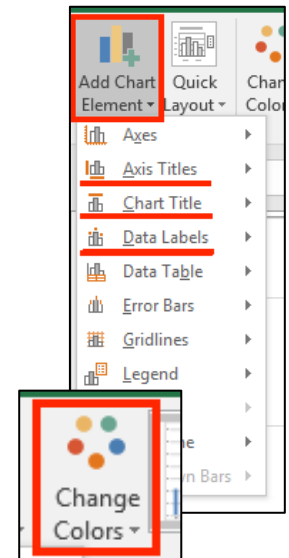
Graph Skills – Bar Charts 1

1. Open the **biscuits** spreadsheet
2. Select cells **B4 to F5**
3. **Insert** > choose the **Column Chart** > choose a **2D Clustered Column chart**

	Preference - 1 is dislike; 5 is like				
Biscuit	Taste	Texture	Colour	Smell	Looks
Bourbon	4	3	2	3	2
Digestive	2	4	2	1	3
Custard Cream	3	2	3	3	2



4. **Click** on the chart
5. At the top, click the **Design tab** on the right
6. Click **Chart Elements** on the left
 - a. add a **chart title** of **Bourbon Ratings**
 - b. add a **horizontal axis title** of **Criteria**
 - c. add a **vertical axis title** of **Rating**
 - d. add **data labels** to the outside end of each column
7. Click on one of the bars
8. Click **Change Colours** on the ribbon (on the Design tab) > change the colour of the bars to a different colour
9. Click on the chart background somewhere
Click **Change Colours** and change the colour of the background
10. Click **Move Chart Location** (on the **Design tab**) > move the chart to a **new sheet**



A second chart

11. Select cells **A4 to B9**
12. Create a **2D Clustered Bar** chart (not Column)
13. Use **Chart Elements** to add:
 - a. a **chart title** of **Taste Ratings for Biscuits**
 - b. add a **horizontal axis title** of **Biscuit**
 - c. add a **vertical axis title** of **Rating**
 - d. add **data labels** to the centre of each column

	Preference	
Biscuit	Taste	Texture
Bourbon	4	
Digestive	2	
Custard Cream	3	
Hob Nob	1	
Garibaldi	5	