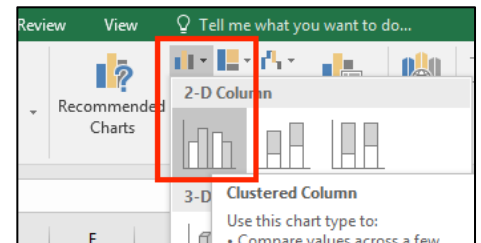


Graph Skills – Bar Charts 2

Some charts are a little more complex to draw

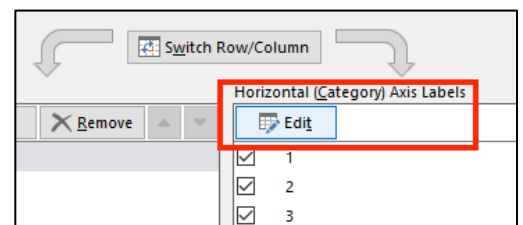
1. Open the **biscuits** spreadsheet
2. Select cells **B7 to F7** – the data for Custard Creams
3. **Insert** > choose the **Column Chart** > choose a **2D Clustered Column chart**

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
Hob Nob	1	5	2	4	3



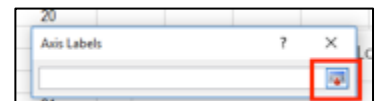
The chart is missing the labels for each bar

4. Click on the **Design** tab
5. Click **Select Data** on the ribbon
6. Click the Edit button on the **Horizontal (Category) Axis Labels**

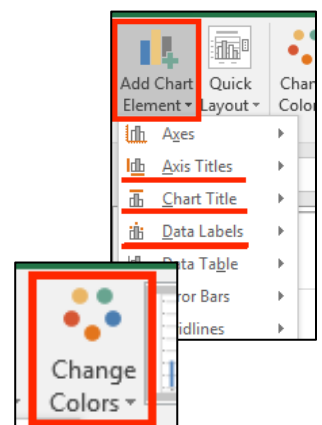


A pop up box appears

7. Select cells **B4 to F6** (the titles you want on the bottom of the chart) – this fills in the pop up box
8. Click the **Red button** at the **end** of the pop up box
9. Click **OK**
10. Click **Chart Elements** on the left
 - a. add a **chart title** of **Custard Cream Ratings**
 - b. add a **horizontal axis title** of **Criteria**
 - c. add a **vertical axis title** of **Rating**
 - d. add **data labels** as Data Callouts on each column



11. Change the **colours** of the bars and the background
12. Move the chart to a new sheet (**Move Chart Location**)



A second chart

13. Select cells **F5 to F9**
14. Create a **2D Clustered Bar** chart (not Column)
15. Add axis labels, a chart title, axis labels and data labels

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
Hob Nob	1	5	2	4	3
Garibaldi	5	5	4	5	3