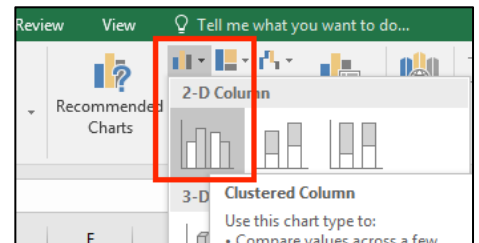


Graph Skills – Multiple Bar Charts

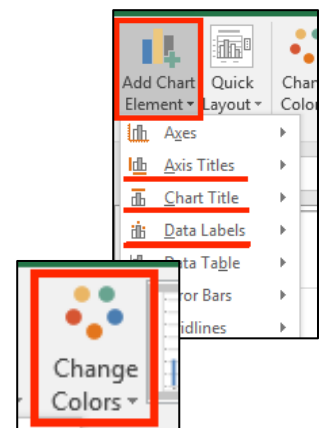
Some charts are a little more complex to draw

1. Open the **biscuits** spreadsheet
2. Select cells **B1 to F9** – the whole top data table
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
Garibaldi	5	5	4	5	3



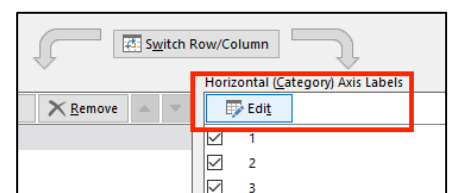
4. Click **Chart Elements** on the left
 - a. add a **chart title** of **Biscuit Ratings**
 - b. add a **horizontal axis title** of **Criteria**
 - c. add a **vertical axis title** of **Rating**
 - d. add **data labels** as Data Callouts on each column
5. Change the **colour** of the one of the set of bars on the chart
 - a. click **one** of the bars – you may need to click more than once
 - b. use the **Change Colours** button
6. Move the chart to a new sheet (**Move Chart Location**)



A second chart

7. Select cells **D4 to F9**
8. Create a **2D Clustered Columns** chart
9. Click **Select Data** on the ribbon
10. Click the Edit button on the **Horizontal (Category)** **Axis 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



11. Select cells **A5 to A9** (the titles you want on the bottom of the chart) – this fills in the pop up box
12. Click the **Red button** at the **end** of the pop up box
13. Click **OK**
14. **Add** axis labels, a chart title, axis labels and data labels

