

# Graph Skills - Bar Charts

Take a copy of the spreadsheet **Fish Graphs**.

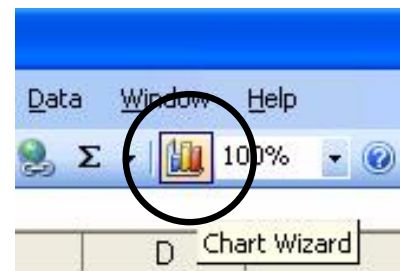
Open the spreadsheet. It shows the results of a fishing contest. We need to draw some graphs to show the results clearly.

## Step 1 - Selecting Cells:

1. Position the mouse over cell **B2** and **hold down the left button**.
2. Keep holding the left button down while you drag the mouse to cell **B8**.
3. Let go of the left mouse button. This should highlight cells **B2 to B8**.

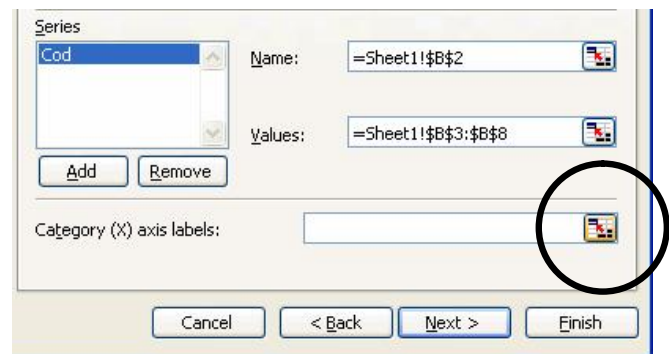
## Step 2 - Choose the Chart Wizard:

1. Click the **Chart Wizard** button on the toolbar
2. Select the first Column Chart you see and click **<Next>**



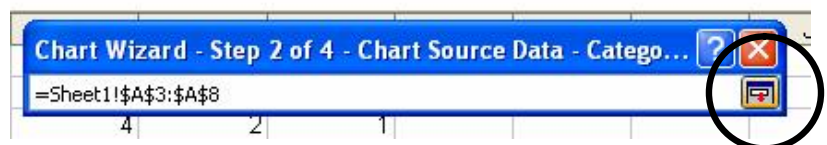
You get a sample. This looks OK but we need to add the names of the people who caught the fish. To do this:

3. Click the **Series** tab at the top of the window
4. Click the small button next to the **Category (X) axis labels** box



This shrinks the window. That's OK.

5. Now select the names of the people who caught the fish - in other words, all the names in column A from cell **A3 to cell A8**
6. Then click the **red button** next to the box on the small window



This should have added the names to the graph now.

7. Click **<Next>**

### Step 3 - Titles, Gridlines, Legends and Other Stuff:

1. Change the **title** to something more suitable (like: "Bar Graph to show Cod Caught")
2. The **X axis** should be "People"
3. The **Y axis** should be "Number of fish caught"
4. Click the **Gridlines** tab and take the tick out of the **Value (Y) axis gridlines** box - you don't need the gridlines running across the page
5. Click the **Legend** tab and take the tick out of the **Show Legend** box - you don't need a legend for a simple bar chart
6. There should be no **Data Labels** or **Data Table** options selected. These can sometimes be very useful, but not for a simple chart.
7. Click **<Next>**

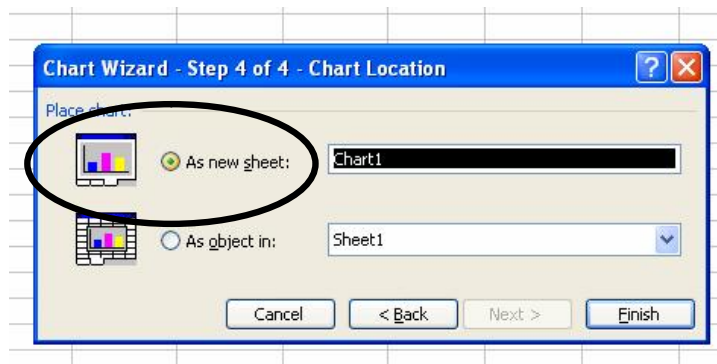
### Step 4 - Chart Locations are Crucial:

1. **IMPORTANT** - Select the **As new sheet** button

You almost always want to place the chart in a new sheet. Get used to doing this!

2. Click **<Finish>**

Your chart appears in a new sheet. You can go back to the data by using the tabs at the bottom of the page.



### Step 5 - Finishing Things Off Nicely:

1. **Right click** somewhere on the background to the chart and choose **<Clear>** from the options. This clears the annoying grey background colour to the chart - which makes it a lot easier to see things.

Now add your name and class to the footer of the sheet:

2. Click **<View>** and choose **<Header and Footer>**
3. Click the **<Custom Footer>** button
4. Add your name to the **left section** and your form in the centre
5. Add today's date in the **right section** by clicking the button which looks like a calendar.
6. Click **<OK>** and then **<OK>** again.
7. **Save** your spreadsheet. **Print** a copy of your graph. **Check it** and **hand it in** for marking.

