# Graph Skills - Divided Bar Charts 1

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

This time we'll draw a divided bar chart to show some of the results.

Step 1 - Get the Basics Right:

1. Highlight cells **B5** to **F5** - this will select the fish that Claire Dawson caught.
2. Click the **<Chart Wizard>** button on the toolbar
3. Make sure that either **Bar** or **Column** is selected
4. This time you want to choose the graph in the top-right hand corner of the options - see the diagram
5. Click **<Next>**
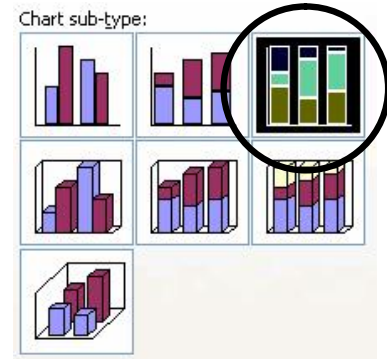
A sample chart appears which is going to look all wrong.

DON'T PANIC!

6. Click the **Columns** button and suddenly everything looks better
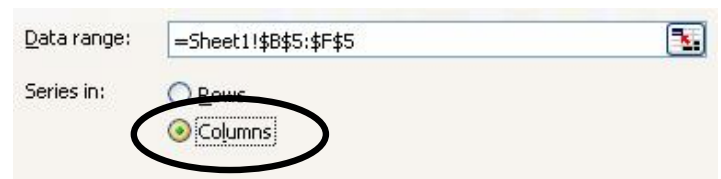
Step 2 - Deal with the Series Information:

1. Click the **Series** tab at the top of the window
2. Click the small button next to the **Category (X) axis labels** box
3. Click on Claire Dawson's name (cell **A5**) and click the **red button** on the small window

This should add Claire's name at the foot of the bar.

4. Now look at the **Series** box. We need to change the labels there to the names of the fish.
5. Click to select **Series1** in the **Series** box.
6. Click the **red button** to the right of the **Name** box
7. Click on the cell with Cod in it (cell **B2**) and click the **red button** on the small window
8. This should have changed **Series1** to "Cod"
9. Now repeat this with the other Series:
   - Series2 is Whiting
   - Series3 is Ling
   - Series4 is Dab
   - Series5 is Bass
10. Now click **<Next>**

Step 3 - Titles, Legends and Whatnot:

1. Change the **title** to something more suitable (like: "Fish Caught by Claire Dawson")
2. Leave the **Category (X) axis** box blank
3. Label the **Value (Y) axis** as "Fish"
4. Click the **Gridlines** tab and remove any gridlines
5. Click the **Data Labels** tab. Tick the **Series Name** and **Value** boxes. Look at what this has done to the chart in the sample. This is often useful for Divided Bar Charts.
6. Click the **Legend** tab. Untick the **Show Legend** box and see what happens to the sample. You don't really need a legend if you have data labels but you might prefer to have both.
7. Click **<Next>**

Step 4 - Chart Location, Location, Location:

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

You almost always want to place the chart in a new sheet.

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 - Black and White or Colour?

If you are going to use a black and white printer it's really important that you can tell which section is which on the graph.

If you print it now it will come out as different types of grey which can be really difficult to tell apart. So let's fix that:

1. Click **<File>** and choose **<Page Setup>**
2. Choose the **Chart** tab at the top of the window
3. Tick the **Print in black and white** box and click **<OK>**
4. Try a **Print Preview** to see what this does to your graph

Step 6 - Finishing Things Off Nicely:

1. **Right click** somewhere on the grey background and choose **<Clear>**
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.