

How to make a graph in Microsoft Excel

On the Excel sheet, enter the data that you want to plot.

Enter your genre data in column A.

Enter your numeric data collected in column B.

Select the cells that contain the data that you want to use for the chart. (Highlight, or click and drag)

On the **Insert** menu, click **Chart**.

In the **Elements Gallery**, click a chart thumbnail (picture). (This is the row of pictures at the top part of your page.)

Once the chart appears, you will need to make sure your formatting palette is showing. If it is not, you can click on View at the top, then click on Formatting Palette. This will open the palette up on the right side of your spreadsheet.

Here is where you will give your chart a title, and label the x and y axis. Make sure you label everything.