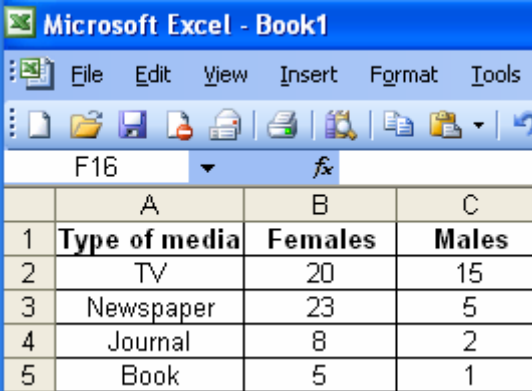


**Title:** Excel – Graphs – XY Bar Graphs

**Purpose:** This document describes how to create XY bar graphs in Excel. The example which follows describes a fictitious situation of creating an XY bar graph where the independent variable is type media (TV, newspaper, journal, and book) and the two dependent variables involve frequency counts for both males and females.

**Steps:**

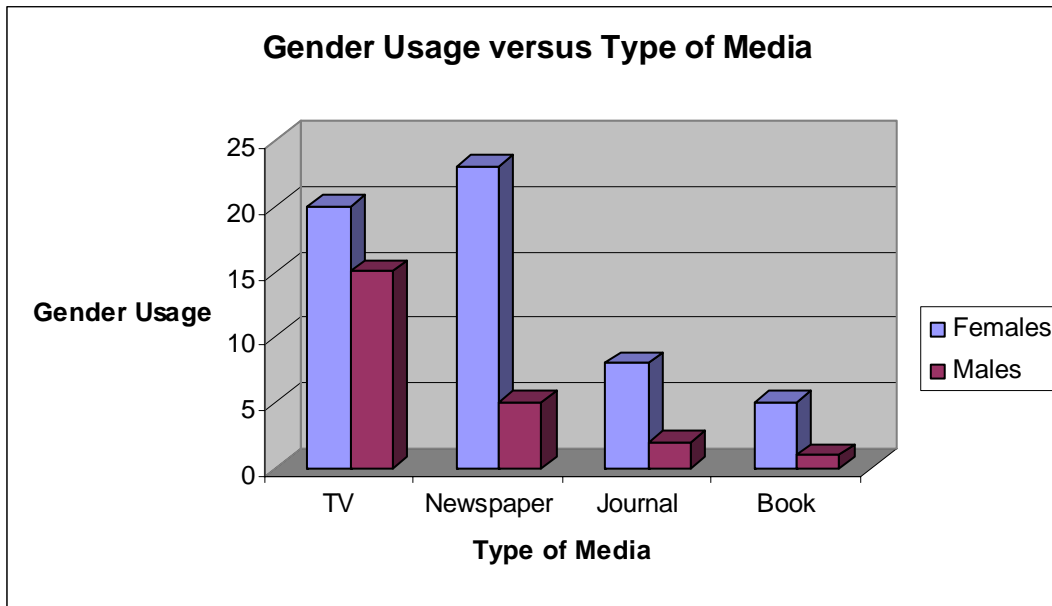
1. Create an Excel spreadsheet so that the data for the independent variable is in the left column and the data for the dependent variables is in the right columns, as shown in the figure below. Be sure to include appropriate descriptive headers for each column of data, as these headers will be used by Excel for



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Book1". The menu bar includes File, Edit, View, Insert, Format, and Tools. The toolbar contains various icons for file operations and editing. The active cell is F16. The spreadsheet data is as follows:

	A	B	C
1	<b>Type of media</b>	<b>Females</b>	<b>Males</b>
2	TV	20	15
3	Newspaper	23	5
4	Journal	8	2
5	Book	5	1

2. Highlight the headers and all of the data, and then select **Chart** from the **Insert** menu, located at the top of the screen.
3. From the **Chart Wizard** window that appears, select the chart type called **Column**. You can also select variations of the **Column** chart from the **Chart sub-type** options (this example uses the sub-chart option called “**clustered column with a 3-D visual effect**”). After you have completed your selection, click on the **Next** button.
4. The second window in **Chart Wizard** asks you to verify the **Chart Source Data**, be sure that the **Columns** option is selected for **Series in**, and then click on the **Next** button.
5. The third window in the **Chart Wizard** is where you can specify the titles for the graph, as well as for each of the axes. After naming your graph and axes, click on the **Next** button.
6. The last window in the **Chart Wizard**, asks you where you want the chart to appear. After making your selection, click the **Finish** button. You should now see a graph similar to the one in the figure on the top of the next page. If the labels for the independent variable are not all visible, try stretching the graph horizontally. Special topics that focus on making changes to the graph are covered on the next page.



## Special Topics

### Formatting the gridlines

Within Excel, right-click on one of the gridlines of the chart and select **Format Gridlines**, make your changes and then click the **OK** button.

### Formatting the 3-D perspective

Within Excel, right-click on the graph area (be sure not to right-click on either the gridlines or the bar graphs), and then select **3-D view**. Make your adjustments and then click the **OK** button.

### Formatting the color of the bar graphs

Within Excel, right-click on the bar graph and select **Format Data Series**. From the **Format Data Series** window that opens, you can select the color of the bar graph. From this window, you can also select the shape of the bar graphs, as well as modify other parameters of the bar graphs. When finished click on the **OK** button.

### Formatting the labels used in the legend

To change the labels used in the legend, you must change the column headers used in the initial data table (refer to the table created in Step 1 on the first page, cells B1 and C1).

### Copying the Graph from Excel to Word

In order to copy the chart into a Word document, simply right-click anywhere in the white space of the graph and select **Copy**, and then position the cursor within Word where you want the graph to appear, and choose **Paste** from the **Edit** menu.