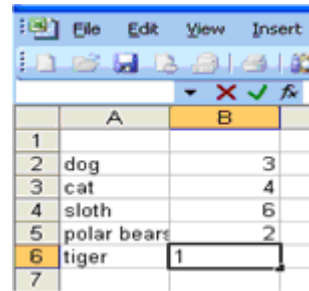


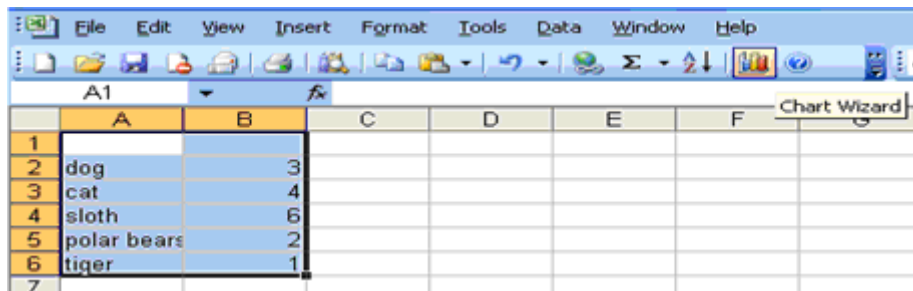
## Graphs Tutorial Using Excel

Step 1 – Start Excel & then Insert your data into columns A & B.

**Make sure you leave row 1 blank.**

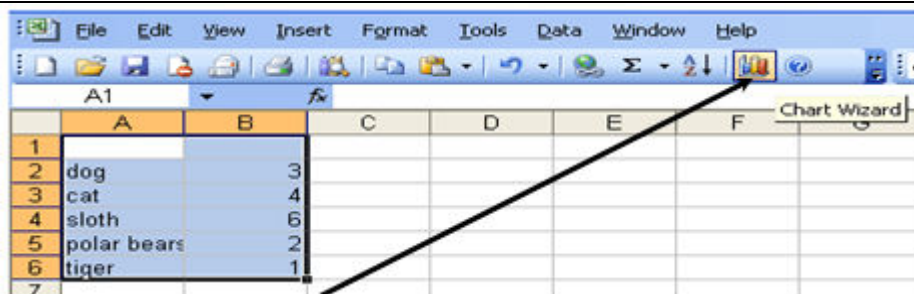


	A	B
1		
2	dog	3
3	cat	4
4	sloth	6
5	polar bears	2
6	tiger	1
7		



	A	B	C	D	E	F
1						
2	dog	3				
3	cat	4				
4	sloth	6				
5	polar bears	2				
6	tiger	1				
7						

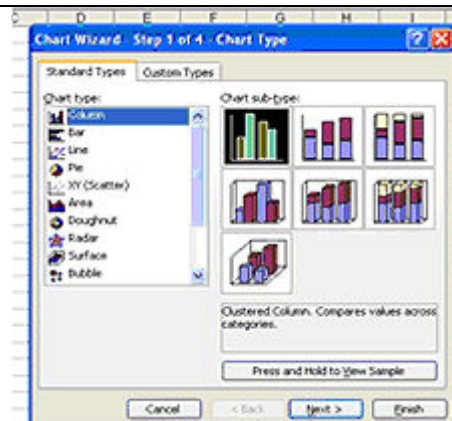
**Step 2** – Highlight all your data in both columns by left clicking in the top right hand corner of cell A1 and dragging to the bottom right hand corner.



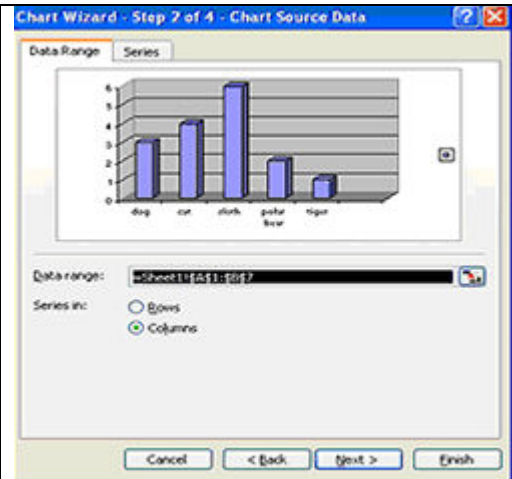
	A	B	C	D	E	F
1						
2	dog	3				
3	cat	4				
4	sloth	6				
5	polar bears	2				
6	tiger	1				
7						

**Step 3** – Press the Chart Wizard button to convert the data into a graph.

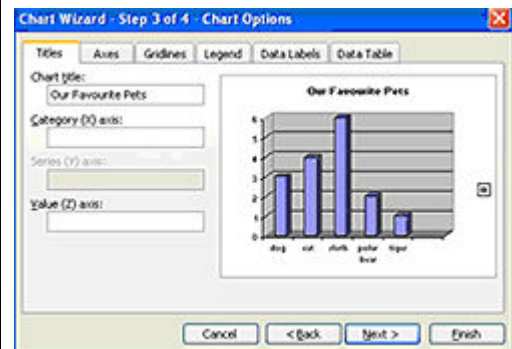
**Step 4** – Choose a graph that WILL communicate the meaning of the data effectively. *(Not just pretty pictures)*



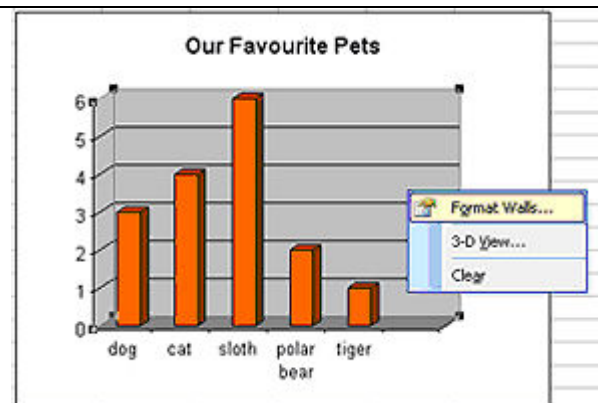
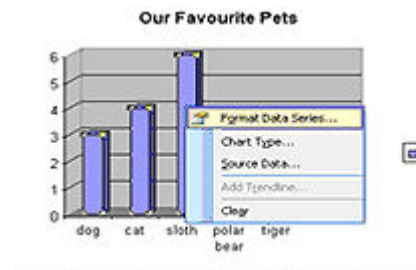
**Step 5 – Press Next**



**Step 6 – Write in the title of your graph and press 'Next'**

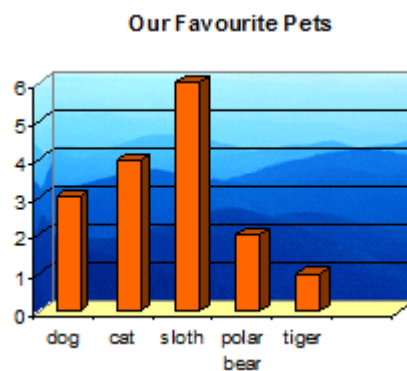


**Step 7 – Right click on any column and choose 'Format Data Series' then choose the colours of the graph.**



**Step 8 – Right click on the Wall, choose 'Format Walls' & select a colour.**

- You can also format the floor of the graph by right clicking on the floor & formatting it.



**Finished Graph**