

## GRAPHING CATEGORICAL DATA USING EXCEL

### Creating Bar Graphs and Pie Charts using the Chart Wizard

*Instructions below will create pie and bar charts for gender data below for De Anza College Spring Quarter 2004.*

1. Put your data into Excel.

A	B	C	D
1		Number	Percent
2	Male	10,316	47%
3	Female	11,473	52%
4	Unreported	152	1%
5	Total	<b>21,941</b>	<b>100%</b>

2. Select the data you want to graph

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3. Select Chart from Insert Menu Click or click on the Chart Wizard icon on the toolbar 

<p><b>Step 1 Chart Type</b> For chart type (on left) select the Column (vertical bar chart) or Pie. For chart sub-type (on right) select the upper left hand choice to create a basic column (bar) or pie chart. Click Next</p>	<p>Note: To make a Pareto chart, sort the data into order first, then use a column chart.</p>
<p><b>Step 2 Source Data</b> Position cursor in Data Range Window &amp; click. Move cursor to highlight frequencies or relative frequencies you wish to graph. The appropriate data range appears in the window. Click on the Series Tab. Position cursor in Category Labels window &amp; click. Move cursor to highlight categories that correspond for to the data you are graphing. The appropriate label range appears in the window. Click Next</p>	<p>Data range <input type="text" value="D2:D4"/></p> <p>Category Labels <input type="text" value="A2:A4"/></p>
<p><b>Step 3 Chart Options</b> Click on Titles Tab. Enter the title of your graph. If it is a column or bar graph, enter axis labels.  Click on Data Label Tab. Try the buttons for the different options to see how information will be displayed. Use judgment as to what will make your graph understandable. Click Next</p>	<p>Chart Title: <input type="text" value="Gender of Students"/></p> <p>For bar graph: Category (X) Axis <input type="text" value="Gender"/> Value (Y) Axis <input type="text" value="Percent of Students"/></p> <p>In this case I selected show label and percent in my pie chart but not the bar graph.</p>
<p><b>Step 4 Chart Location</b> I prefer to create my graph as an object in the current worksheet. Then if I need to correct or amend the data for any reason, I can see how the graph changes if the data changes. Click Finish</p>	<p>As Object in <input type="text" value="Sheet 1"/></p>

**Gender of Students: De Anza College Spring Quarter 2004**

