How to create a graph in Excel:

1. Open Excel (below is what it looks like)



1. Open a blank workbook

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1. Save to you ***home folder*** (the example below says desktop DO NOT SAVE TO DESKTOP)

(“your name” survey result.xlsx)A screenshot of a cell phone

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1. In A1 Write your question

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1. In A2 your category

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1. In B2 votes

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1. Write your category names under the category heading

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1. Fill in the votes for each category

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1. Highlight cells to graph

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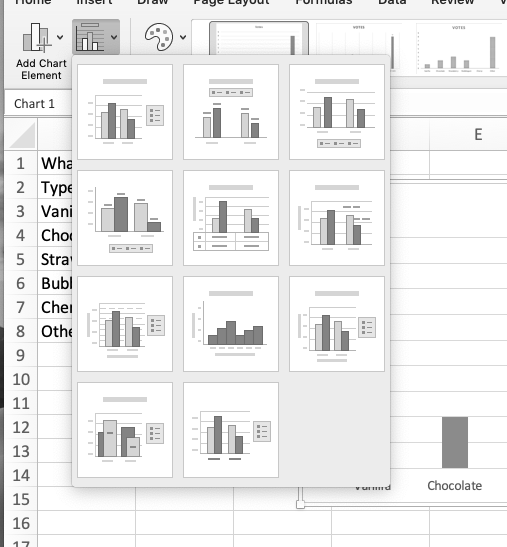
1. Insert 🡪 recommended charts

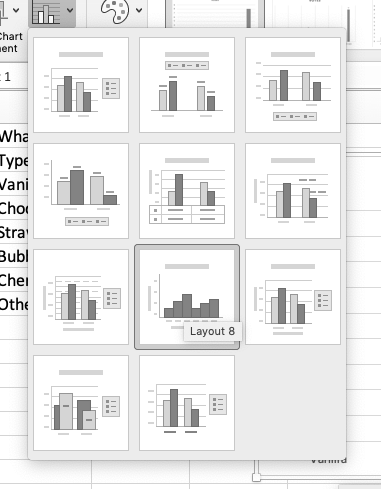
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1. Choose a graph type (state why you chose that type of graph in one of the cells of the excel spread sheet)A screenshot of a cell phone

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2. Double click title and change it to your questionA screenshot of a cell phone

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3. Click on quick layout under Chart Design
4. Change the layout to #8



1. Change the layout of your graph back to a bar graph

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1. Change x axis title with your categoryA screenshot of a cell phone

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2. Change the y axis title to votes

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1. Check scales and change if necessary.
   1. Double click axis values

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* 1. Axis options
  2. Click on the icon that looks like a bar graph
  3. Axis options pull down menu
  4. Units
     1. Major = 1
     2. Minor = 0.5

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1. Change colours to personalize your graph A screenshot of a cell phone

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