How to Make a Bar Graph Using Excel 2007
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1. Highlight the mean values that you wish to compare.
2. Click on the ‘Insert’ tab at the top, select ‘Column’ under the ‘Charts’ menu.
3. Under the ‘2-D Column’ heading, select ‘Clustered Column.’

4. Remove the legend (labeled ‘Series1’) by selecting it and pressing ‘Delete.’
5. Then right-click on the chart and choose ‘Select Data’ from the drop-down menu.
6. In the ‘Select Data Source’ dialog box, click on ‘Edit’ under ‘Horizontal (Category) Axis Labels.’ When the ‘Axis Labels’ box appears, highlight both of your variable names on the spreadsheet and click OK twice.

7. Now add a chart title, y-axis title, and x-axis title (if you wish) under the ‘Layout’ tab.
   - For ‘Chart Title,’ select the ‘Above Chart’ option. Type your title and press ‘Enter.’
   - For ‘Axis Titles,’ add a vertical (y-axis) title by choosing the ‘Rotated Axis’ option. Type your title and press ‘Enter.’

8. To fix the numbering scale on the y-axis, right-click on the axis numbers and select ‘Format Axis…’ from the drop-down menu. Change the ‘Minimum’ value to 0.0, the ‘Maximum’ value to 4.0, and the ‘Major unit’ to 0.5 by first selecting ‘Fixed’ and then typing in your new values (NOTE: These specific values will not be appropriate for all data sets; you are simply trying to spread out the range and avoid having multiple lines labeled the same, e.g., 3.0 and 3.1. This is related to the number of decimal places in your data.) When you have finished, click ‘Close.’
Here is what your final bar graph should look like:

![Student Grades Graph]

**Additional information:**
- The Excel Help function is the blue question mark located in the upper-right corner of the screen:
- You can re-size your graph by clicking on any of the corners or sides of the graph (over the places indicated by the ‘dots’).
- To move your whole bar graph around the worksheet, place your cursor on the chart, making sure that the cursor itself now looks like four arrows facing north, south, east, and west. Now, click and hold your mouse down and move the chart wherever you like.
- Chart and axis titles may be altered (e.g., font, size, style, etc.) by right-clicking on them.