



Excel Skill #1: How to Create a Simple Graph (PC Version)

1. Select your data (including the titles of your rows and columns) by clicking and dragging across the cells your data is in OR by holding down the shift key and using the arrow keys to select the appropriate cells.
2. Head to the **Insert** tab. From here, you'll be able to choose from a variety of different charts and graphs. (For our example, we chose the 2-D clustered column graph.)
3. If you don't like the way Excel initially displays your data, you may want to swap your rows and columns. You can do this by clicking the **Switch Row/Column** button under the **Chart Tools > Design** tab OR by right clicking on your graph, choosing **Select Data**, and then clicking **Switch Row/Column**.
4. To add a title to your graph, make sure your graph is selected, head up to the **Chart Tools > Layout** tab, click **Chart Title**, and then choose where you want the title to appear. (For our example, we chose **Title Above Chart**.) You can then click inside the text box that appears and replace "Chart Title" with the title of your choosing.
5. To label your graph's x- and y-axes, select **Axis Titles** from the **Chart Tools > Layout** tab, and then select how you'd like your **Horizontal Axis Title** and **Vertical Axis Title** to appear. (For our example, we chose **Title Below Axis** for our horizontal axis and **Rotated Title** for our vertical axis.) You can then click inside the text boxes and replace "Axis Title" with the titles of your choosing.
6. If you'd like to reorder how your data is displayed in the graph (for example, maybe you want to have your values in order from largest to smallest), select the columns that your data is stored in, head to the **Data** tab, and click **Filter**. Next, head back to one of your columns, click on the little upside-down triangle that just appeared next to your column title, and choose from a number of filtering options. (For our example, we chose **Sort Largest to Smallest** so the values would be ordered from largest to smallest.)