

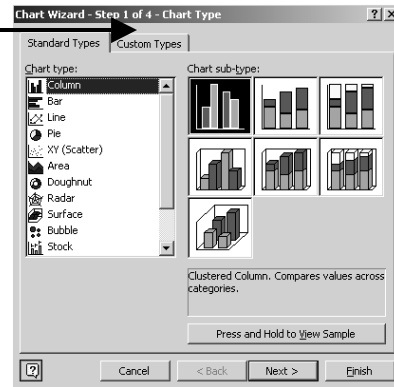
Excel Graphing

1. Select/highlight the information you want included in the graph.
2. Click on the graph button on the toolbar.
3. The following window will appear

Step 1-Chart Type

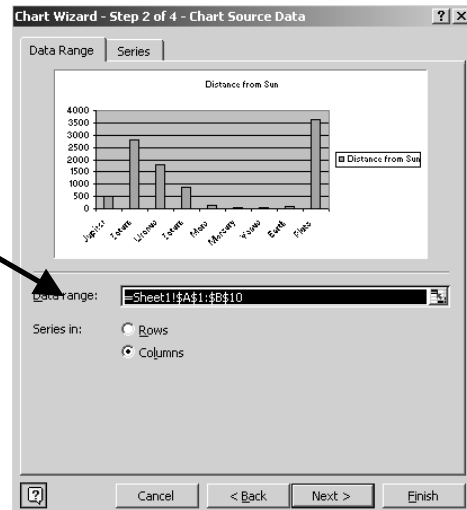
Select the type of graph you would like to make.

Click *Next*.



Step 2-Chart Source Data

Make sure the data range is correct and click *Next*

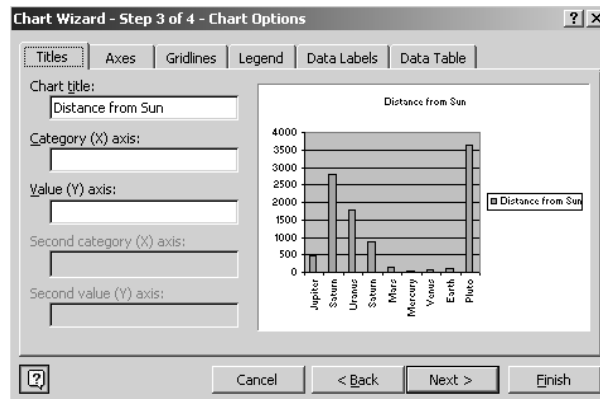


Step 3-Chart Options

Choose a title and the axis labels.

Click on the Axes, Gridlines, Legend, Data Labels, and Data Table tabs to customize your graph.

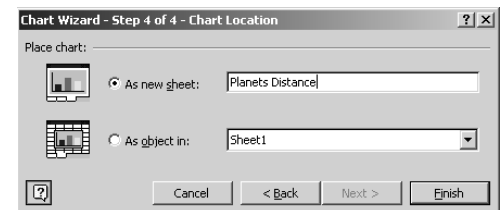
Click *Next*.



Step 4-Chart Location

Save your graph as a new sheet and give it a name.

Click *Finish*.



Customizing the Graph

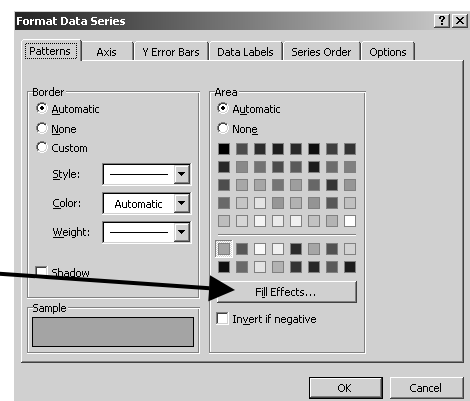
Select all of the bars by clicking a bar once.

Select a color you like.

Select *Fill Effects*.

Try the Gradients and Textures tabs

Take some time to play with different choices.



Creating a Pictograph

Select one of the bars

Select *Fill Effects*

Select the *Pictures* tab

Click *Select Picture*

Find the picture you want to use.