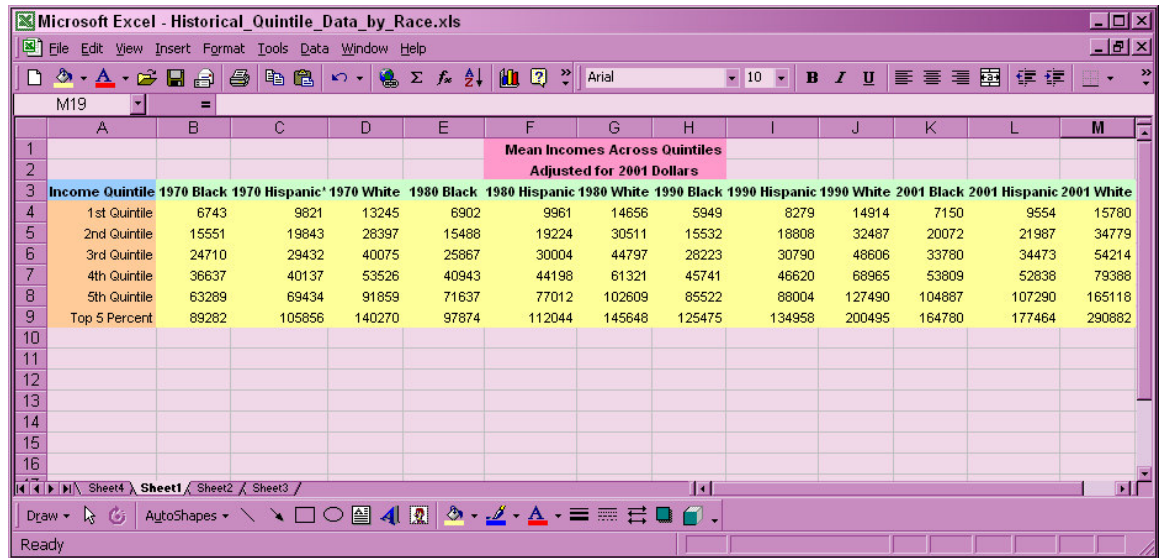


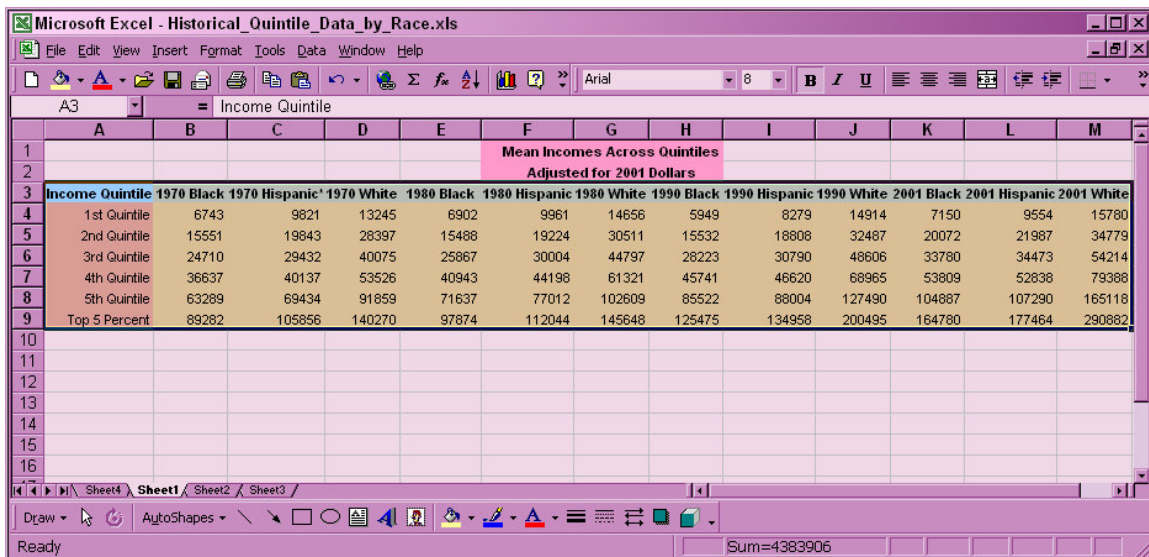
# How to Make a Graph in Excel and Copy It into a Word Document

1 Enter data into an Excel spreadsheet, paying attention to how you are going to label columns and rows. In this example, the data has been shaded yellow. The column labels are light green and constitute what is known as a series.

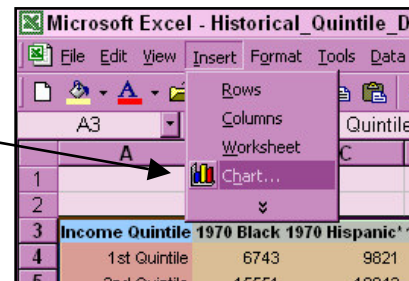


The row labels are shaded orange.

2 Now select the information you want to include in the graph. In the example below, everything except the title (in pink) has been selected.

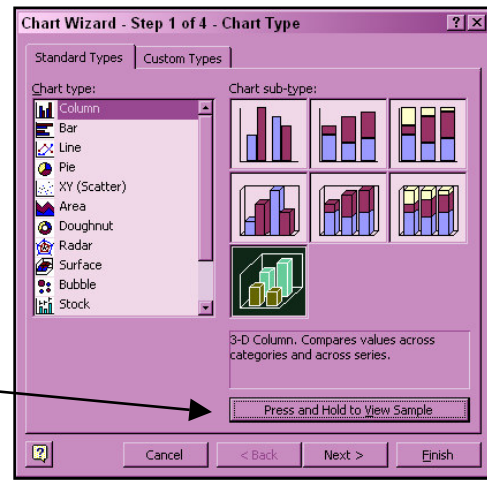


3 Next, select **Chart** from the **Insert** menu item, to initiate the Chart Wizard.

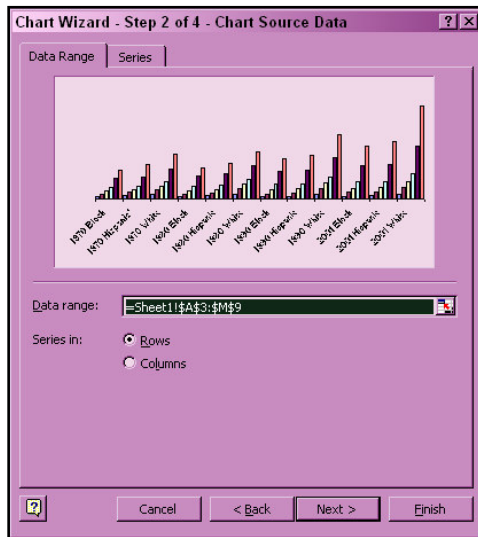


The **Chart Wizard** will pop up:

- 4 Choose the type of graph you want to insert, either from those listed under the Standard Types tab or those listed under the Custom Types tab. You can preview what your graph will look like, more or less, by clicking on the “**Press and Hold to View Sample**” bar.



- 5 When you've chosen the graph you want, click the **Next >** button.

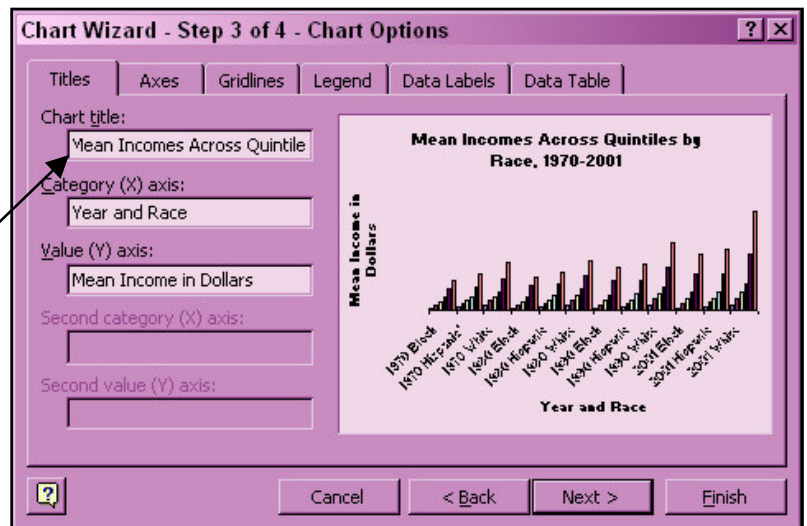


Make sure the graph looks like it makes sense. Changing the **Series In** button from Rows to Columns can make a big difference. Make sure the right one is selected! If you click the Series tab, it will show you which parts of your spreadsheet are being used to make different parts of the graph.

To move on, click on the **Next >** button.

6

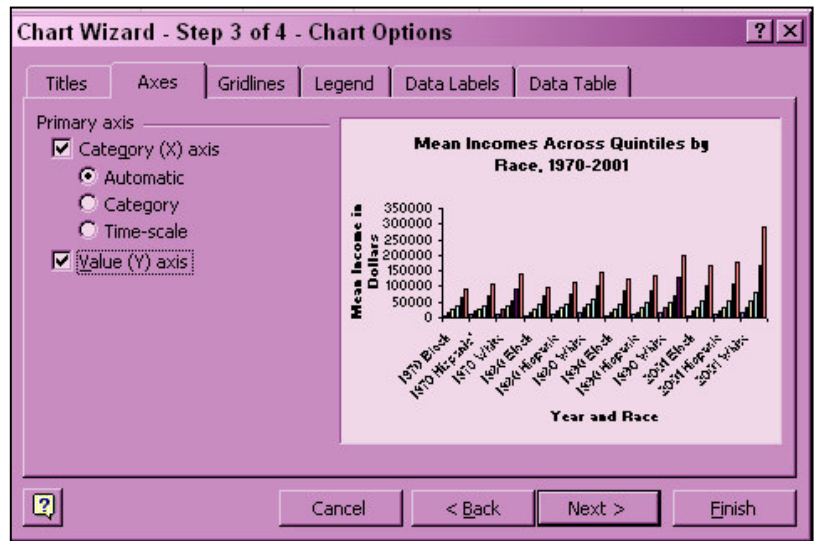
Now it is time to **begin customizing your graph** so that it really gets across a message. In this third step of the wizard, there are **six tabs** (Titles, Axes, Gridlines, Legend, Data Labels, and Data Table). For example, in the section with the Titles tab, fill in the title you want to give your graph, as well as the names for the X and Y axis, as shown in this example. You'll notice that as you add elements, your chart shrinks. Don't worry about this. You can resize it later.



7

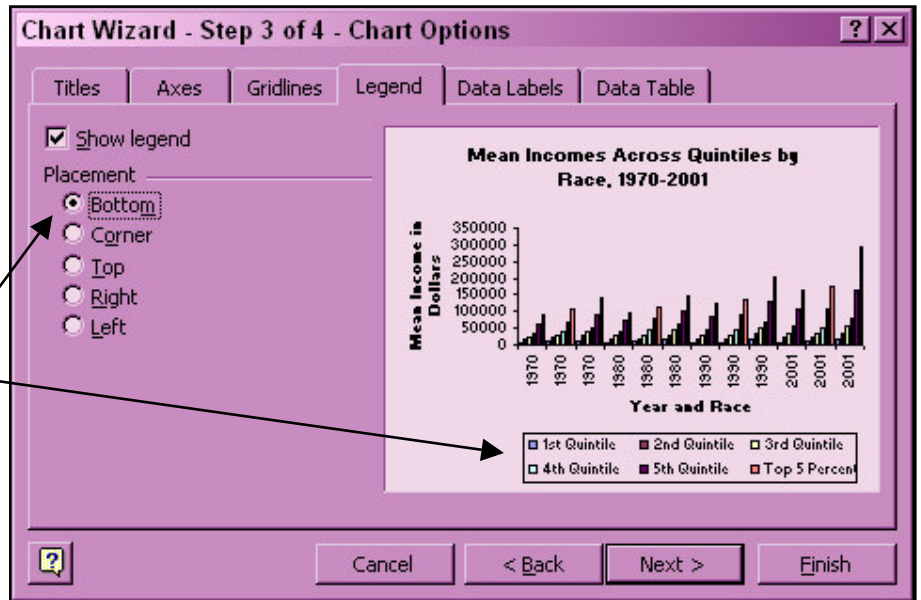
Do not click on the Next > button as you work through the Chart Options portion of the wizard. Instead, click on the different tabs to move through them. For example, after inserting your title, click on the **Axes tab** to move to that section.

In the Axes section, depending on what kind of data you are using, you should **probably check the box that says Value (Y) axis.** This will insert values along the Y axis. Don't worry if they are not formatted properly at this point (for example, in this example, they have no dollar signs or commas).



8

**Gridlines** usually make a graph look too busy, but you can be the judge of that. As for the **Legend tab**, it is useful to check the **Show Legend** box if you have more than one series, as in the example here. Again, notice that when you insert a legend, the rest of the graph shrinks – which you can fix later if you need to. You can also affect sizing changes by *where* you choose to place the legend; in this example, it is placed at the bottom.



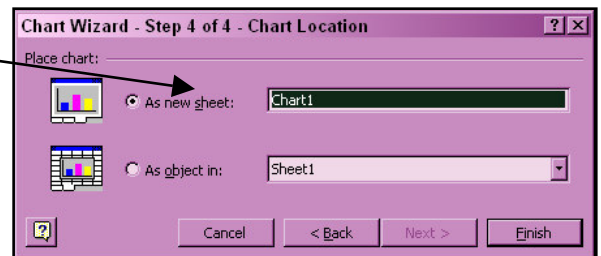
Next, you can move on to the **Data Labels tab**. Depending on what you're doing, it is often best to select "None" here because otherwise, your graph can become very, very busy.

The last tab is for **Data Table**, and that is usually not necessary. It would insert a table of your data right along the graph. It is better to create a regular table (for example, using Word) and insert that as an appendix to your report.

Now that you've gone through all the tabs, you can press **Next >** to move on.

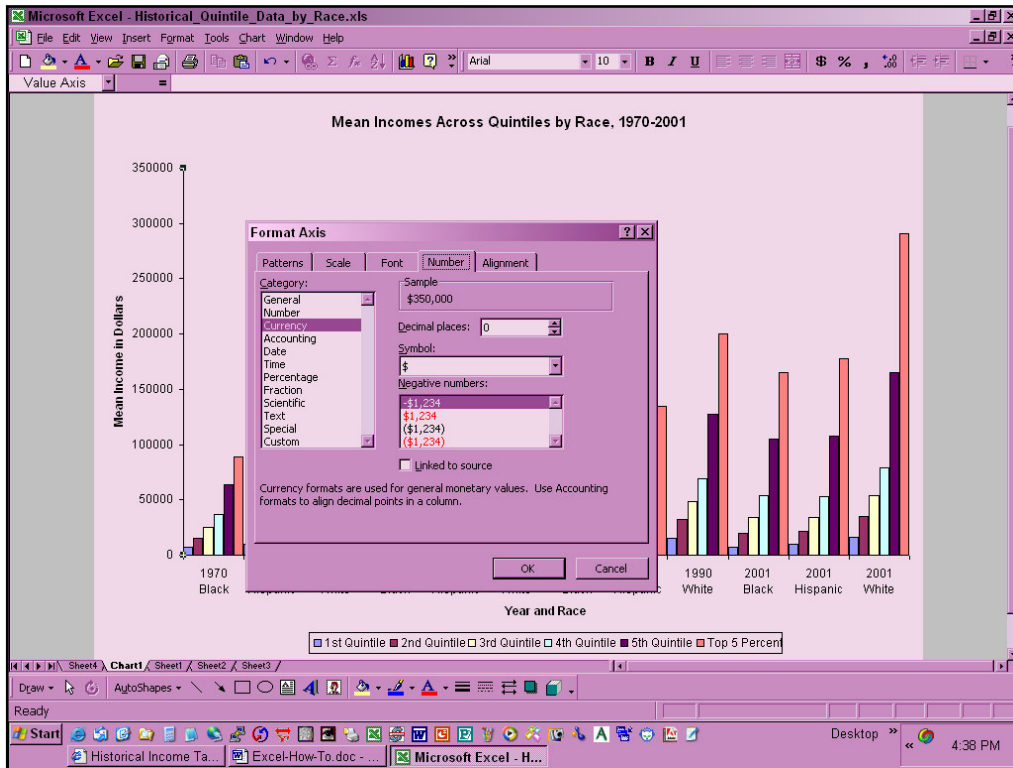
9

**This next step is important.** This determines where your chart is going to go. It is best to select **"As a new sheet,"** because otherwise, the chart will be inserted right into your working spreadsheet, making it somewhat difficult to deal with.



After you've checked "As a new sheet," click on the **Finish button**. You will see a full-sized graph on a new spreadsheet.

10



You can click on elements within the graph to edit them and resize them. You can even reposition them. For example, you can double click on the Y axis (the vertical axis) and bring up a **Format Axis box** that allows you to change the number formatting to currency and even indicate how many decimal places to allow.

You can change the coloring of the bars (if you're making a bar chart), the background of the chart itself, the font, etc. You can add arrows and graphics. Have fun – but be sure that the graph is readable and that no important information is missing! By the way, this is also the time and place to add the citation – the source of your graph data – generally in small font in parentheses right below the title.

All graphs should have:

- a title
- labels for all axes
- legend if there are multiple series
- properly formatted numbers
- easy-to-read colors, fonts, and other design elements
- source of data (usually listed in small font right below the title)

When you are finished, you can select the graph by clicking in an upper corner, hit ctrl-c (in Windows) and then paste it into your Word document with ctrl-v. And voilà -- you've created and inserted a graph into your report!