

NAME:

How to Create a Graph in Microsoft Excel

STEP 1: Enter the first set of data in Microsoft Excel like shown.

	A	B	C	D	E	F	G	H	I
1									
2		Country of Resettlement	U.S.A	Canada	Australia				
3									
4									

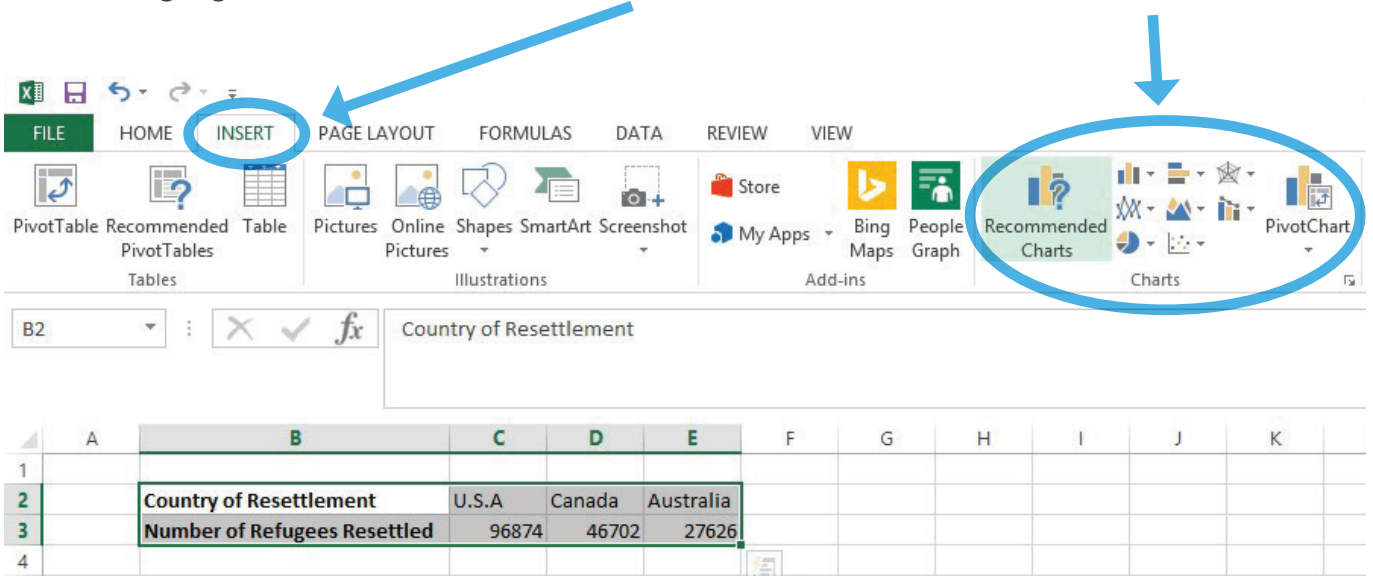
STEP 2: Enter the corresponding data in the next row.

	A	B	C	D	E	F	G	H	I
1									
2		Country of Resettlement	U.S.A	Canada	Australia				
3		Number of Refugees Resettled	96874	46702	27626				
4									

NAME:

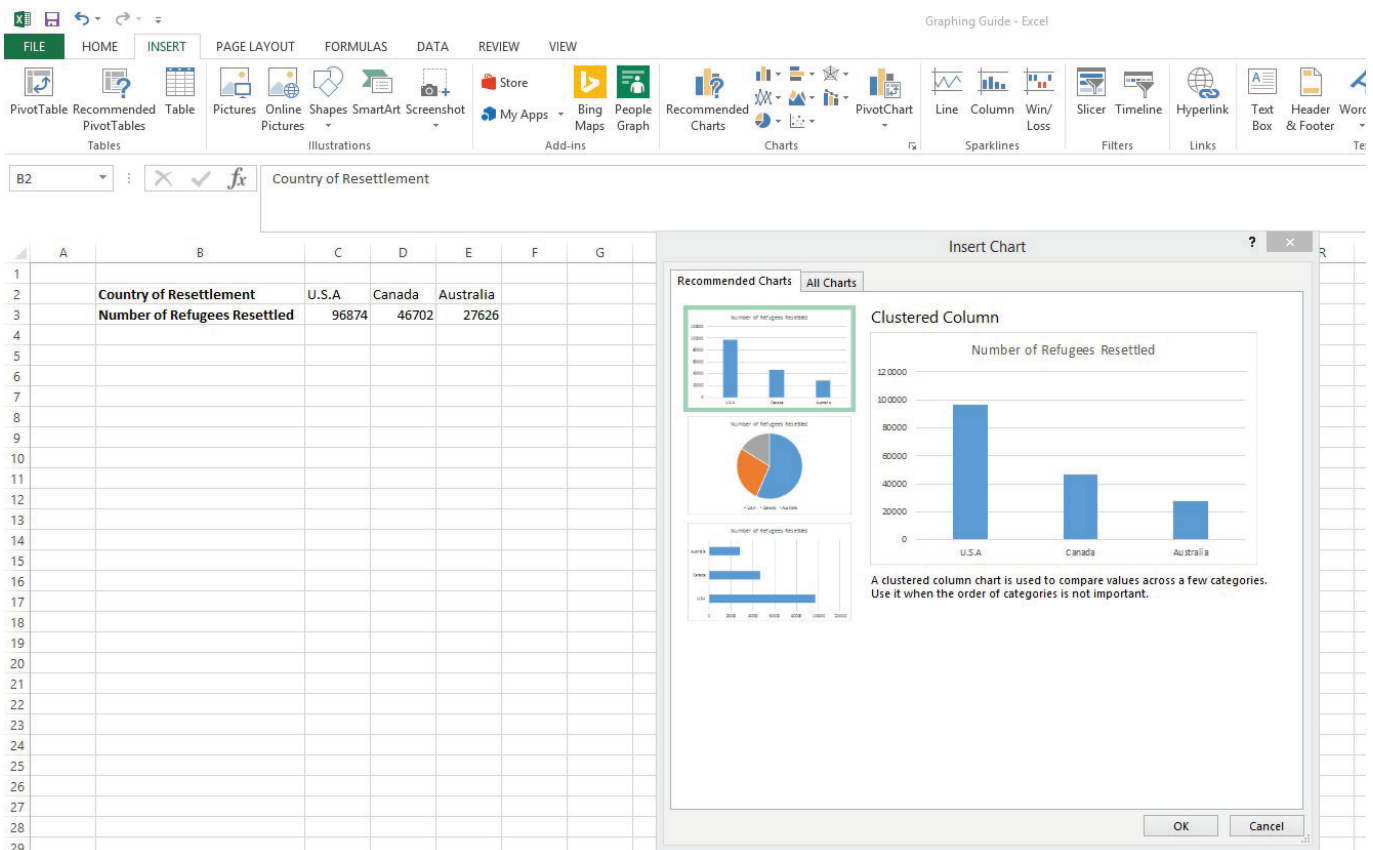
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STEP 3: Highlight all the data and click the 'insert' tab and then click 'Recommended Charts'.



Alternatively, if there is a specific chart you would like to use, choose the diagram of that chart.

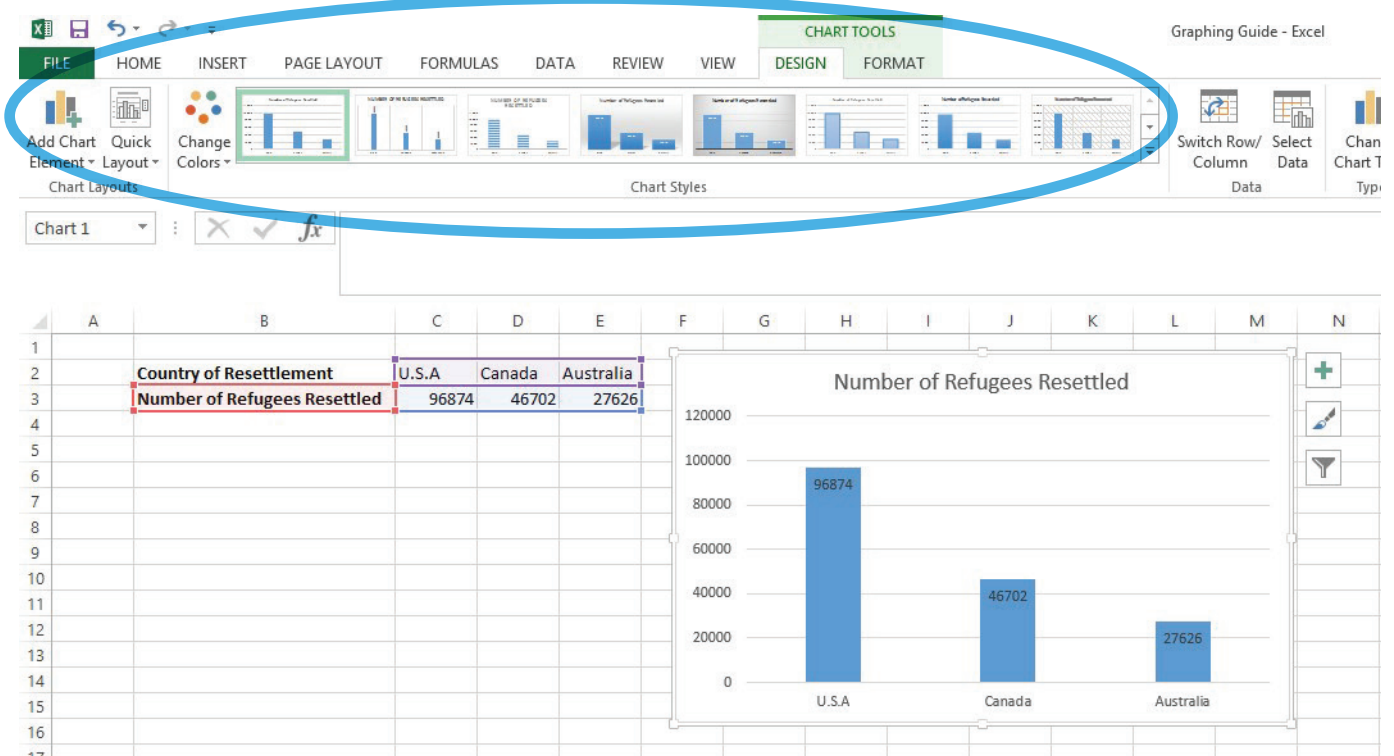
STEP 4: Choose the chart you would like to use to represent the data. In this case, a column chart is the most appropriate.



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STEP 5: Format the chart to make it look the way you want. You can change the colours and design of the chart. You can also add different elements like gridlines, legends, labels etc. Note: You must click on the chart for these options to appear.



BELOW IS AN EXAMPLE OF THE COMPLETED CHART AFTER FORMATTING. YOU CAN SEE A NUMBER OF FORMATTING CHANGES HAVE BEEN MADE TO THE CHART COMPARED TO THE ONE ABOVE.

