Excel—Create a Simple Bar Chart Instructions: Word 2007-2013

1. Enter your chart title in C1.

2. Click in cell C1 and drag mouse to H1. In the Home tab, alignment group, find and apply "Merge and Center" to the title.

**3.** With the title still selected, on the Home tab, Font group, apply a new font color, font size and font style.

4. Enter the fruit labels in colum A starting with cell A3. Enter the fruit quantities in column B starting in cell B3.


5. Click in cell A3 and drag mouse down to select all the foods down to cell A5. Continue to drag to select all the numerical values on column B.

**6.** Create a bar chart. Go to Insert tab > Charts group > Bar > 2D bar.
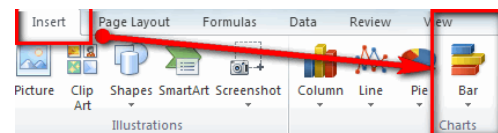
7. Format the chart. Click to select the chart. Go to Design tab > Chart layouts group > choose a chart layout that will produce a chart title and horizontal and vertical axis labels.
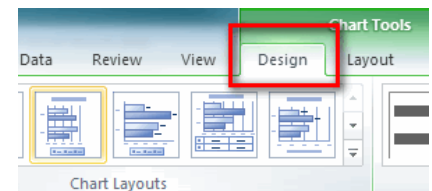
8. Fill in the appropriate text for the Chart Title and the axis. "Nicole's Fruit Chart, Fruits and Quantity".

9. In the Design tab > Chart Styles group, choose a style for the bars.
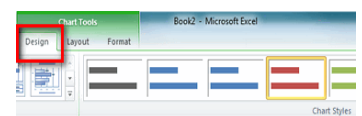
10. Go to Print > Print preview, make adjustments to chart position as necessary. Print.