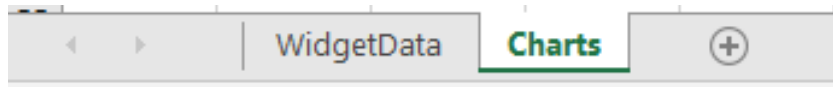


## Excel Charting: *Column OR Bar Charts*

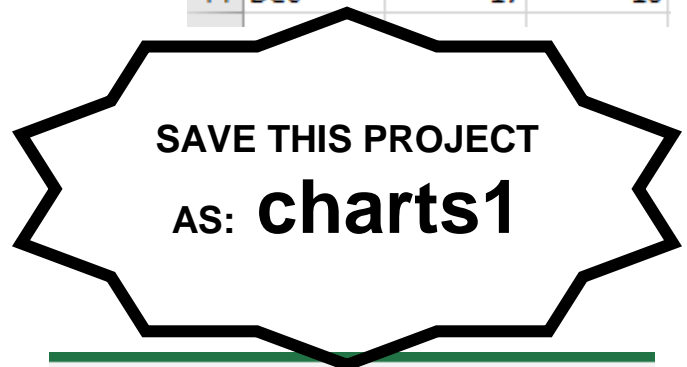
1. Create a NEW WORKBOOK. Rename the first worksheet **WidgetData**. Enter the data on the right
2. Create a NEW WORKSHEET. Rename it **Charts**.



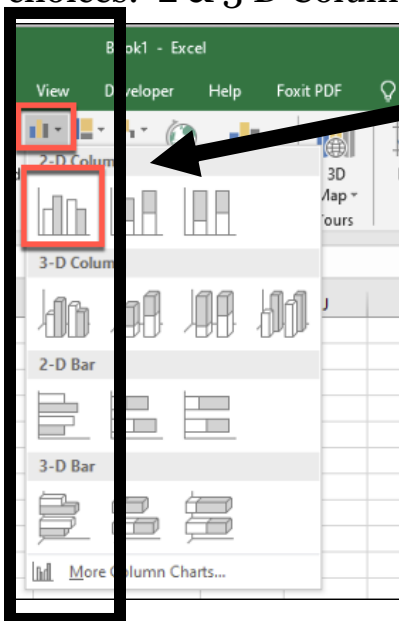
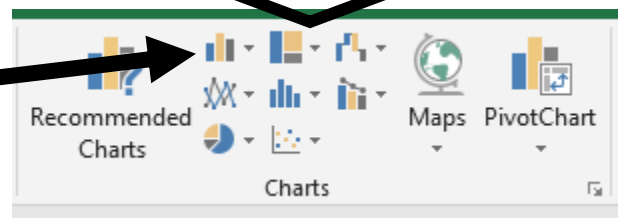
|    | A            | B    | C   |
|----|--------------|------|-----|
| 1  | Widgets 2021 |      |     |
| 2  | Month        | Blue | Red |
| 3  | Jan          | 53   | 68  |
| 4  | Feb          | 65   | 43  |
| 5  | March        | 33   | 76  |
| 6  | April        | 47   | 43  |
| 7  | May          | 15   | 22  |
| 8  | June         | 37   | 11  |
| 9  | July         | 10   | 51  |
| 10 | Aug          | 57   | 45  |
| 11 | Sept         | 37   | 21  |
| 12 | Oct          | 97   | 85  |
| 13 | Nov          | 39   | 31  |
| 14 | Dec          | 17   | 16  |

3. Highlight the range A1:C14 as shown below

|    | A            | B    | C   |
|----|--------------|------|-----|
| 1  | Widgets 2021 |      |     |
| 2  | Month        | Blue | Red |
| 3  | Jan          | 53   | 68  |
| 4  | Feb          | 65   | 43  |
| 5  | March        | 33   | 76  |
| 6  | April        | 47   | 43  |
| 7  | May          | 15   | 22  |
| 8  | June         | 37   | 11  |
| 9  | July         | 10   | 51  |
| 10 | Aug          | 57   | 45  |
| 11 | Sept         | 37   | 21  |
| 12 | Oct          | 97   | 85  |
| 13 | Nov          | 39   | 31  |
| 14 | Dec          | 17   | 16  |



4. On the INSERT RIBBON, locate the CHARTS options (Right)
5. Click as shown below. You have the 4 choices: 2 & 3 D Column and 2 & 3 D Bar



6. ONLY USE THE OPTIONS IN THE FIRST COLUMN. **DO NOT USE STACKED CHARTS.**
7. Choose a 2- or 3-D Column Chart. Then **CUT AND PASTE** to cell A1 ON THE CHART WORKSHEET

**OR**

8. Choose a 2- or 3-D Bar Chart. Then **CUT AND PASTE** to cell A1 ON YOUR CHART WORKSHEET
9. **IF YOU CREATED A COLUMN CHART, click on the text box for CHART TITLE and title it: Widget Column Chart**
10. **If you created a BAR CHART, title it: Widget Bar Chart (done like #9)**