

# Excel Lesson: Creating a Chart

This assumes that you already have data similar to the chart below entered into an Excel spreadsheet and that you have it open now. In our example, the column heading *Country* is in cell A1.

Country	Population Growth Rate	Birth Rate/1,000 population	Death Rate/1,000 population
Austria	0.24%	9.74	9.8
Bahamas	0.93%	19.1	7.14
Belgium	0.16%	10.74	10.1
Thailand	0.91%	16.63	7.54
United Kingdom	0.23%	11.54	10.35
United States	0.90%	14.2	8.7

We will create two graphs:

- Country Population Growth Rate
- Country Birth and Death Rate

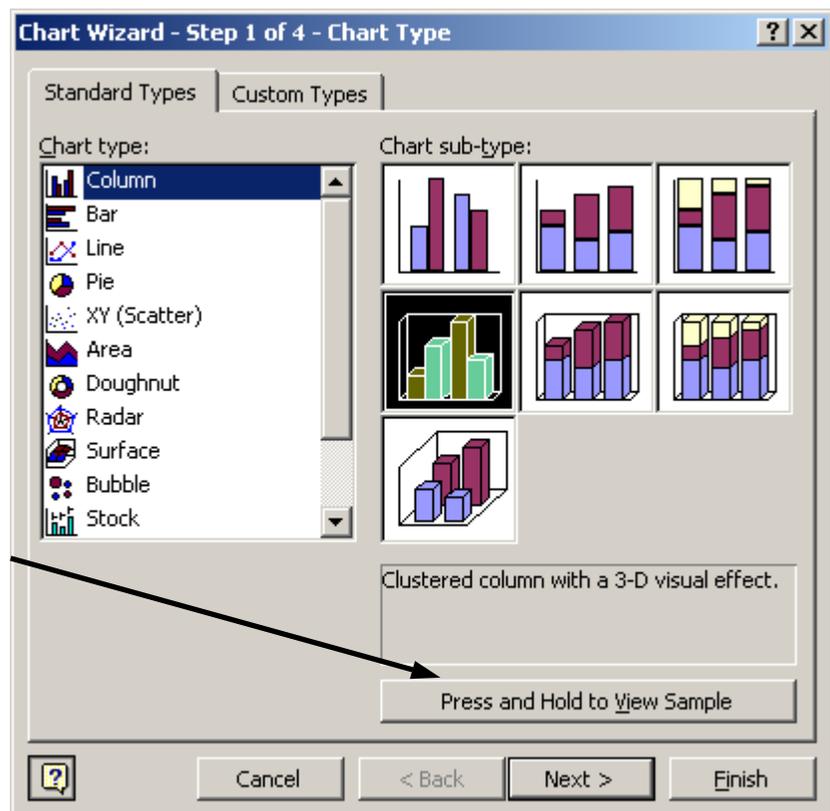
## Country Population Growth Rate

1. Select cells A2 to B7.
  - With the mouse, click and hold on Austria (A2)
  - Drag over one column and down the .90% (B7)
  - All of the country names and their associated population growth rates should be highlighted.

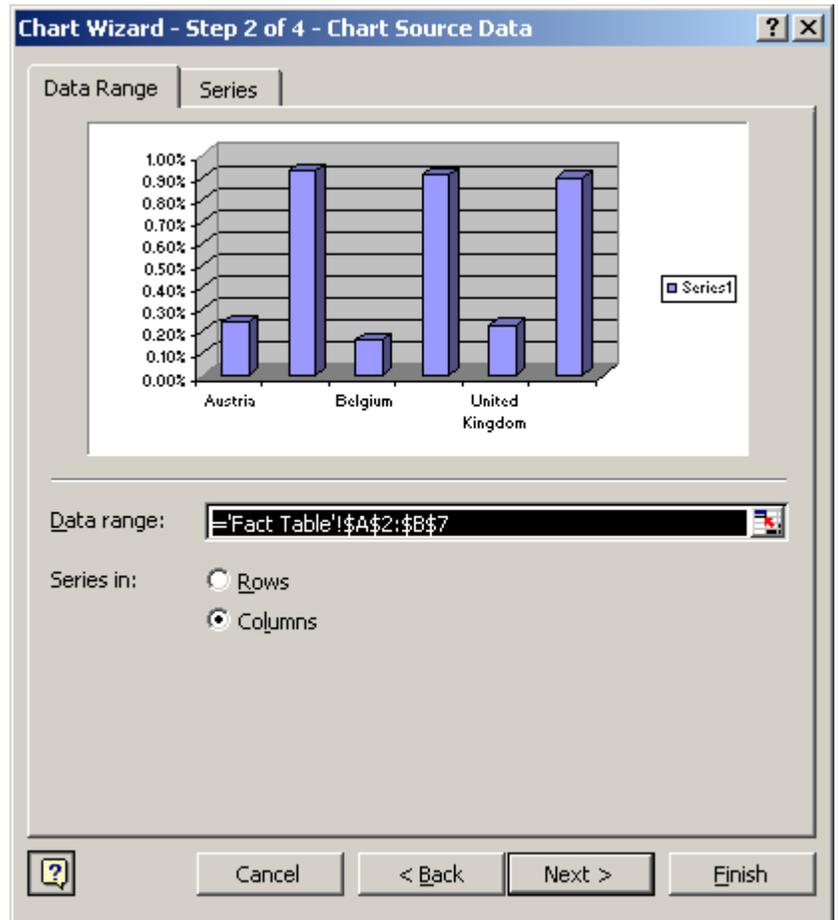
2.  Click on the Chart Wizard icon in the tool bar. You should see a window similar to the one on the right.

3. Choose the kind of graph you want. If you click and hold on the *Press and Hold to View Sample* button, you will see an example of what the chart would look like. Try a few different type and then choose the one selected in the example (Clustered column with a 3-D visual effect).

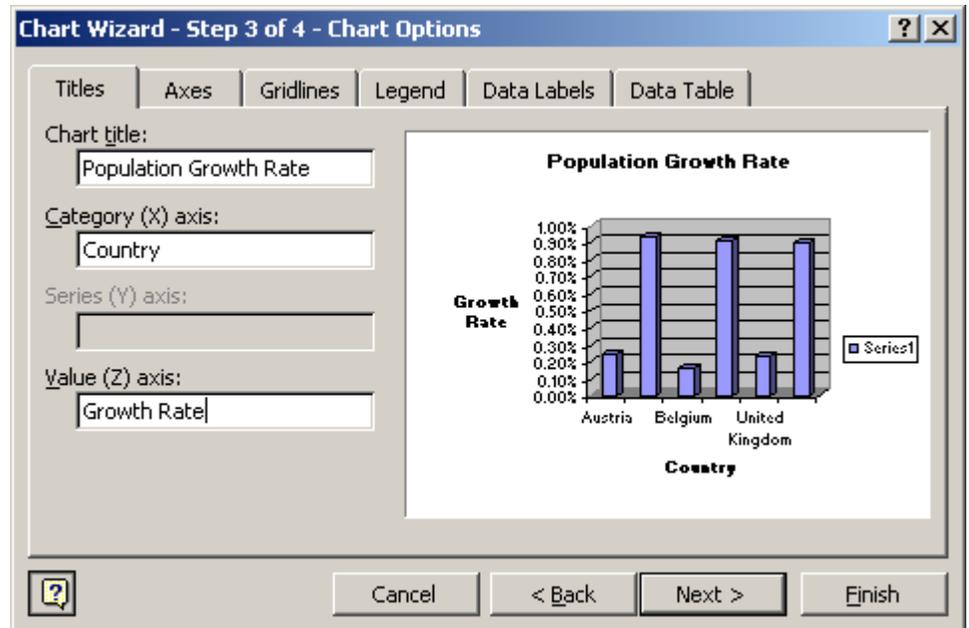
4. Click *Next*



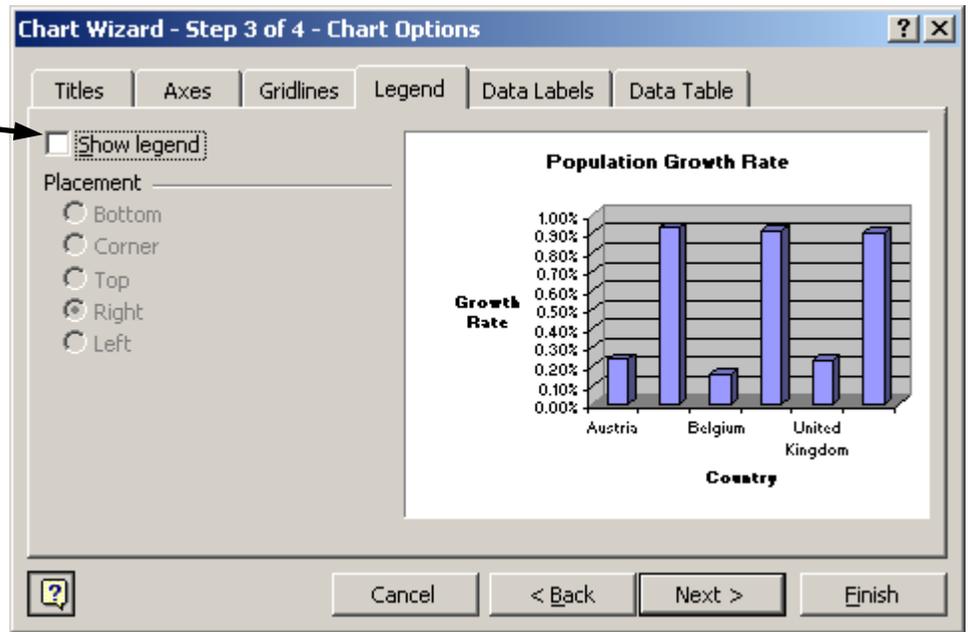
5. Click *Next* again. Do not change anything here.



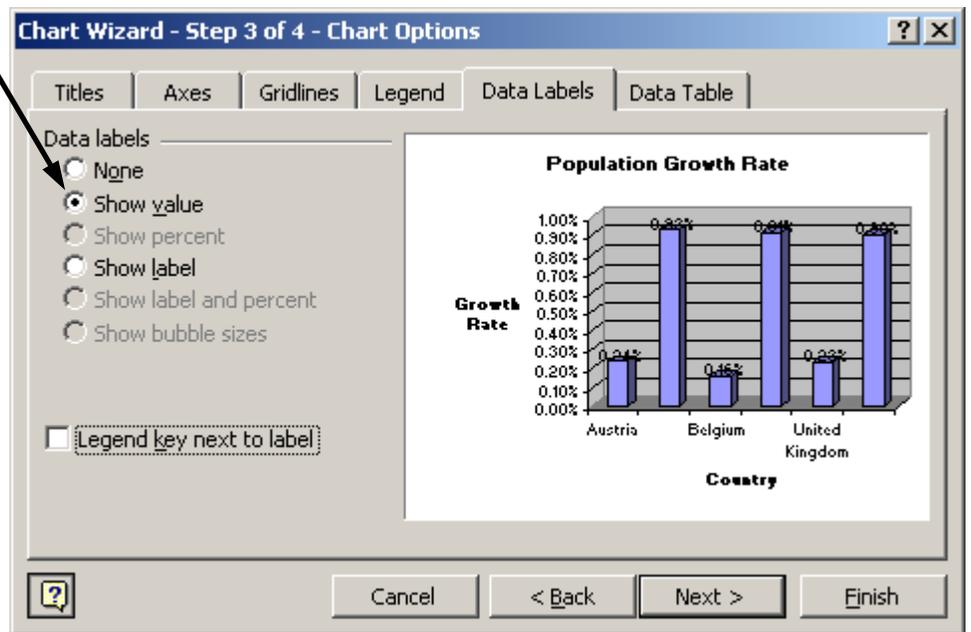
6. Enter the Chart information as shown on the right. Notice that as you enter a chart title, it will appear in the example. In our example, it is a 3-D chart, so there is no Y axis, but there is a Z axis.



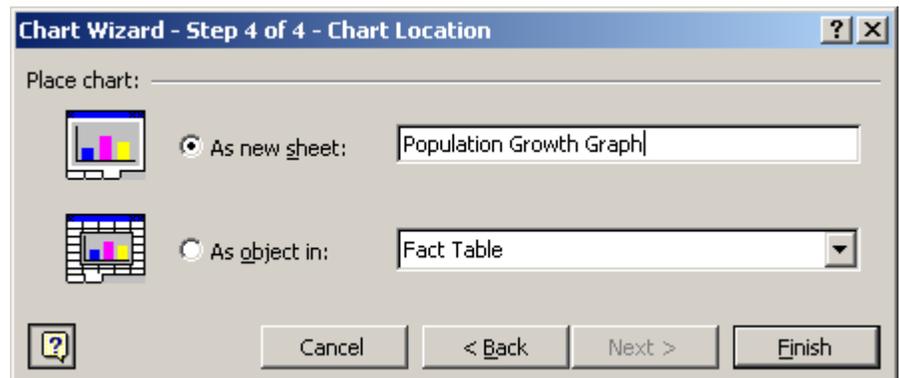
- Click on the *Legend* tab and remove the check from the *Show legend* box. Since there is only one characteristic charted, there is no need.



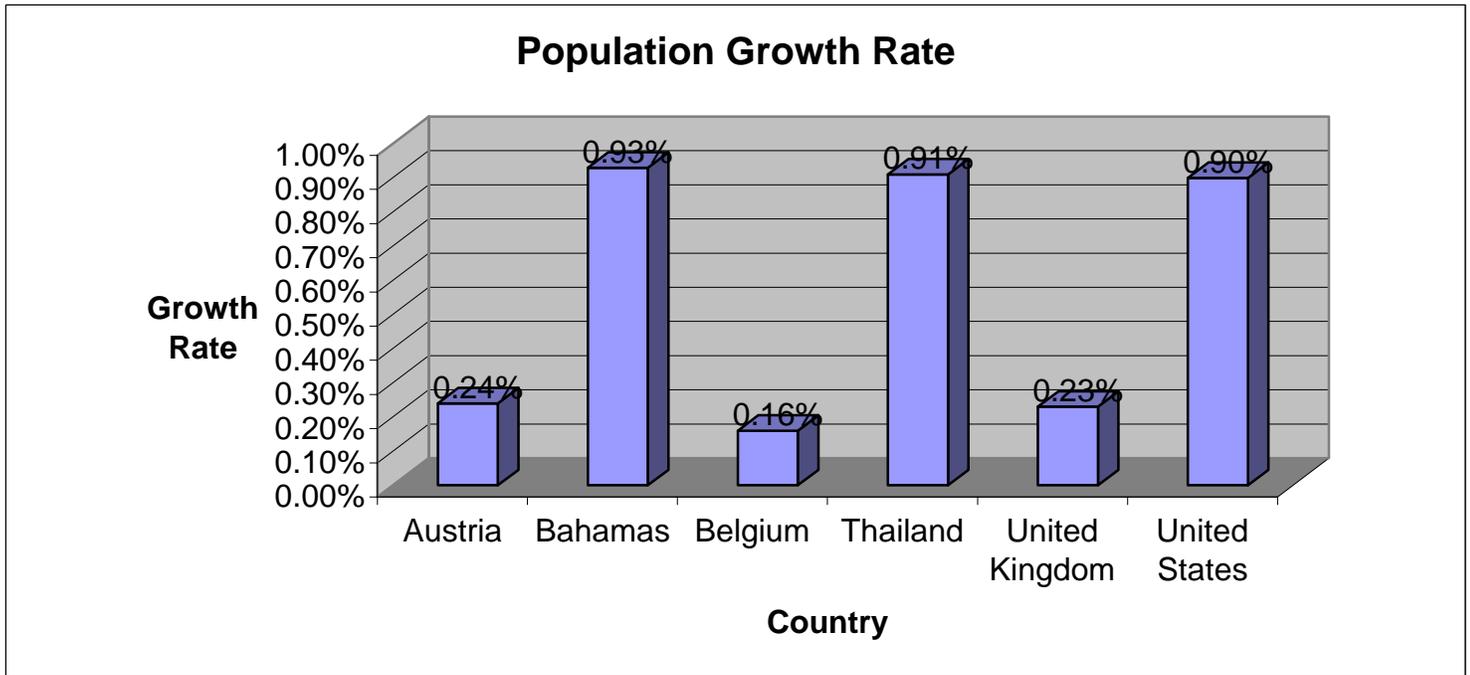
- Click on the *Data Labels* tab and select *Show value*. This will display the exact values above each column in the graph.
- Click *Next*



- Select *As new sheet* and enter the title of *Population Growth Graph*.
- Click *Finish*.



Your finished product should look like this chart.



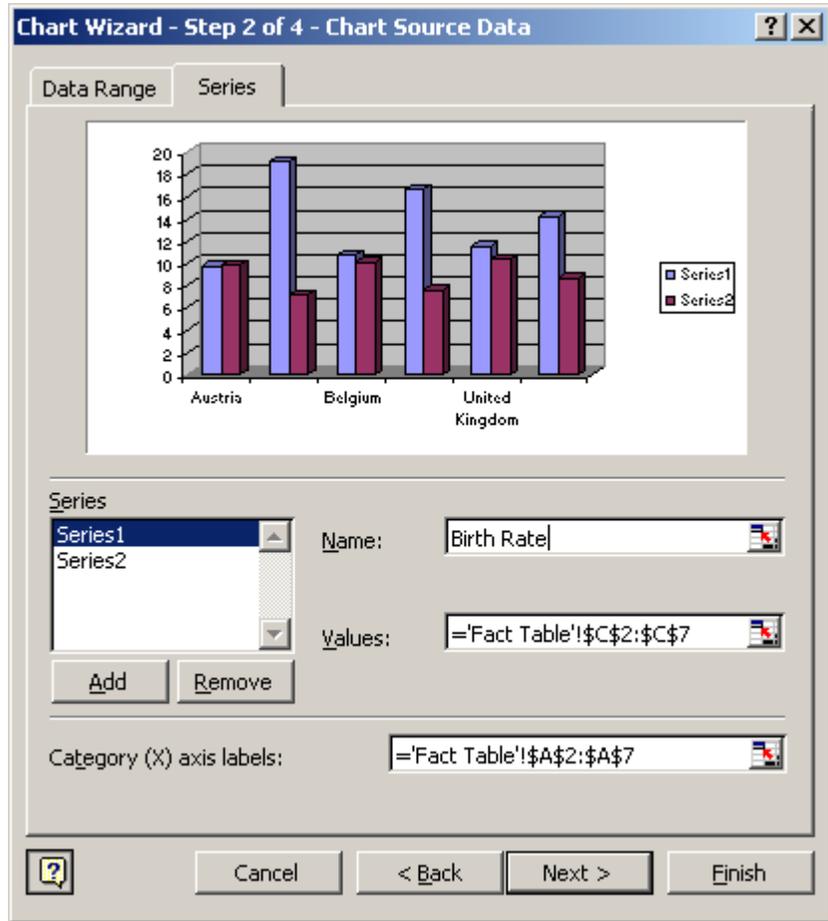
### Country Birth and Death Rate

1. With the mouse, click and hold on cell A2 (Austria) and drag down to select all of the countries, *but only the countries*.
2. Hold the *Ctrl* key on the keyboard.
3. Click and hold on cell C2 and drag down to cell D7. You should now have the country names, birth rates and death rates, *but not* the population growth rates selected.
4. Follow the steps outlined above for the *Country Population Growth Rate*, with one exception: Replace Step 5 above with the following step 5:

	A	B	C	D
		Population Growth Rate	Birth Rate/1,000 population	Death Rate/1,000 population
1	<b>Country</b>			
2	Austria	0.24%	9.74	9.8
3	Bahamas	0.93%	19.1	7.14
4	Belgium	0.16%	10.74	10.1
5	Thailand	0.91%	16.63	7.54
6	United Kingdom	0.23%	11.54	10.35
7	United States	0.90%	14.2	8.7

5. Click on the *Series* tab.
  - a. Select *Series1*
  - b. Click in the Name field
  - c. Enter *Birth Rate*.
  - d. Select *Series2*
  - e. Click in the Name field
  - f. Enter *Death Rate*.
  - g. Click *Next*.

(Continue on with steps 6-11 above)



You should see a chart similar to the one below:

