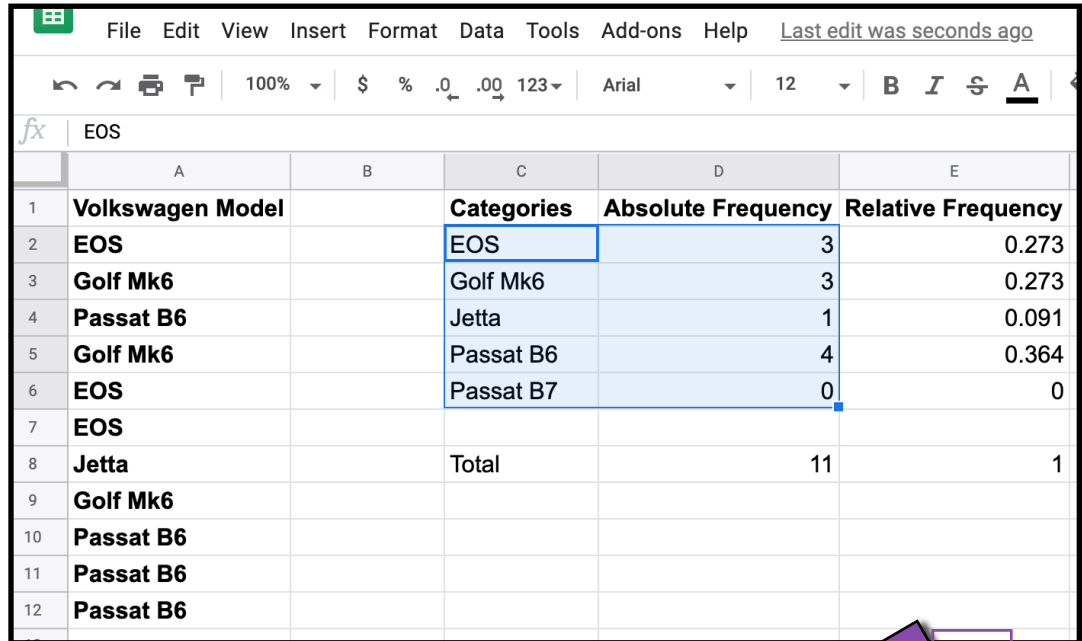


# How To Create a Bar Graph in Google Sheets

Let's imagine we're still working at a car dealership. After we created an Absolute Frequency Table of the number of Volkswagen models our dealership has sold, our boss asked us to create a Bar Graph to visually represent those frequencies.

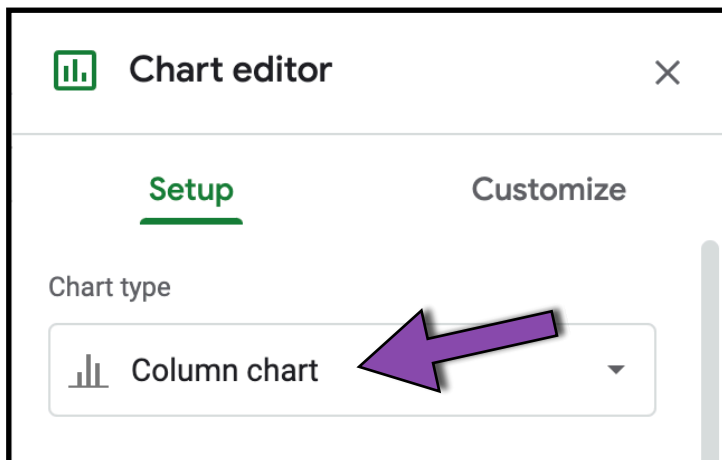
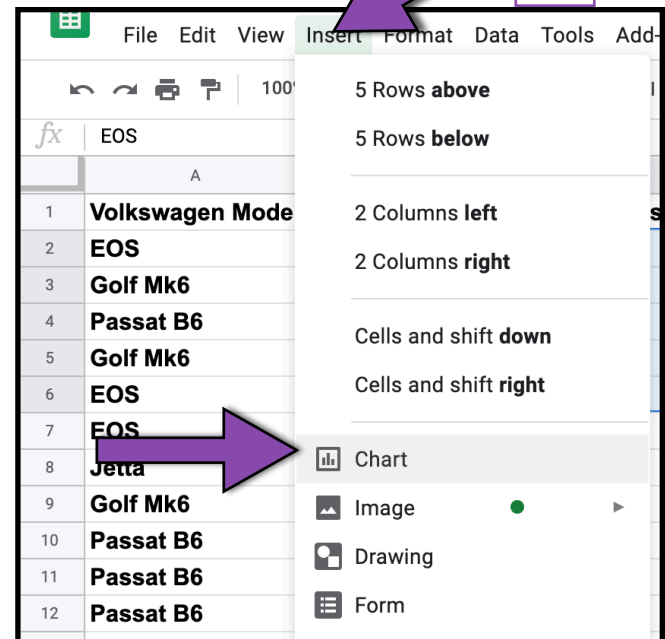
To create a Bar Graph, we begin by selecting the data in our "Categories" column and the data in our "Absolute Frequency" column. These data are highlighted in blue in the figure to the right. We want to be sure to select only the data, not the Column Headings.



	A	B	C	D	E
1	Volkswagen Model		Categories	Absolute Frequency	Relative Frequency
2	EOS		EOS	3	0.273
3	Golf Mk6		Golf Mk6	3	0.273
4	Passat B6		Jetta	1	0.091
5	Golf Mk6		Passat B6	4	0.364
6	EOS		Passat B7	0	0
7	EOS				
8	Jetta		Total	11	1
9	Golf Mk6				
10	Passat B6				
11	Passat B6				
12	Passat B6				

First, click "Insert" in the ribbon at the top of the Excel window. Second, from the drop down menu, select "Chart."

Selecting "Chart" will give us a new "Chart Editor" toolbar on the right side of the screen.

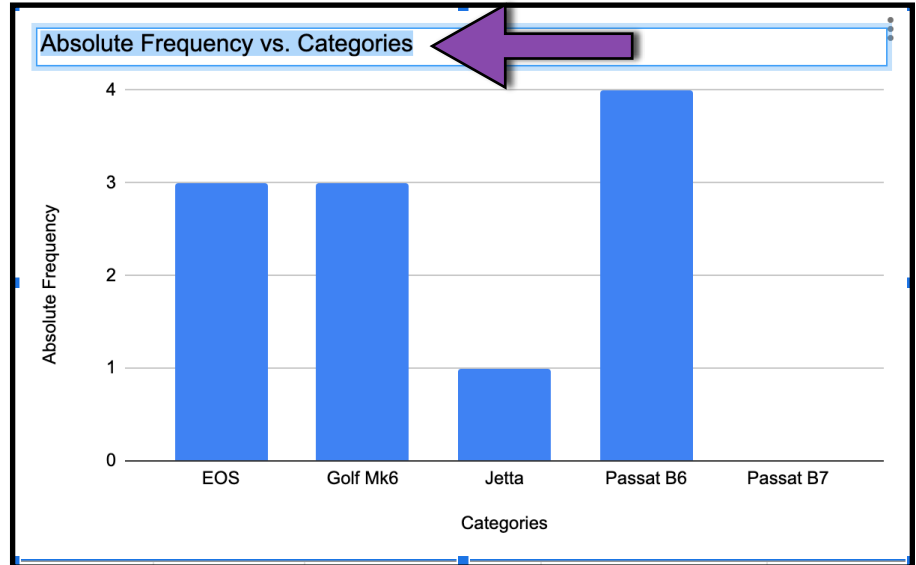


Under the "Chart Type" drop down menu, select "Column Chart." Clicking on that option will cause a Bar Graph to appear!

Google Sheets will automatically create placeholder labels for our Graph Title and Axis Labels on our Bar Graph.

However, we want to edit the Chart Title and Axis Labels to make them more informative.

To change the text of either our Graph Title or our Axis Labels, we can simply double-click on the text of the label, highlight the existing text, and replace the existing text with our new label.



Once we've added our informative Graph Title and Axis Labels, we need to look at the Graph Units (the units of information presented on our axes). Google Sheets has automatically created our Graph Units in increments of 1 (e.g., 1, 2, 3). Google Sheets does not allow us to change the Graph Units, so we must use the Graph Units Google Sheets automatically creates.

Finally, we may want to adjust the color of the data bars in our Bar Graph.

To change the color of our data bars we first select the data bars by double clicking in any of the bars.

A "Chart editor" toolbar will open on the right side of our screen. Next, under "Format", we select the "Color" dropdown menu. Then, under the "Color" dropdown menu, we can select the color we would like to use to fill our bars.

There are endless options for customizing the color of our bars! However, we must be sure to keep the principles of designing good graphs in mind when choosing our colors.

We've now created a Bar Graph using Google Sheets!

