



Module 31: Column Charts

31.1 Column Charts

A column chart is useful to compare data points in one or more series.

You can stack data in the same column or side by side so that you can compare proportions. Typically, categories are along the horizontal axis and values are along the vertical axis.

You should use a column chart when you have one or more series you want to plot, or when you want to compare data for multiple categories side by side:

First, highlight the data you want to be included in the column chart.

Then, on the Insert tab, find the Charts group and click Column. Choose the style of chart you want and your chart will appear on your current Excel sheet.

You can modify the design, layout, and format of the chart by clicking on the chart area and the Chart Tools tabs will appear.

31.2 Video Instruction

Column Charts in Excel - 2m 28s

31.3 Task

Estimated Time: 10 minutes

Download the worksheet below and practice Column Charts in Excel using the video as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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