



# 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 on the column charts drop-down list. 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 Design tab will appear.

## 31.2 Video Instruction

**Column Charts in Excel - 2m28s**

## 31.3 Task

*Estimated Time: 10 minutes*

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

[Download Worksheet](#)

Option #2: Worksheet without functionality

[Download Worksheet](#)

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