



Module 32 : Bar Charts

32.1 Bar Charts

Bar charts are some of the most commonly used graphs in Excel.

Similar to a column chart, a bar chart is useful for comparing data points in one or more series.

In order to insert a bar chart, do the following:

First, highlight the data you want to plot.

Then, on the Insert tab, find the Charts group and click on the column and bar 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.

32.2 Video Instruction

Bar Charts in Excel - 3m05s

32.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise Bar Charts in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without function

[Download Worksheet](#)

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