How to Create a Column Bar Graph in Excel

Column Bar Graph can use more than one column of information so this type of graph would be used to compare multiple categories of data
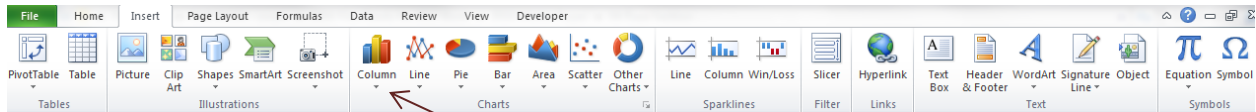
Create a Table of Data including Headers

data in the example is just an example and not accurate

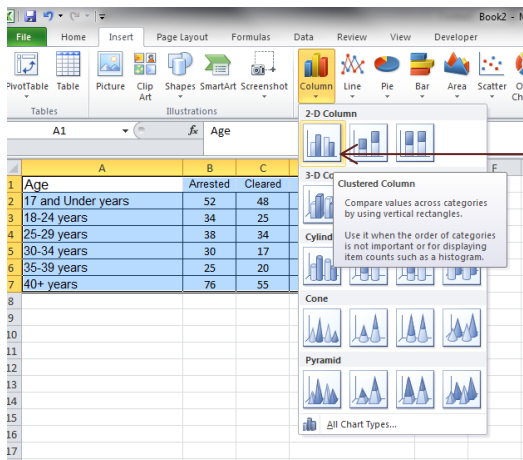|	A	B	C	D
1	Age	Arrested	Cleared	% of Arrested in 2016
2	17 and Under years	52	48	20.4%
3	18-24 years	34	25	13.3%
4	25-29 years	38	34	14.9%
5	30-34 years	30	17	11.8%
6	35-39 years	25	20	9.8%
7	40+ years	76	55	29.8%

Highlight the data including headers

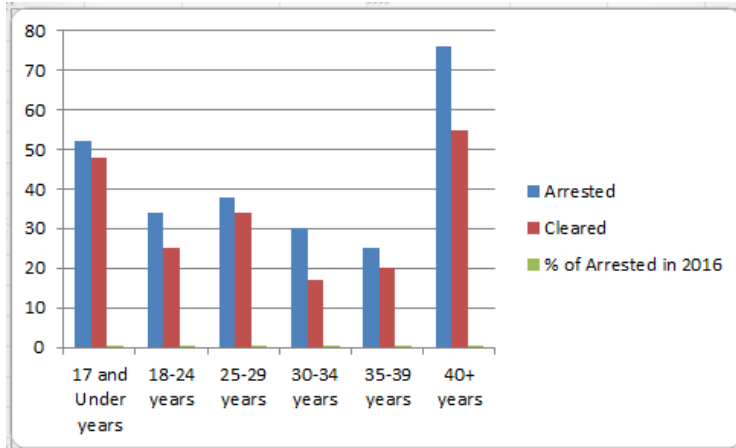Click "Insert" on Menu Bar

Click "Column" chart icon

Click here to create a Column Graph

Click Type of Graph

(clustered column used most often in this publication)

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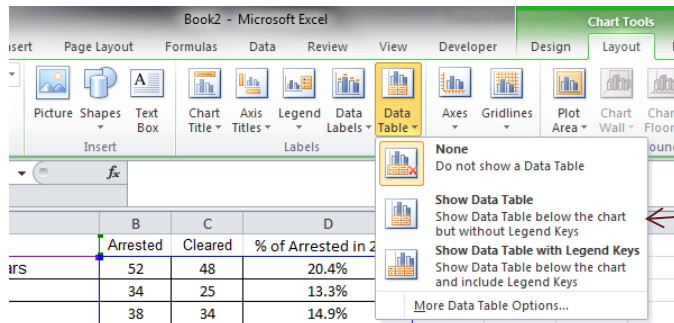To Format Table use Chart tools: Design, Layout, Format

Design: Provides variation in Chart Layouts and Colors

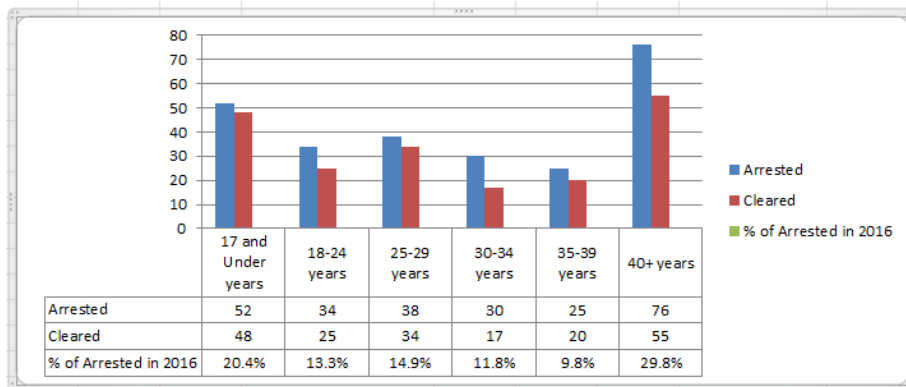Layout: Add Headers, Tables, Legends, Axis titles

Format: Object formatting: lines, colors, texts

To Change Graph to not show % of Arrested, Add header, and Add Table
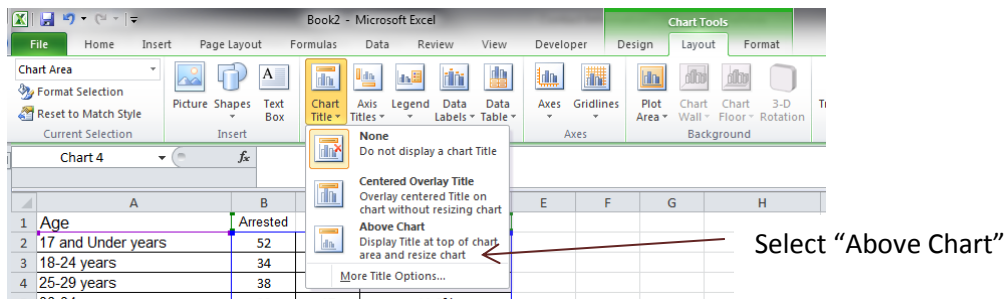
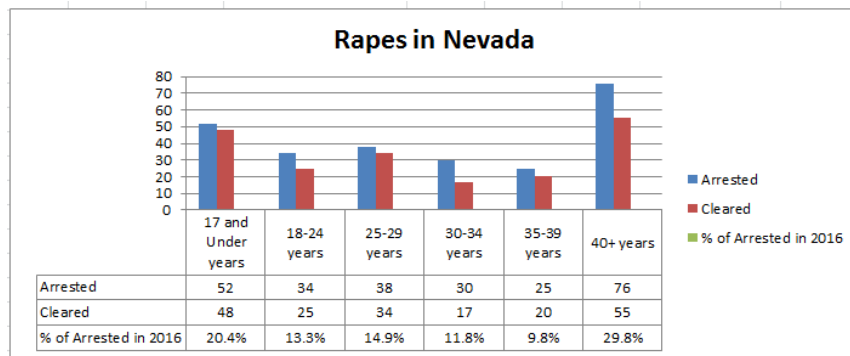Select Graph, Click "Layout"

Select "Show Data Table"

Adjust Graph Size as needed to see data
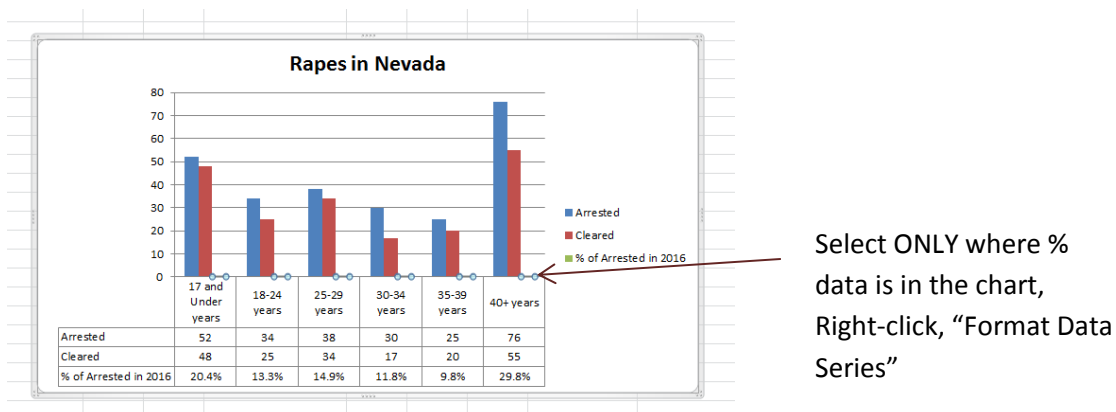
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To Insert a Chart Title

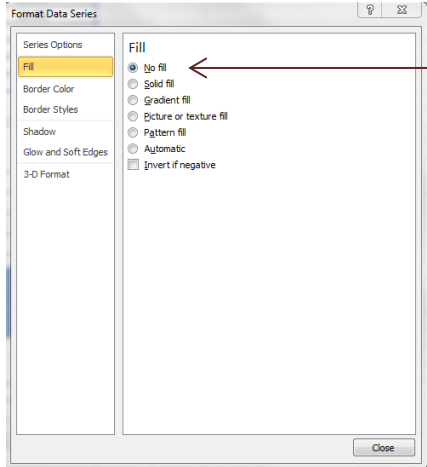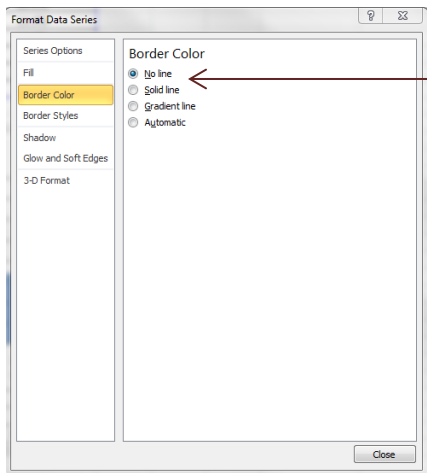Select "Above Chart"

Select and Edit Title

To Get rid of % Data in Chart but keep in Table

Select ONLY where % data is in the chart, Right-click, "Format Data Series"

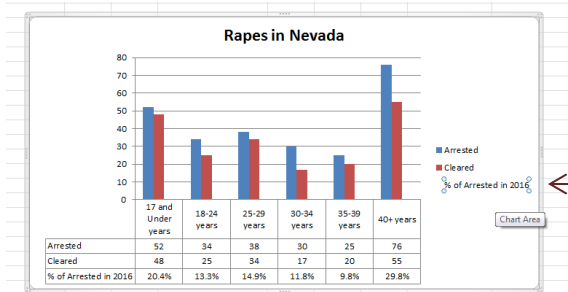# How to Create a Column Bar Graph in Excel
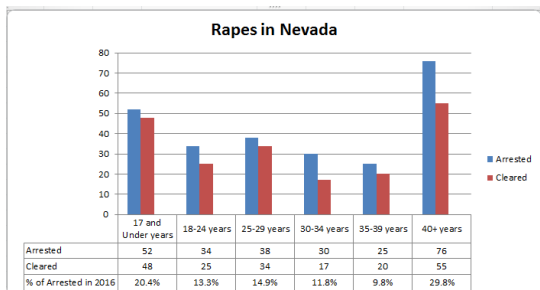

Select "Fill", "No Fill"

Select "Border Color", "No line"

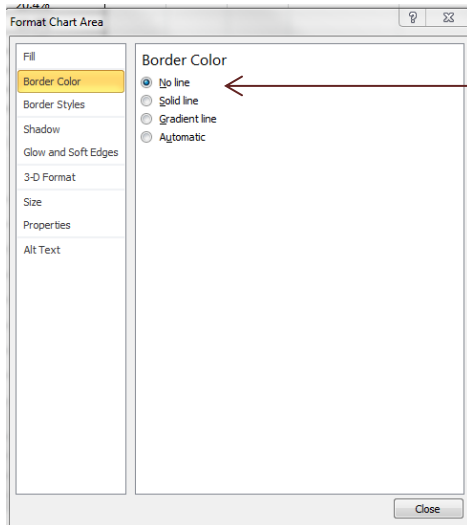Get rid of "% of Arrested in 2016" in Legend

Select ONLY "% of Arrested in 2016" in Legend, Right-click "Delete"
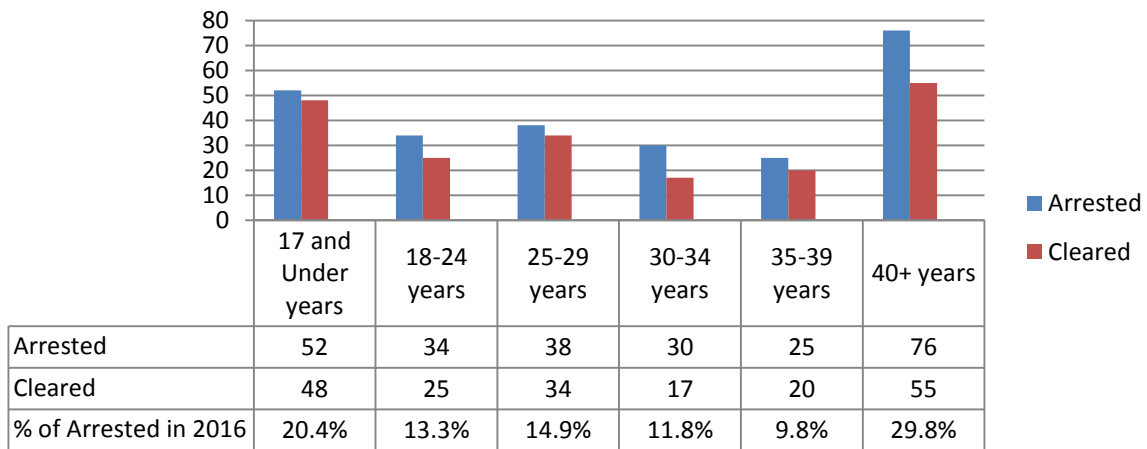
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To get rid of Outline of Graph

Select the outside box of the Graph, Right-click "Format Chart Area"

Format Chart Area	
Fill	**Border Color**
Border Color	○ No line
Border Styles	○ Solid line
Shadow	○ Gradient line
Glow and Soft Edges	○ Automatic
3-D Format	
Size	
Properties	
Alt Text	
	Close

Select "Border Color", "No line"

Rapes in Nevada

	17 and Under years	18-24 years	25-29 years	30-34 years	35-39 years	40+ years
Arrested	52	34	38	30	25	76
Cleared	48	25	34	17	20	55
% of Arrested in 2016	20.4%	13.3%	14.9%	11.8%	9.8%	29.8%

■ Arrested
■ Cleared

Formatting can be done in Word if Graph is Selected; Menu Bar has same Chart Tools in Excel *(unless graph was copied as a picture)*