

How to Make a Bar Graph in Excel

In order to illustrate the logical connections between varying factors in your work or project and visually represent your data to your colleague or clients effectively, you need to create a bar graph or bar chart. These graphs display comparisons among categories and indicate bars clustered in groups. The following details below serve as your step-by-step guide on making a bar graph using Microsoft Excel. Remember, it could be applicable on various Excel versions like Excel 2013, Excel 2016, Excel 2019, and even on Mac. Read the main points in this article as we explain how to draw bar graphs or make a bar chart in Excel.

SUMMARY:

- For Windows: Open Excel, go to **Insert** menu then select the dropdown next to the **Bar Charts** icon in the **Charts section** of the menu.
- For Mac: Go to Excel and click the **Insert** tab, then select **Recommendation Chart** and pick the chart that you want. Edit as you wish before saving.

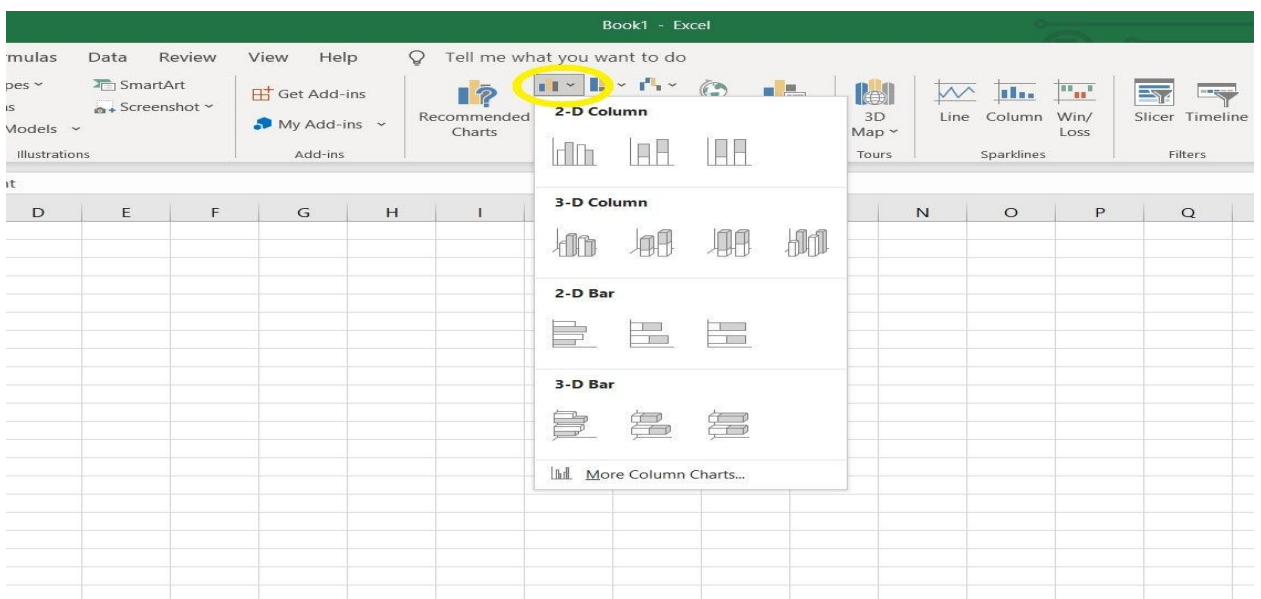
How to Create a Bar Graph Using Microsoft Excel

Nothing could be more manageable and easier than creating a bar graph using Microsoft Excel as the tool. It is easy to navigate and provides various features that you may need in making a bar graph. However, if you don't know what to do, this article is for you. Browse the steps provided below to learn.

1. Open the **Microsoft Excel** program.
2. Search a new template or open an old spreadsheet from which you want to make a bar graph.
3. To construct a bar graph, choose the cells you wish to graph and highlight them. Ensure that the **Labels** and **Values**, as well as the **Header**, are all included.

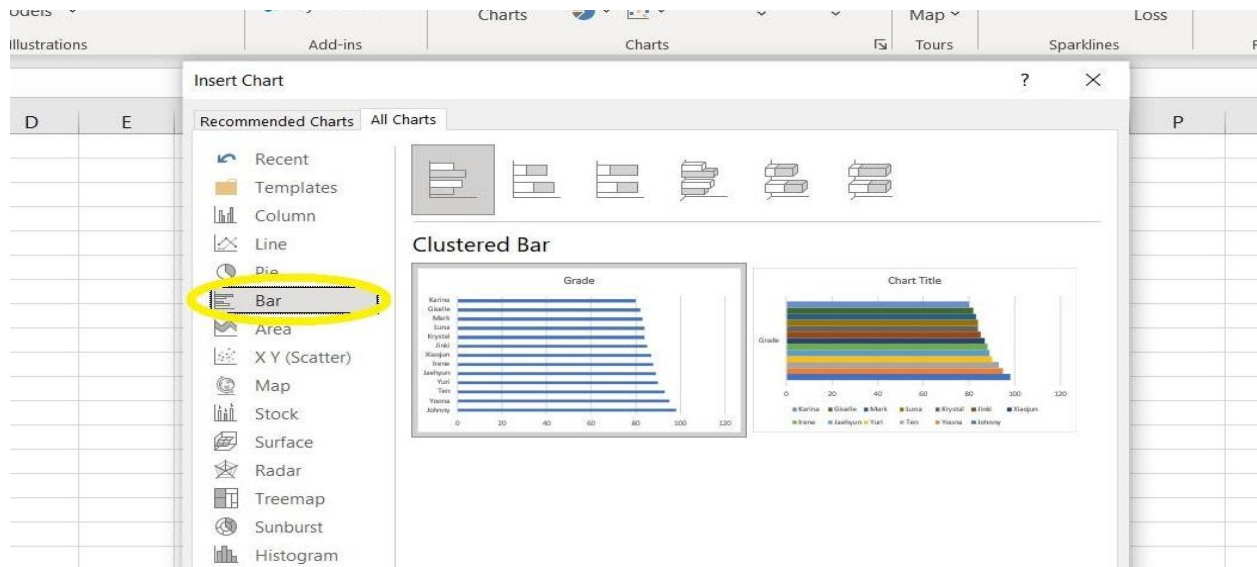
	A	B	C	D	E	F	G
1	Student	Grade					
2	Johnny	98					
3	Yoona	95					
4	Ten	93					
5	Yuri	90					
6	Jaehyun	89					
7	Irene	88					
8	Xiaojun	87					
9	Jinki	85					
10	Krystal	84					
11	Luna	84					
12	Mark	83					
13	Giselle	82					
14	Karina	80					
15							
16							
17							
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21							

4. After that, go to the **Insert** menu. Select the dropdown next to the **Bar Charts** icon in the **Charts section** of the menu.

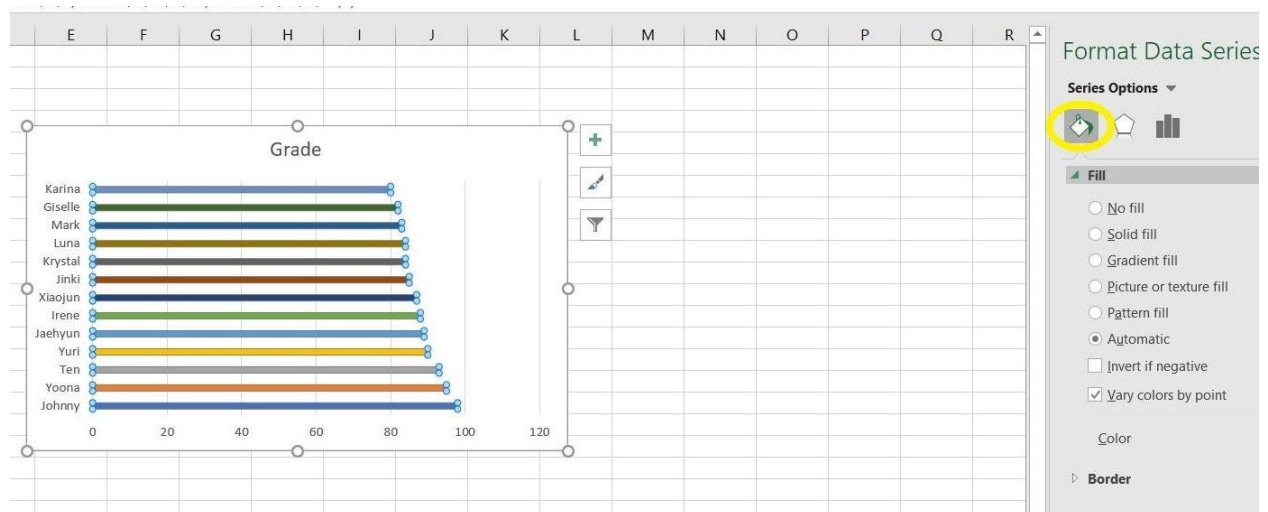


Note: The icons in the Chart area of the ribbon and the collection of graphs may differ between Excel 2010 and Excel 2010. 2-D Bar and 3-D Bar, on the other hand, are available in all Excel versions and can be found in this list.

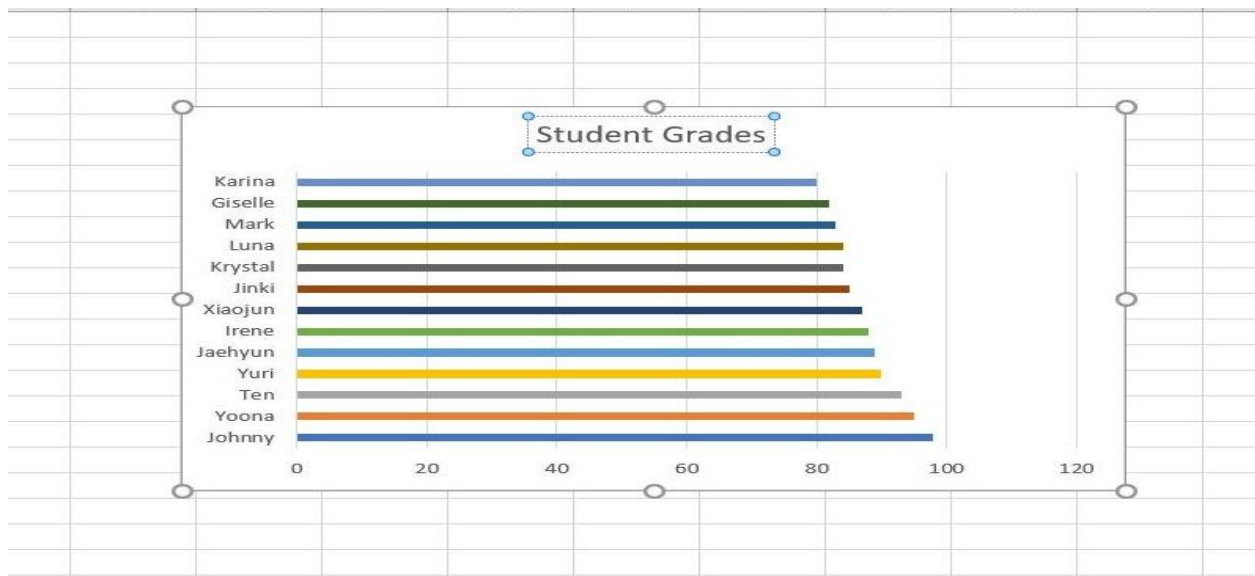
5. Click More **Column Charts** at the bottom of the list. Select **Bar** from the left pane of the pop-up window. There are 6 bar charts to pick from here.



6. The chart will display in the spreadsheet once you click **OK**. At first, all of the bars will be the same color. Right-click one of the bars and select **Format Data Series** to change the appearance of the bar graph and change the bar colors by data series. Select the **Fill & Line** icon (paint can) in the **Format Data Series** pane, then under **Fill**, select **Vary colors by point**.



7. Simply select the Graph title and retype a new one to change the title.



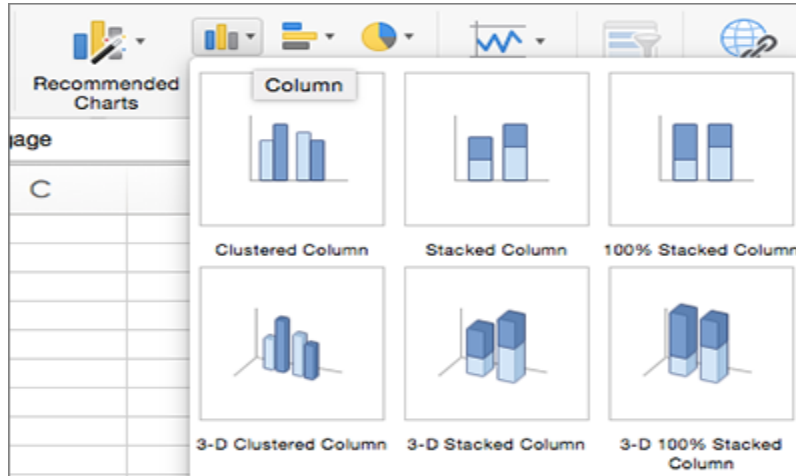
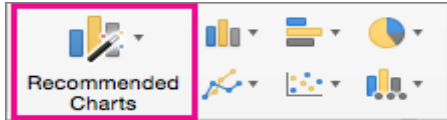
8. By right-clicking and selecting the **Format option**, you can change the formatting of any part of the graph, such as the plot area or the graph area.

Note: You can edit the labels or data after you've finished making the bar graph in Excel. Those modifications will be automatically reflected in the bar graph.

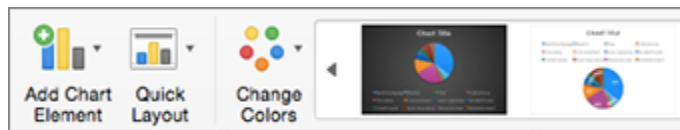
How to Create a Bar Graph in Mac Using Microsoft Excel

Like its Windows counterpart, Mac can also help you create a bar graph using Microsoft Excel. But if you have no idea how to do it, then this article could help you. Scroll down to know the guidelines on making a bar graph in Mac devices using Microsoft Excel.

1. Open the Microsoft Excel program and select the spreadsheet in which you want to make a bar graph.
2. Select the data you want to include in your bar graph.
3. Click the **Insert** tab, then select **Recommendation Chart** and pick the chart that you want.

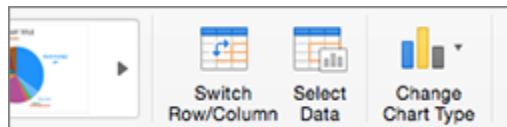


4. After selecting the chart, go to the **Chart Design** tab and click **Add Chart Element** to change the title, labels, and legend.



5. To modify the layout or style, pick one of the previews in the style gallery and then click **Quick Layout** to select from predetermined sets of chart elements.

6. To change the data view, click **Switch Row/Column** or **Select Data**.



7. To convert to a different chart type, click **Change Chart Type**.

Note: Drawing a systematic bar graph template is a simple and efficient way in showcasing categorical data or a data grouping in forms of rectangular bars with different heights or lengths. Additionally, you can plot the bars vertically or horizontally without making things complicated when you utilize bar graph templates from Template.net. You simply edit and print your preferred [bar chart templates in Excel](#).