

Column Graphs Using Microsoft Word 2013

Handout courtesy of Angela Gulick

For a short video on how to create a column graph, go here: https://www.youtube.com/watch?v=E-xli8 2Cc

1. Open up Microsoft Word, go to the **Insert** menu, and click on **Chart.** Select the <u>2</u>-<u>dimensional column graph</u>, and select **OK**.

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- 2. A data sheet and a column graph should appear. On the datasheet, make sure the blue box only goes around the actual data you will put in your survey.
- **3.** To provide labels, go to **Add Chart Element** in the upper-left corner, select **Axis Titles**, and fill in your Primary Horizontal and Primary Vertical axis titles. Finally, select **Add Chart Element** and scroll down to **Data Labels.** Select **Outside End.**

