



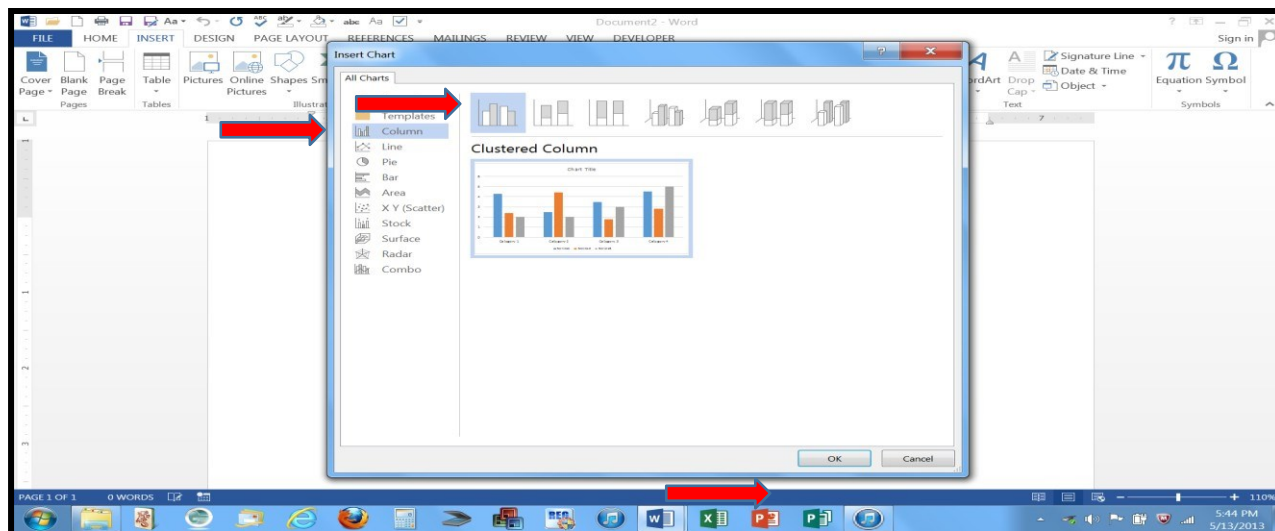
Column Graphs Using Microsoft Word 2013

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 **2-dimensional column graph**, and select **OK**.



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**.

