Microsoft Excel

How to make a graph

1. First you need some data in a table to work with. For this demo, I pulled this information from http://www.budget.psu.edu/factbook/Studentdynamic/HistoricalEnrolbyLocationSummary5year.aspx?ReportCode=Summary&YearCode=2011&FBPlusIndc=N. This being the site which keeps the Fall enrollment numbers.

2. Highlight the information you want to have in the graph, the left most column will be the label and the top row will be the X-axis. Now this can be changed, but for right now that is what is going to happen when you create your graph.

3. Click on Insert in toolbar and then click on the kind of graph you want. For this data, I am going to show the bar and line graphs.

Whichever type you choose, a drop down menu will appear, to narrow how you want your graph to look. For this data, the bar graph that I will be using is under column, top row, and first one on the left, also with the line graph same thing just under line.

4. Once you choose those graphs, your graphs should look like this:
Change axis with legend

5. The line graph needs to have the x-axis and legend flip so that the reader can see the data better. To do that, select the line graph, go to design, and then click on Switch Row/Column.

Your graph should now look like this:
Labeling the Graph

6. Since there are no labels on the graph, select one of the graphs, go to layout, and select Chart Title. From there you can decide if you want a title, if you want that title to overlay onto your graph, or if you want your graph to resize to fit the Title above the graph.

7. To rename the title, you click in the text box with the words “Chart Title” in it, highlight those two words, and then type whatever title in there you want.

8. Now something similar to that you need to do to add axis labels. Just this time you click on Layout, Axis Titles and not Chart Title. There are a few different ways you can present your axis titles, and they are given there. Renaming is the same as the chart title: click, highlight, start typing.
Change Color on Graph

9. This graph has 5 bluish colors, and to make it easier to match up with the corresponding college. So select the line you want to change, go to format, and then change the color with either “Shape Fill” or “Shape Outline”. For the line graph, you will only see a change with the “Shape Outline”, but for the bar graph, “Shape Outline” will change the outline color, and “Shape Fill” will change the inside color.
10. To change where the legend is on the graph, select the graph, go to Layout, then Legend.
From there you can choose where you want the legend to go, and I chose “Show Legend on Top” and this is what the graph then looks like:

![University Park Enrollment Graph](image_url)