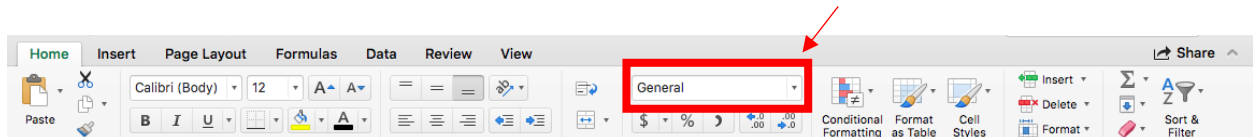


## How to Make a Graph in Excel

1. Fill the Excel sheet with your data
  - a. Excel spreadsheets have two components:
    - i. *Rows* are horizontal and marked with numbers
    - ii. *Columns* are vertical and marked with letters
  - b. Assign your data values with the correct **data type** by visiting the **Number** section under the **Home** tab (see below). For example, if you data is in percentages, choose 'Percentage'.



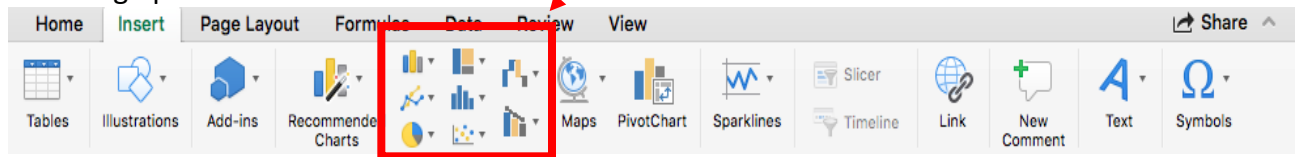
2. Choose the type of Excel graph you want to create. Your choice will depend on the nature of your data, and of the purpose of your visualization; see the table below for guidance.

	Values	Composition	Distribution	Trends	Relationship
<b>Column Chart</b>	✓		✓	✓	
<b>Bar Graph</b>	✓		✓		
<b>Line Graph</b>	✓			✓	✓
<b>Pie Chart</b>	✓	✓			
<b>Scatterplot</b>	✓		✓		✓

3. Highlight your data. Your final selection will look something like this:

	A	B
1	Year	Days in Hospital
2	2014	32
3	2015	28
4	2016	27
5	2017	24
6	2018	19

4. Now, choose your Graph option by visiting the **Insert** tab and choosing from the following options:



5. Once you've chosen your Graph option, a graph will immediately appear below your data values. Sometimes, if you do not assign the right data type to your columns, the graph may show up in a way you don't want it to (e.g. the data you want on your Y axis shows up on your X axis). In this case, simply play around with the **Switch Row/Column** option under the **Chart Design** tab until your graph looks the way you want it to.
6. Now that you have your basic graph, you can customize your graph by adding various elements (e.g. Axis Titles, Error Bars) by selecting one of the options under the **Add Chart Element** drop-down option on the **Chart Design** tab. You can also select from one of the pre-existing layouts found under the **Quick Layout** option on the **Chart Design** tab.