

Create a Representation of Categorical Data

Excel Step-by-Step How-to for Windows

Excel for Mac Instructions on [page 6](#)

Instructions: Use this guide to create meaningful visualizations of categorical data.

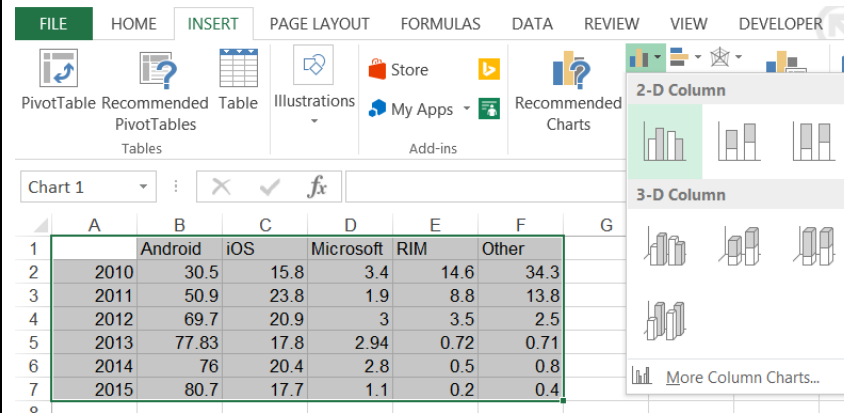
Data requirement: multiple variables, qualitative data

Sample Data: annual and quarterly mobile OS market share

Step	Windows Instructions + Screen Shot						
1. Arrange the data you want to use so that each unique variable has its own column.		A	B	C	D	E	F
	1		Android	iOS	Microsoft	RIM	Other
	2	2010	30.5	15.8	3.4	14.6	34.3
	3	2011	50.9	23.8	1.9	8.8	13.8
	4	2012	69.7	20.9	3	3.5	2.5
	5	2013	77.83	17.8	2.94	0.72	0.71
	6	2014	76	20.4	2.8	0.5	0.8
	7	2015	80.7	17.7	1.1	0.2	0.4
	8						

2. Select your data and insert a column chart.

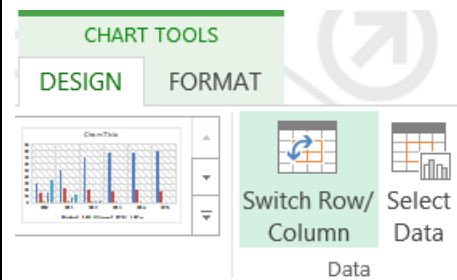
After highlighting the data you want to use, click the insert tab. Navigate to the column chart icon and select a cluster column chart.



TIP: To switch the column/row in chart:

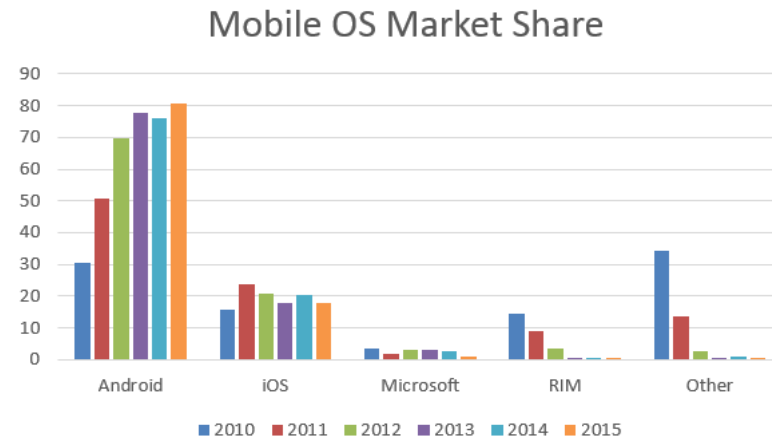


Navigate to the Data category of the Design tab and select Switch Column/Row.



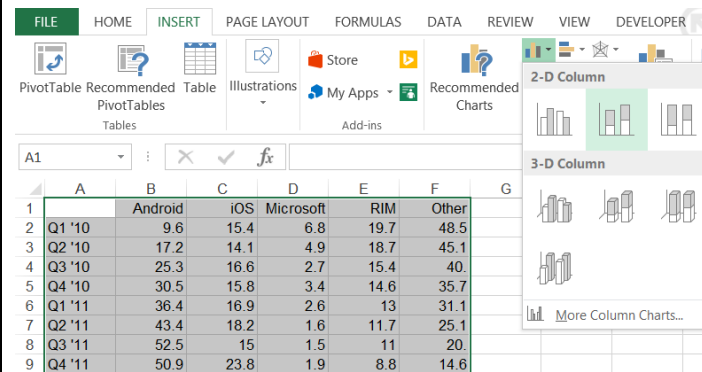
3. Format and label your chart.

You can edit the titles and labels of the chart by selecting them and editing the text.



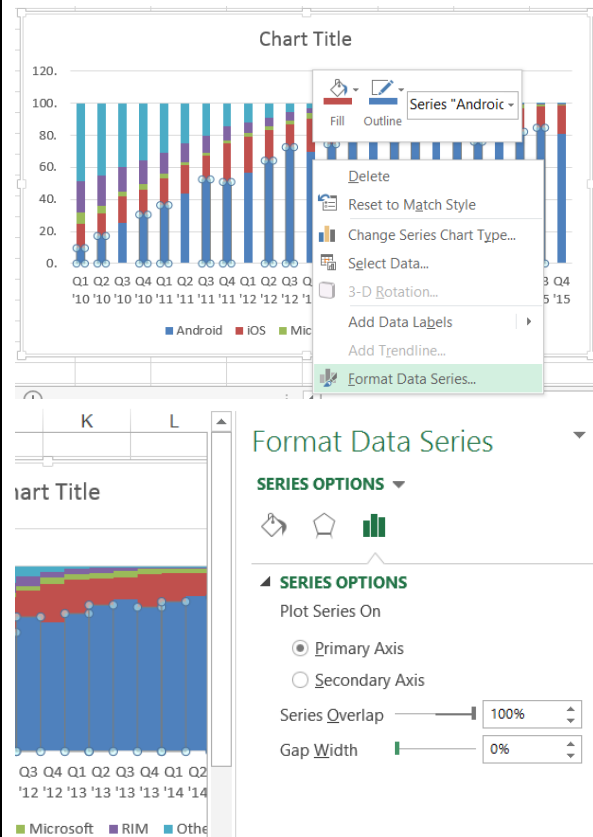
4. Select the data that you want to use and create a stacked column chart.

After highlighting the data that you want to use, click the insert tab. Navigate to the column chart icon and select a stacked column chart.



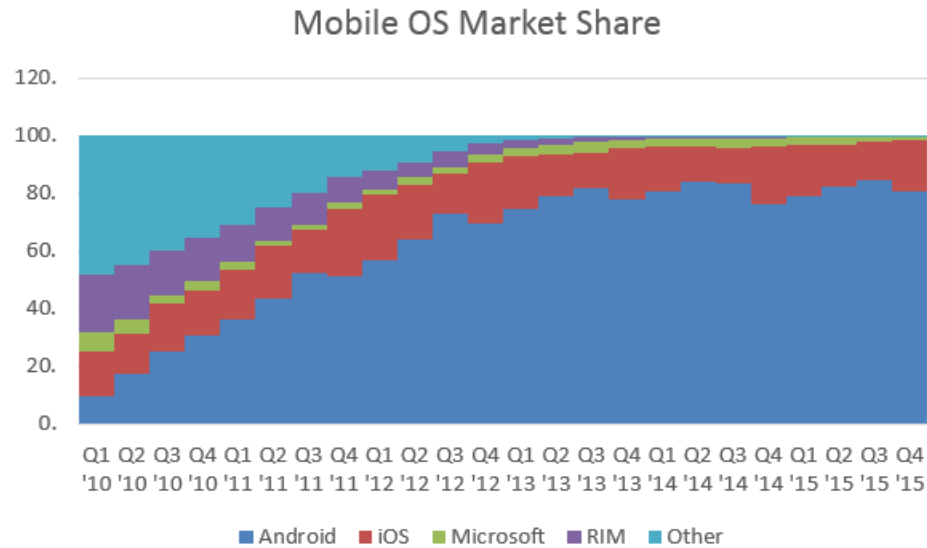
5. Format the data series to remove the gap between columns.

Right-click any column in the chart and select Format Data Series. Then bring the Gap Width to 0%.



6. Format and label your chart.

You can edit the titles and labels of the chart by selecting them and editing the text.



Create a Representation of Categorical Data

Excel Step-by-Step How-to for Mac

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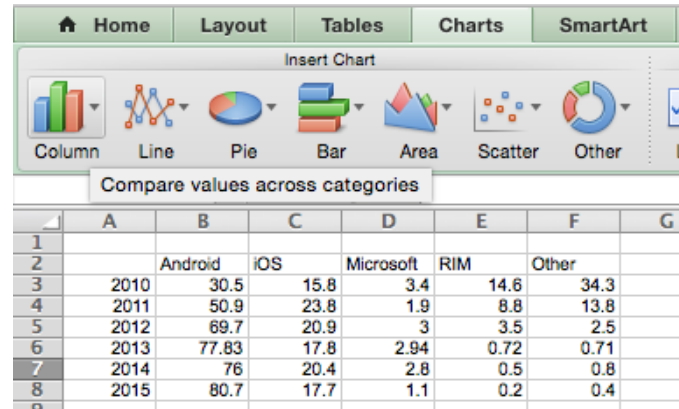
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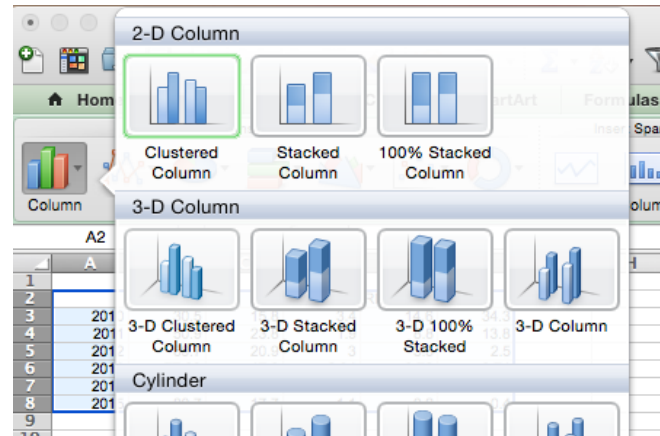
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2. Select your data and insert a column chart.

After highlighting the data you want to use, click the Charts tab.



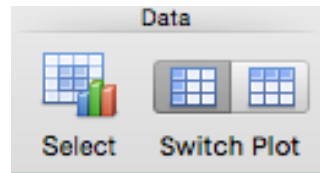
Navigate to the column chart icon and select a clustered column chart.



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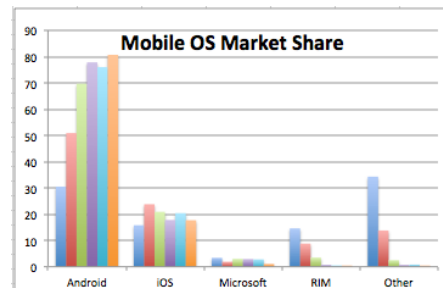


Navigate to the Data category of the Charts tab and select which plot you would like.



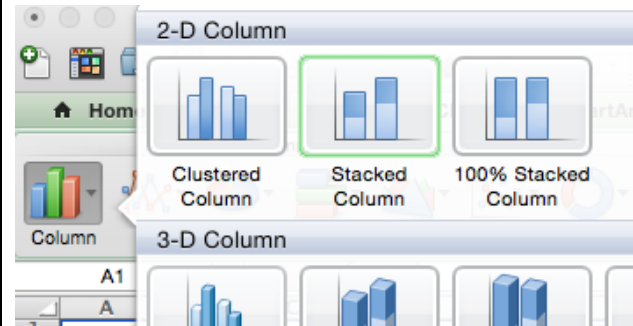
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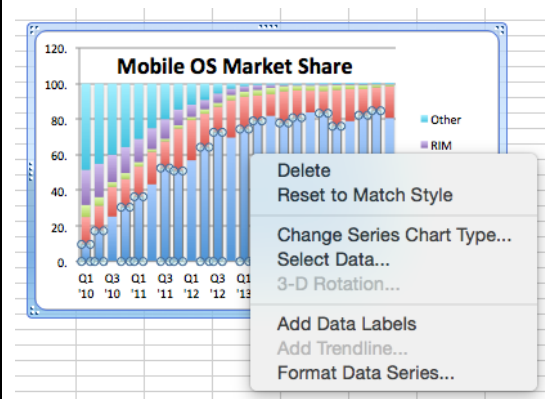
4. Select the data that you want to use and create a stacked column chart.

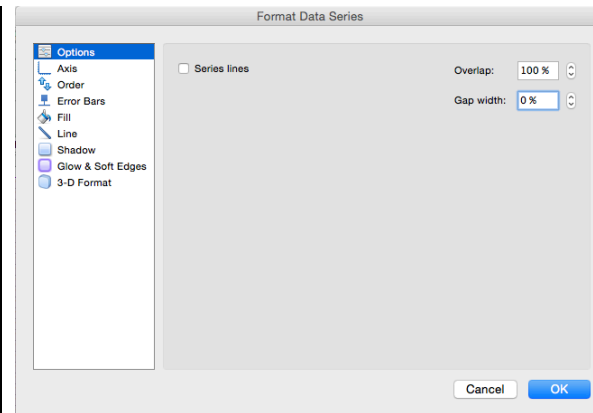
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5. Format the data series to remove the gap between columns.

Control-click any column in the chart and select Format Data Series. Then bring the Gap Width to 0%.





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