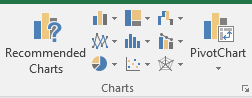
**Creating a Bar Graph in Excel 2016**

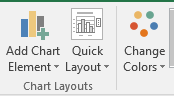
Create a bar graph showing the mean differences for each group. Note that you must calculate the means and organize them appropriately for each condition.

To create a bar graph in Excel 2016, complete the following steps:

1. Select the data you want to include in the bar graph. Recall you must graph the means categorized by participant group and condition. Consider creating a new workbook with the OSI means for each group (i.e., female employees in the PMR group, male employees in the PMR group, female employees in the biofeedback group, male employees in the biofeedback group).
2. Click “Insert” and then click on the arrow next to the “Insert Column or Bar Chart” option:



1. Select “2-D Column.” When you click on “2-D Column, ” a bar chart will be created for you. Be sure to format the chart appropriately. The chart should be selected; if it is not selected, click on the chart and you will be presented with formatting options in the “Design” tab. On the far left is an option called “Chart Layouts” and within that is the “Quick Layout” option. Click on the arrow to view the variety of options available to you.



1. Select “Layout 5” because it gives you the option to label the *x*-axis and *y*-axis and allows labels for the levels of the independent variable. Label the variables accordingly.

The text “Axis Title” constitutes text boxes and you can click on to change the label for the *x*-axis and *y*-axis; remember, to correctly label the variable (typically the dependent variable) on the *y*-axis and the variable (typically the independent variable) on *x*-axis.

You have the option to remove the horizontal lines that appear across the graph. You can remove those lines by clicking on **one** of the lines, which should select all lines. Then, you can press the delete key on your computer to remove lines.

You can also change the font type and size of the font by selecting the entire graph and then selecting the appropriate font style and size.