

How to construct bar chart:

Step 1

Open the excel file you created titled your lastname.firstname.softdrinks.xlsx

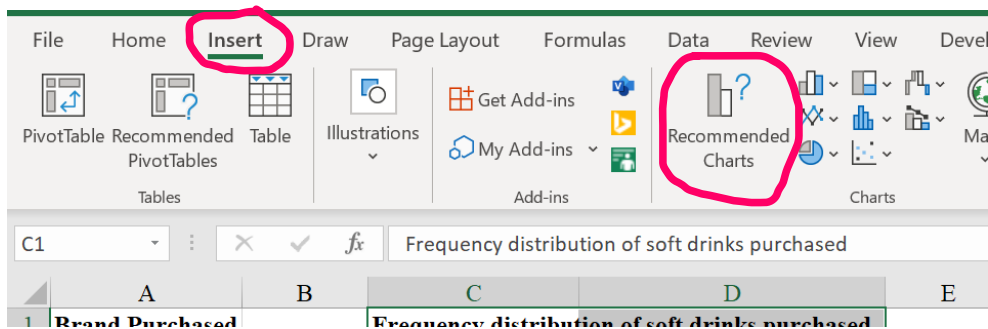
Step2

Select cells C2 to D7 as shown below.

C	D	E
Frequency distribution of soft drinks purchased		
Brand Purchased	Frequency	
Coca-Cola		19
Diet Coke		8
Pepsi		13
Dr. Pepper		5
Sprite		5

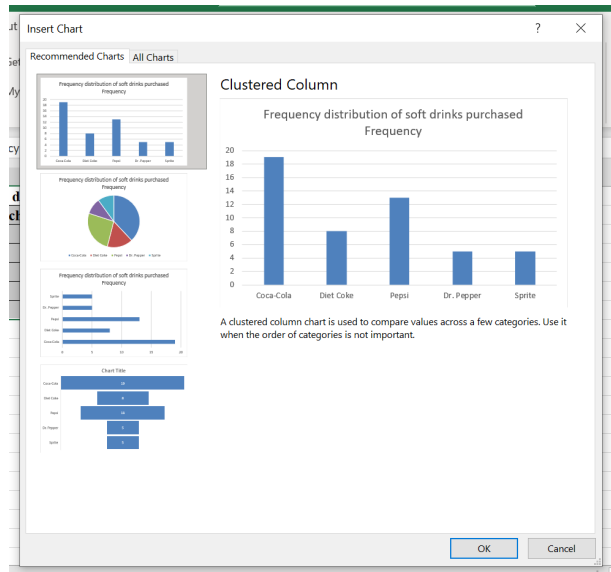
Step 3:

Click on **Insert** and **Recommended charts**.



Step 4:


Click on the top left chart to create a bar chart and select OK. Save this file as lastname.firstname.barchart1.xlsx



Step 5¹:

Click the **Chart Title** and delete the word “Frequency” in the second line.

Step 6:

Click the **Chart Elements** button  (located next to the top right corner of the chart)

Step 7:

When the list of chart elements appears, click **Axis Titles** (creates placeholders for the axis titles)

Step 8:

Click the horizontal **Axis Title** placeholder and replace it with *Soft Drink*

Step 9:

Click the vertical **Axis Title** placeholder and replace it with *Frequency*. Save the file again.

¹ Steps 5 to 9 adapted from the textbook Anderson, Sweeney, Williams, Camm, Cochran, Fry and Ohlmann. Essentials of Statistics for Business & Economics, 9th Edition