Creating the Planet Bar Graph in Microsoft Excel

1. Open Excel.
2. In column A, enter the student names.
    a. Under the last student, enter a row for total.

	A
1	
2	
3	
4	John Doe
5	Mary Jane
6	Billy Bob
7	✚
8	

3. Add the planet names.

|		M	V	E	M	J	S	U	N	P
3										
4	John Doe	✚								
5	Mary Jane									
6	Billy Bob									
7										
8										

4. Add the formulas to make Excel add the number of students that landed on a given planet.
    a. Click in the first available cell in the column below all of the student names.

|			
5	Mary Jane		
6	Billy Bob		
7		Total	
8			

    b. Type in the formula as follows   **=sum(b4:b6)**.
    c. Note that the number may be different for your formula depending on the number of students in your group. My student names were in rows 4 through 6. If your students were in rows 4 through 25, then your formula would look like **= sum(b4:b25)**.
    d. Continue adding formulas at the end of each column for each of the planets.
    e. Note: A zero will appear in the column until the students have entered some data.

5. Add the bar graph on the same screen.
    a. Highlight the entire chart area.
    b. Click on the chart wizard on the toolbar.
    c. Select column and click next.
    d. Select the series in rows button.   Series in: ⦿ Rows
    e. Select the series tab.   ○ Columns

    Series
    TOTAL

    Add   Remove
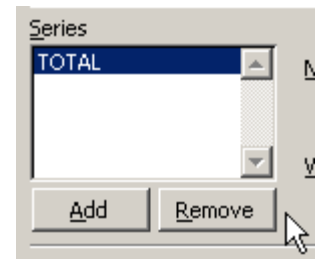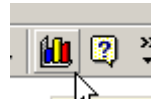
    f. Under the series box, remove all of the series **except TOTAL**.
    g. Click next.
    h. Label the chart--Rocket Distance, x-axis—Planets, and y-axis—number of landings.
    i. Click next.
    j. Select As object in button.   ⦿ As object in:
    k. Click finish.
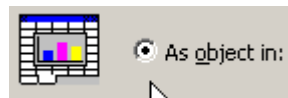
6. You can move the chart around by clicking and dragging it to the desired location.