

## How to create a Bar Graph from an AppleWorks Spreadsheet

The first step in accomplishing a graph (chart) is to have the data entered in a spreadsheet. It doesn't have to be a pretty spreadsheet. A simple one is more than adequate.

Scroll across the data to highlight the information you want to graph.

Include the cells that contain the labels.

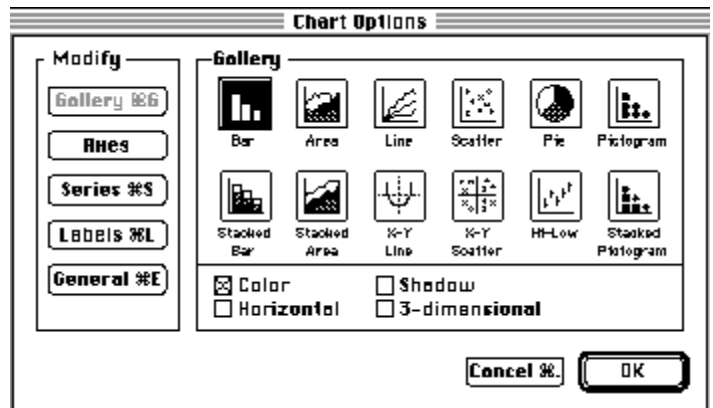
	A	B	C
1		1990	2000
2	total	38000	50000
3	5-17	1890	2200

### Go Options ... Make Chart.

The Chart Options box opens.

Gallery box provides many different kinds of graphs. You also select whether your graph will be in color or grey scale along with other appearance options.

Use the buttons in the Modify area to select the traits you would like for your graph.



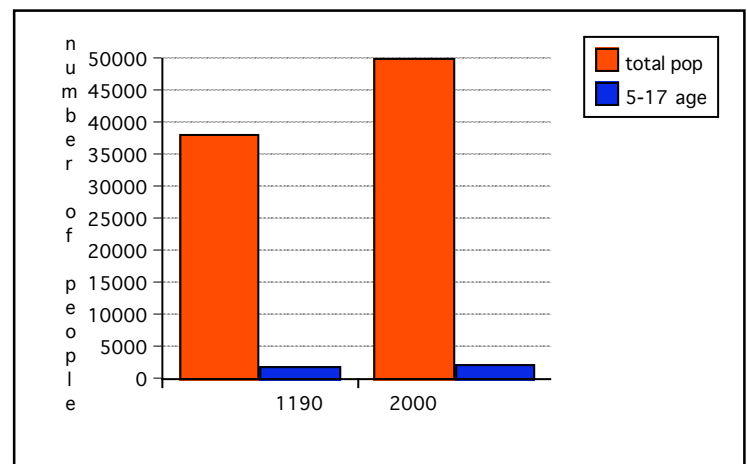
### Axes:

Use the Axis dialog box to label

the x and y axis

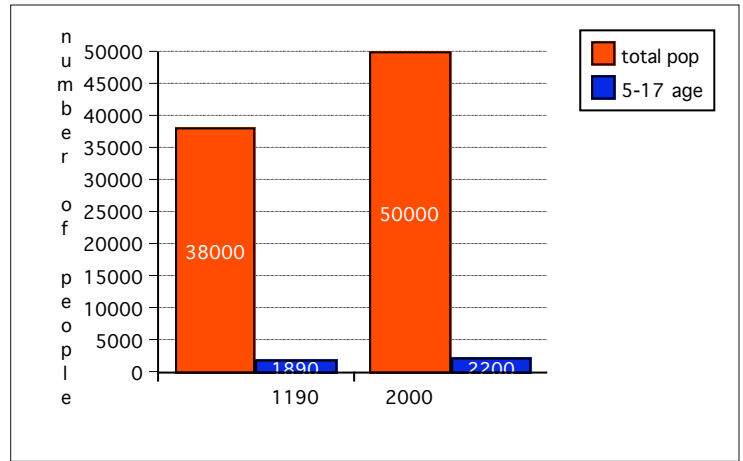
and to set the increment range.

In the figure at the right, I have labeled the Y axis "number of people".



## Series:

Use Series dialog box to label your data.



## Color of Bars

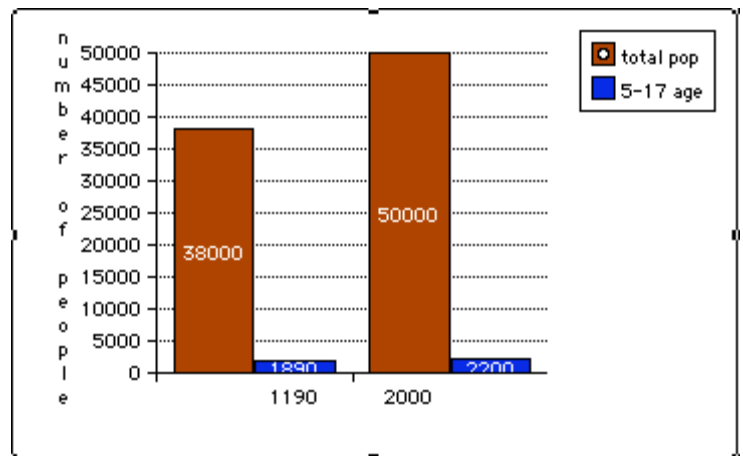
To change the color of a bar:

Click in the small colored box in the legend.  
A small white circle will appear.

Click the Fill formatting button.



Select a different color in the red-green-blue Color palette.




## Tips:

1. By double clicking on the chart, you can reopen the Chart Options dialog box to make changes. This makes it very simple to see how your data would look in a different kind of chart.

**Check this out:** Open the Chart Options dialog box. Click on the Stacked Bar chart. Click on the Bar chart to restore your original chart.

2. Your chart will appear over the spreadsheet. It has the small square “handles” on all the corners. You can copy the chart and paste it into a word processing or drawing document to display it.

**Remember:** Click the Arrow tool BEFORE you paste the chart on the word processing page so that it is free floating. (To get the Tools in WP click on the red tool box )

3. To make data changes to the chart you return to one the spreadsheet. When you change the data in the spreadsheet, the cart will automatically update. They are linked.

**Check this out:** Go to the spreadsheet and double the data in a cell. Note the change in the chart.