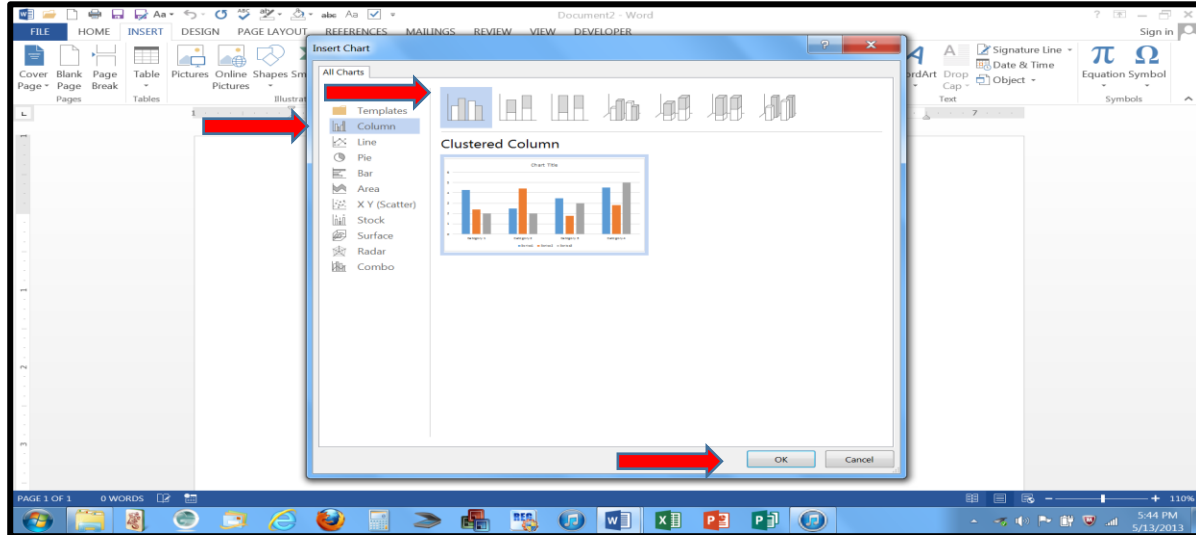


## Column Graphs Using Microsoft Word 365

Handout courtesy of Angela Gulick

1. Open up Microsoft Word, go to the **Insert** menu, and click on **Chart**. Select the **2-dimensional column graph**, and select **OK**.



2. A data sheet and a column graph should appear. On the datasheet, make sure the blue box only goes around the actual data you will put in your survey.
3. To provide labels, either go to **Add Chart Element** in the upper-left corner or click on the little plus sign to the right of your visual. **Note for Mac Users:** You will not see the “+” sign to the right of your visual. You will need to select the “Add Chart Element” in the upper-left corner to change your pie chart’s labels.
4. Select **Axis Titles**, and fill in your Primary Horizontal and Primary Vertical axis titles. Finally, select Add Chart Element and scroll down to **Data Labels**. Select **Outside End**. **You do not need a legend for your visual.**

