

A Microsoft Office Excel Tip

Visualizing Number Variations

1. Creating a Bar Chart
2. Creating a Graphical Representation

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Initial Data

Salesman	February Sales in Thousands
Mary Smith	20
John Doe	34
Lindsey Marsh	16
Judith Lee	28
Phillip Wilshire	43
Nancy Sawyer	52
Susan Walton	38
Bill Dunham	22
Jake Hall	30

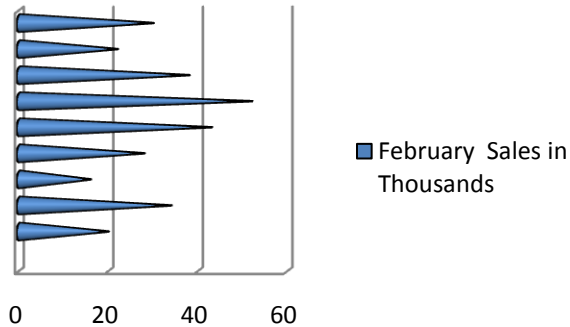
- You have monthly sales figures
- You want to:
 - Find out who is selling the most
 - Find out who is selling the least
 - Display a graphical representation of the data

Two Options (1)

- You can:
 - Create a Bar Chart using the built-in charting features of Excel
 - Formally formatted
 - Can be inserted into any Office application
 - Moveable object in the spreadsheet
 - OR
 - Create a graphical representation of the data right in the data itself
 - Displayed as a column of data

Two Options (2)

February Sales in Thousands



← This

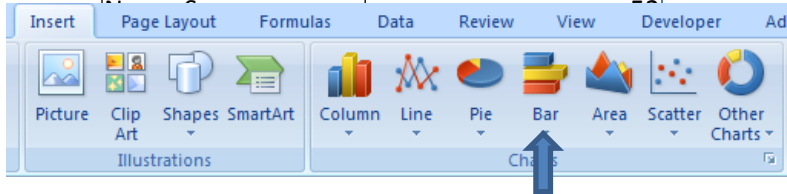
Or

This ↓

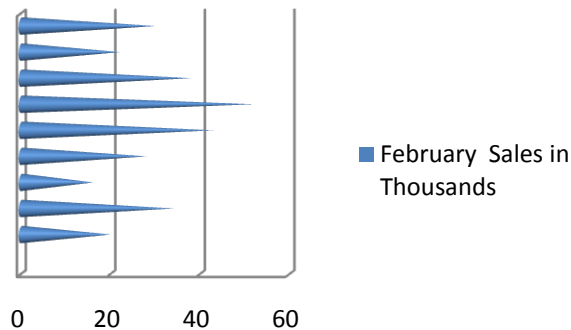
Salesman	February Sales in Thousands	Performance
Mary Smith	20	
John Doe	34	
Lindsey Marsh	16	
Judith Lee	28	
Phillip Wilshire	43	
Nancy Sawyer	52	
Susan Walton	38	
Bill Dunham	22	
Jake Hall	30	

Creating a Bar Chart

Salesman	February Sales in Thousands
Mary Smith	20
John Doe	34
Lindsey Marsh	16
Judith Lee	28
Phillip Wilshire	43



February Sales in Thousands



1. Select the entire set of rows and columns that you want in your chart – including headers
2. Click on the Bar Chart icon under the “Insert” tab
3. Excel will create a moveable bar chart that you can position in the spreadsheet or copy and paste into any other Office application
4. If you double click on the graph, you will bring up the bar graph editing options where you can choose colors and display options.

The Repeat Function

- =REPT("text",number)
- Returns the designated character ("text") a specific number of times (number)

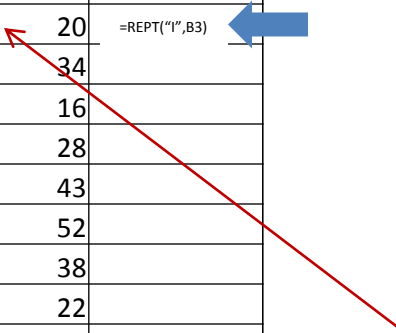
```
=REPT("k",24)
```

```
kkkkkkkkkkkkkkkkkkkkkkkkkkkk
```

- =REPT("k",24)
returns
24 "k"s in the cell

Entering The Function (1)

Salesman	February Sales in Thousands	Performance
Mary Smith	20	=REPT("I",B3)
John Doe	34	
Lindsey Marsh	16	
Judith Lee	28	
Phillip Wilshire	43	
Nancy Sawyer	52	
Susan Walton	38	
Bill Dunham	22	
Jake Hall	30	



1. Add a column to the right of the sales column
2. Title it "Performance"
3. Click in the cell next to Mary Smith's sales number
4. Enter the formula:
=REPT("I", B3) in this cell
You can click in the sales cell to automatically enter its location into the formula
5. Click "Enter"

Entering The Function (2)

Salesman	February Sales in Thousands	Performance
Mary Smith	20	
John Doe	34	
Lindsey Marsh	16	
Judith Lee	28	
Phillip Wilshire	43	
Nancy Sawyer	52	
Susan Walton	38	
Bill Dunham	22	
Jake Hall	30	

6. You will now see 20 “|”s in the cell
7. Copy the cell you just created
8. Paste it into each of the remaining cells
9. You will have created a graphical representation of the data right in the spreadsheet



Need More Help?

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