

[See this page in the course material.](#)

Learning Outcomes

- Create a clustered column chart.

Excel is not just used for organizing and processing data and formulas. It also can be used to visually represent data in the form of charts and graphs. In this page, we will work on creating a basic chart, the clustered column chart, and then modifying a chart style.

A clustered column chart is sometimes called a bar graph, because it shows data organized in solid shapes like pillars. A clustered column chart organizes these pillars up and down, so they are “columns.” On the other hand, a clustered bar graph organizes these pillars left to right, so they are “bars.” Bar graphs are useful charts when looking at changes from month to month or across employees.

The first step to creating any chart is to organize your data. It is definitely a good idea to include headers in the first cell of each column. By default, a clustered column chart will cluster the data by the columns in your table, so try to keep that in mind when setting up the worksheet.

1. After organizing your data, select the cells you wish to include in the chart. This should be at least two columns.
2. Click on the Insert tab and find the Charts group of the ribbon.

	A	B	C	D	E	F	G	H
1	Month	Sales Total						
2	January	5000						
3	February	\$500						
4	March	\$50,000						
5	April	4876						
6	May	80,000						
7	June	\$250						
8	July	45689						
9	August	\$10,000						
10	September	34,245						
11	October	\$987.00						
12	November	76000						
13	December	8,764						
14								

The screenshot shows the Microsoft Excel interface with the 'Insert' ribbon selected. The 'Recommended Charts' button, which features a question mark icon, is highlighted with a green box. Below the ribbon, the spreadsheet data is visible, showing months and sales totals. The status bar at the bottom indicates 'Average: 26359.25', 'Count: 26', and 'Sum: 316311'.

3. "Clustered column chart" is actually a recommended chart. Click on that chart.

Insert Chart

Recommended Charts All Charts

Sales Total

Sales Total

Sales Total

Sales Total

Sales Total

Chart Title

Clustered Column

Sales Total

90000
80000
70000
60000
50000
40000
30000
20000
10000
0

January February March April May June July August September October November December

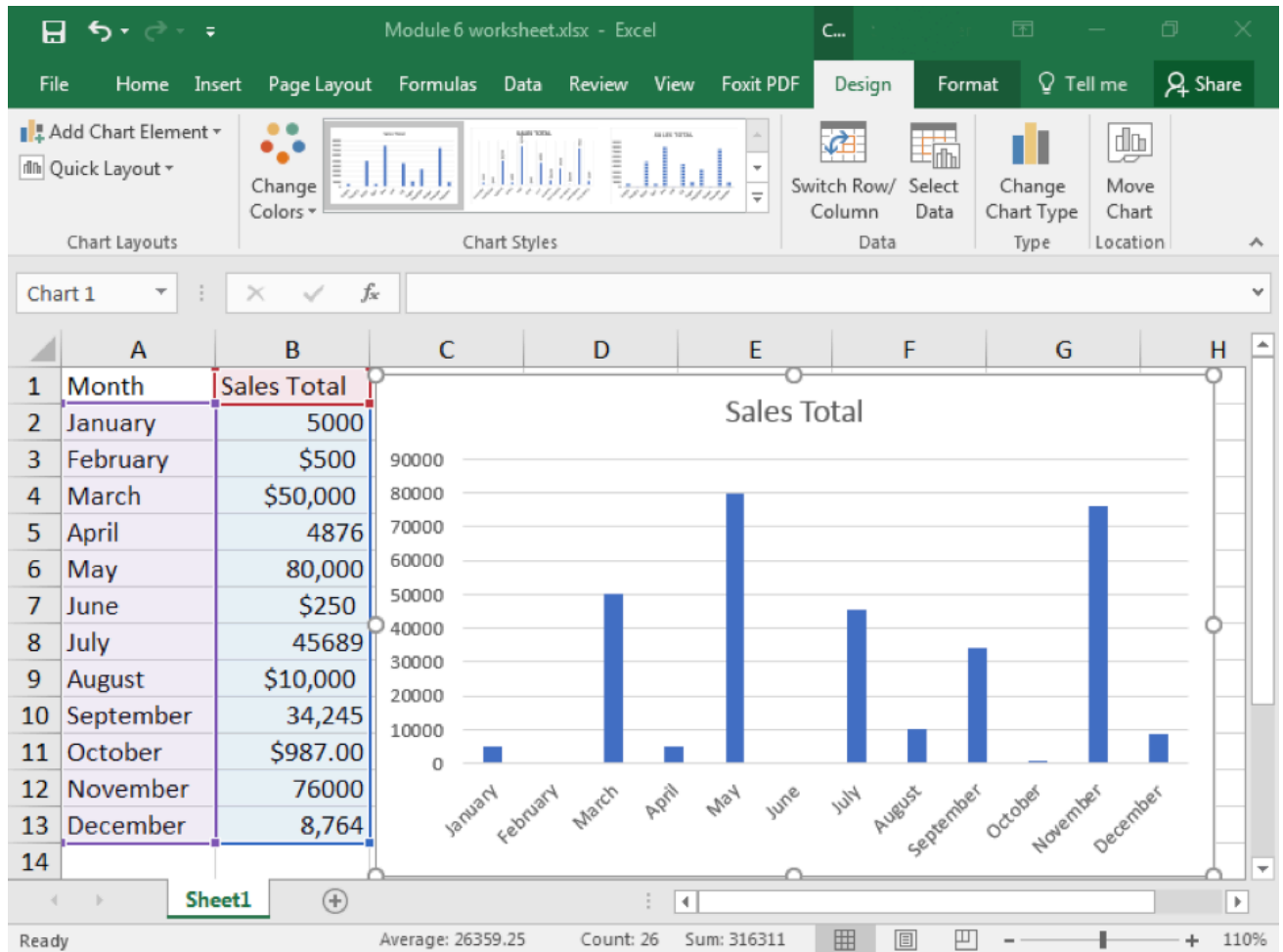
A clustered column chart is used to compare values across a few categories. Use it when the order of categories is not important.

OK Cancel

The screenshot shows the 'Insert Chart' dialog box with a 'Recommended Charts' pane on the left and a 'Clustered Column' chart preview on the right. The 'Clustered Column' chart displays monthly sales data with a y-axis from 0 to 90,000 and an x-axis for each month. The bars show sales peaking in May and November.

Month	Sales Total
January	5000
February	1000
March	50000
April	5000
May	80000
June	1000
July	45000
August	10000
September	35000
October	1000
November	75000
December	10000

- When you select the chart, you will see colored boxes surrounding the data that connect to the different categories of the chart.



Practice Question

Randy has monthly returned item data organized by month. If he wishes to visually see which month had the most returns, what should he do?

AutoSum the data

[See this interactive in the course material.](#)

Lorenzo has sales data organized by month. If he wishes to visually see which month had the lowest volume of sales, what should he do?

Create a clustered column chart

[See this interactive in the course material.](#)

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