

## Creating graphs for the Senior Exit Project

1. Open Microsoft Excel
2. Leave the first cell(A,1) blank
3. Type "Yes" in the B,1 cell
4. Type "No" in the C,1 cell

	YES	NO	NO OPINION
Female 16-18	10	5	0
Female 19-25	4	10	1
Female 26-35	7	7	1
Female 36+	15	0	0
Male 16-18	3	11	1
Male 19-25	12	1	2
Male 26-36	7	8	0

5. If you have other answers that apply to your survey continue typing them across the page.
6. Move to the "A" column and in cell A, 2 enter the first category from your survey (Female 16-18).
7. Continue to enter all the categories in the "A" column.
8. Highlight all the information when you are done entering it.
9. Click on the **Chart Wizard**
10. Choose the first type of Column graph
11. Click on **Next** at the bottom of the window.
12. Click on **Next** again
13. Type in the question that the results represent in the "Title" line. Type "Gender & Age" in the X-axis line and "Number of People" in the Y-axis. Click on **Next**.
14. Choose as **New Sheet** and **Finish**
15. Save after each graph is created.