

## Creating a Column Chart

Column Chart is a simple way of representing data arranged in columns or rows in a worksheet. It is useful for showing data changes over a period of time, or for illustrating comparisons among items.

[Click here](#) to learn how to create a column chart.



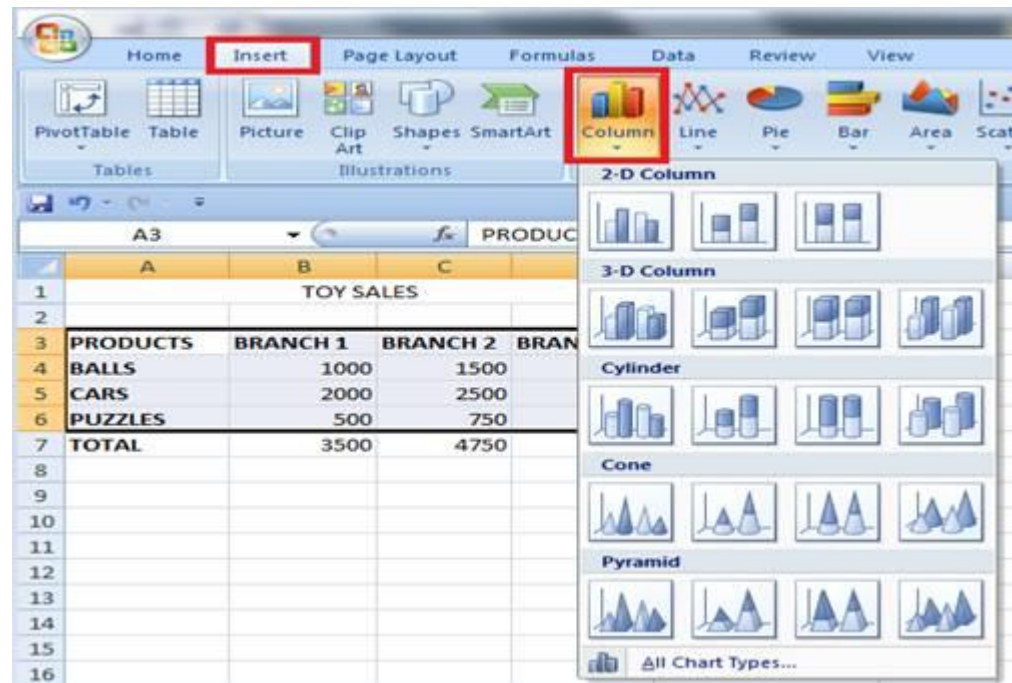
Prepared by Information Security and IT Governance Division of ICT.  
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# How to Create a Column Chart

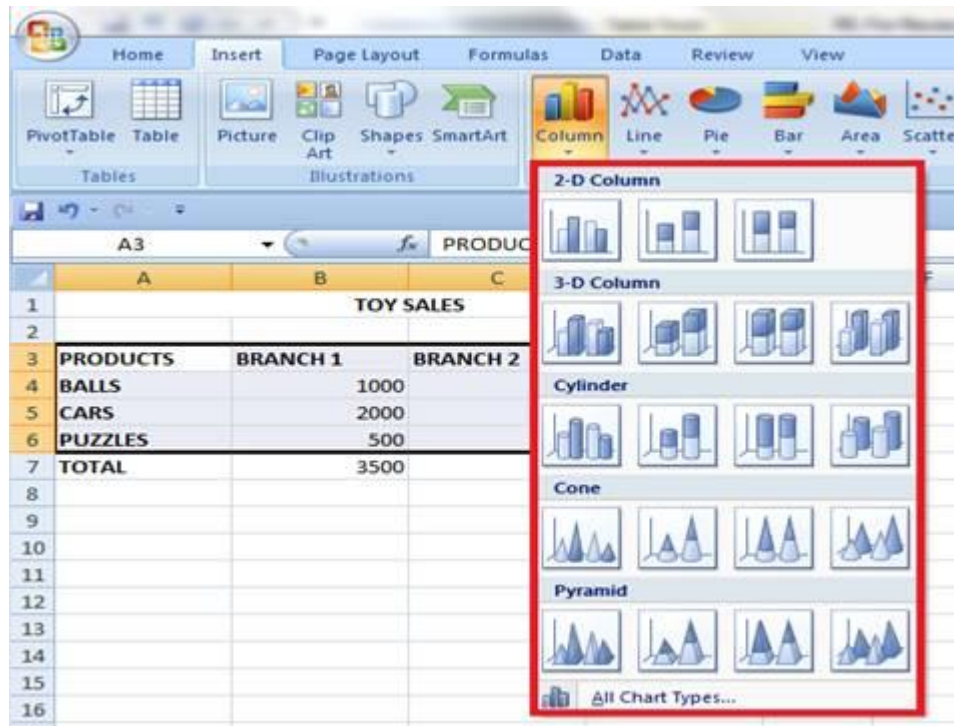
1. Select all the cells containing the data you want in your chart.

	A	B	C	D
1	TOY SALES			
2				
3	<b>PRODUCTS</b>	<b>BRANCH 1</b>	<b>BRANCH 2</b>	<b>BRANCH 3</b>
4	<b>BALLS</b>	1000	1500	2000
5	<b>CARS</b>	2000	2500	3000
6	<b>PUZZLES</b>	500	750	1000
7	<b>TOTAL</b>	3500	4750	6000

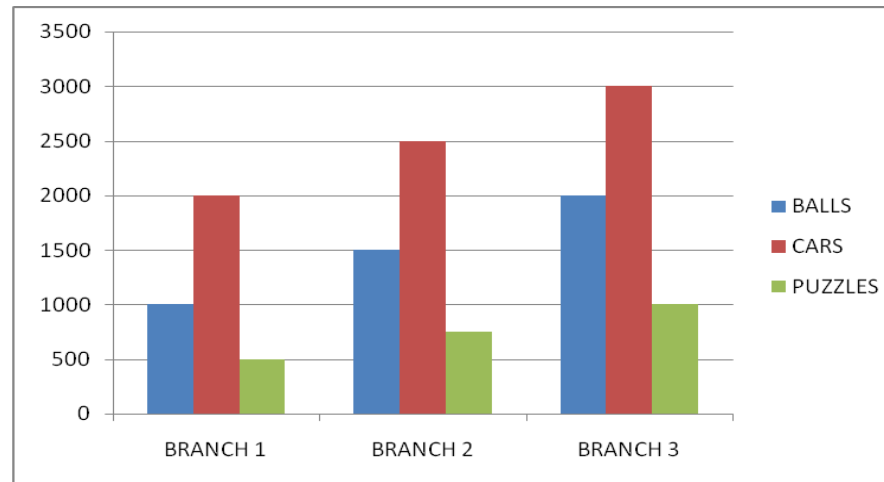
2. On the **Insert** Tab, click the **Column** button in the **Charts** group.



3. Select the style that you want in your chart. You can choose from the following styles:
- 2-D Column – can be used when the order of categories is not important or for displaying item counts such as a histogram.
  - 3-D Column – displays the data by using a 3-D perspective.
  - Cylinder / Cone / Pyramid – display cylinder, cone, and pyramid shapes instead of rectangles.



4. Notice that it will automatically creates the column chart based on the selected style.



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