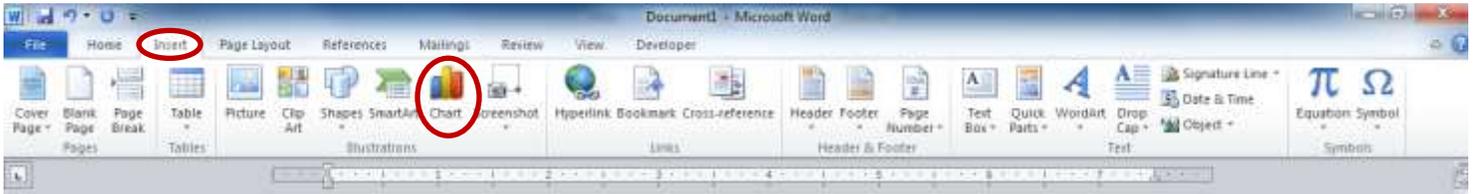


Guide to Creating a Bar Chart in Microsoft Word

The following guide provides step by step instructions for how to create a bar chart in Microsoft Word.

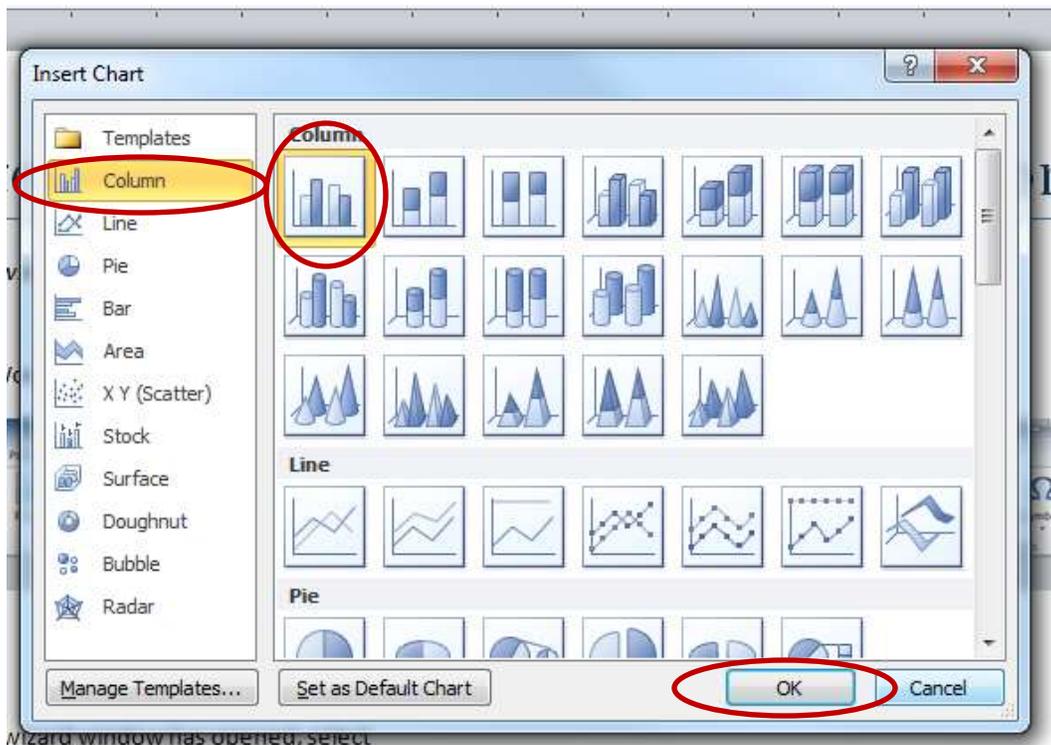
Step 1

Open Microsoft Word, go to the “insert” tab on the ribbon, and select the “chart” icon.



Step 2

Once the “chart” wizard window has opened, select “column” and then select “clustered bar type.” Then select “OK.”

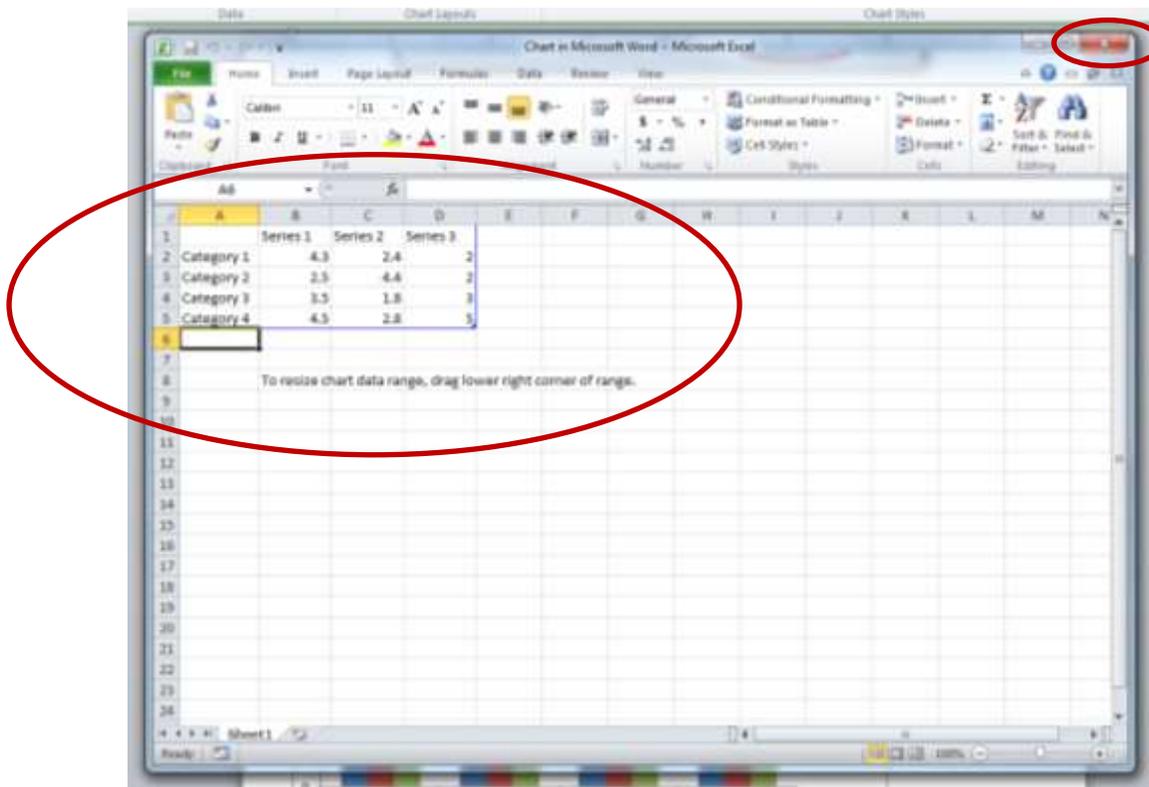


Step 3

Enter your data (labels and numbers/percent's) in the Excel window that opens and then close out of the window by selecting the "red X" in the upper right corner of the window. Note: You have the ability to resize the data chart range by adjusting the blue range line (drag the right corner to desired size).

Notes for data entry:

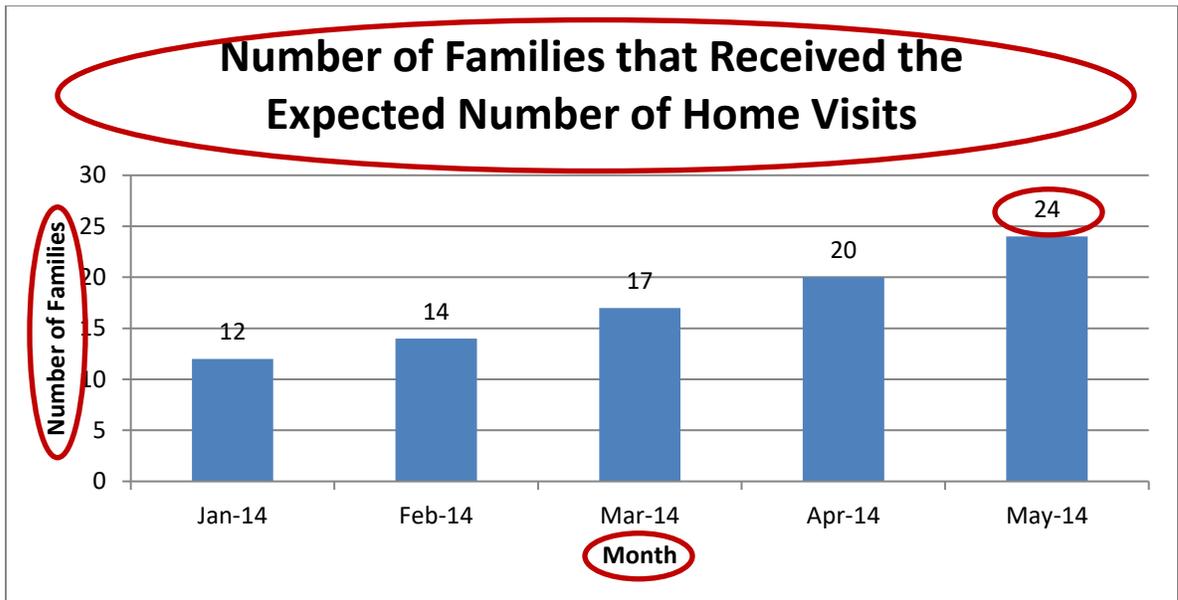
- Category = what you are examining/studying. It could be:
 - Time points (quarters, months, weeks, days, etc.)
 - Reasons why something occurred (reasons families use the ER, reasons families missed their scheduled home visits, etc.)
 - Etc.
- Series = what you are comparing. It could be:
 - Your program's data compared to the learning collaborative data
 - Your program's data broken down by prior to the improvement and following the improvement
 - Your programs data broken down by quarter
 - Etc.



Step 4

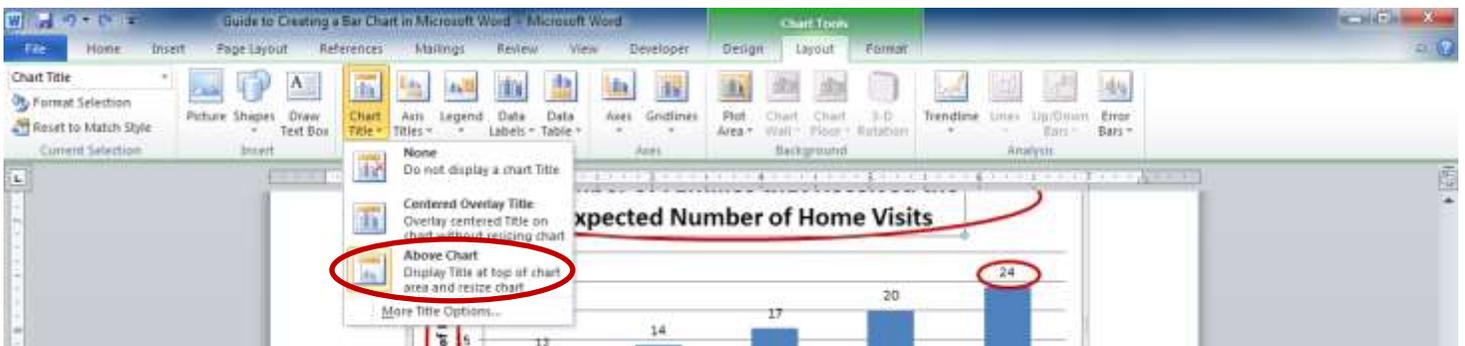
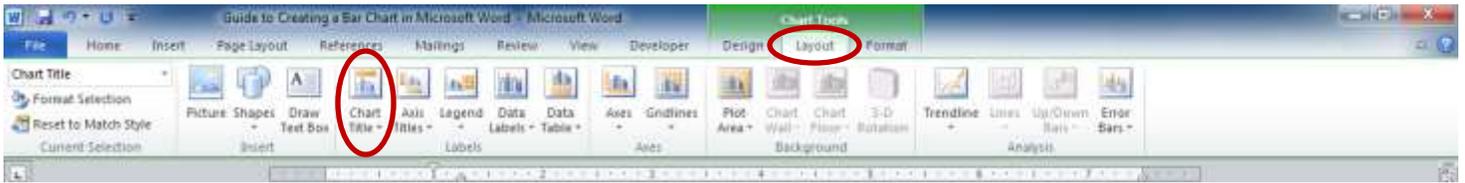
Edit your chart as needed. Here are some items you may want to consider:

- Add a title
- Add data labels to your bars
- Add labels to your x and y axis'
- Move or remove the key, if needed



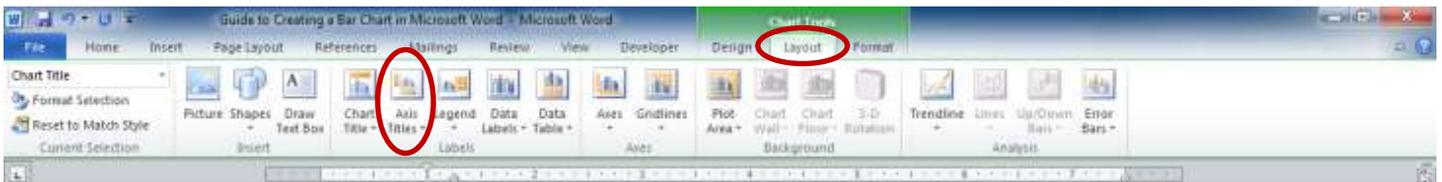
To add a title to your chart:

- Click on the title box on the chart and type the title you desire. OR
- Go to “Chart Tools” on the ribbon (this option will appear when you click on the chart).
 - Go to “Layout”
 - Select “Chart Title”
 - Select where you would like to place the title.



To add labels to your x and y axis:

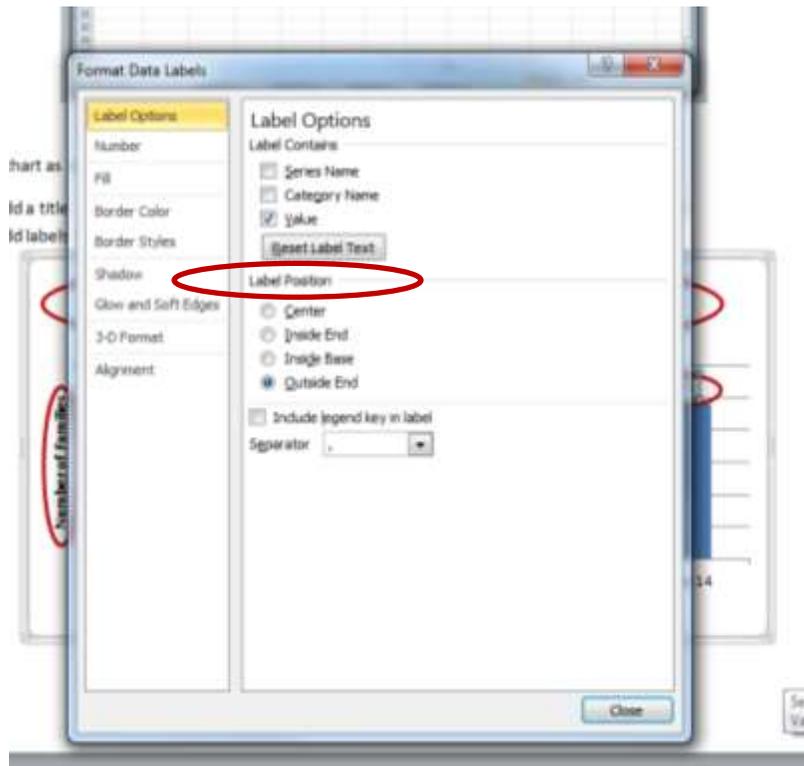
- Go to “Chart Tools” on the ribbon (this option will appear when you click on the chart).
 - Go to “Layout”
 - Select “Axis Titles”
 - Select “horizontal” or “vertical”
 - Select where you would like to place the title.



To add data labels to your bars:

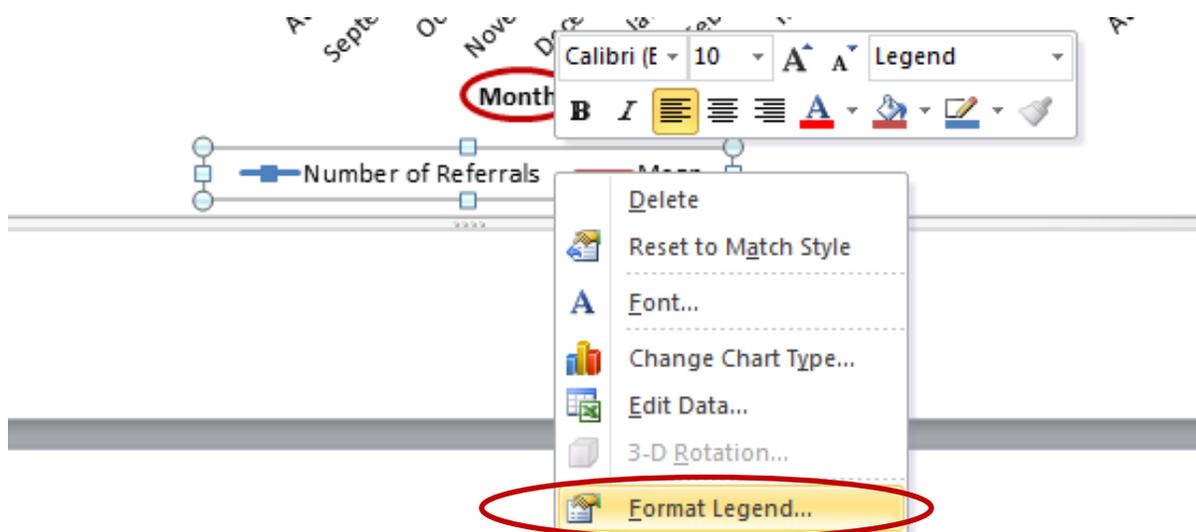
- Right click on a bar on your chart
- Select “Add Data Labels”
- Select position of data labels on your chart:
 - Right click on the bar on your chart again
 - Select “Format Data labels”
 - Select the “position” of your data labels

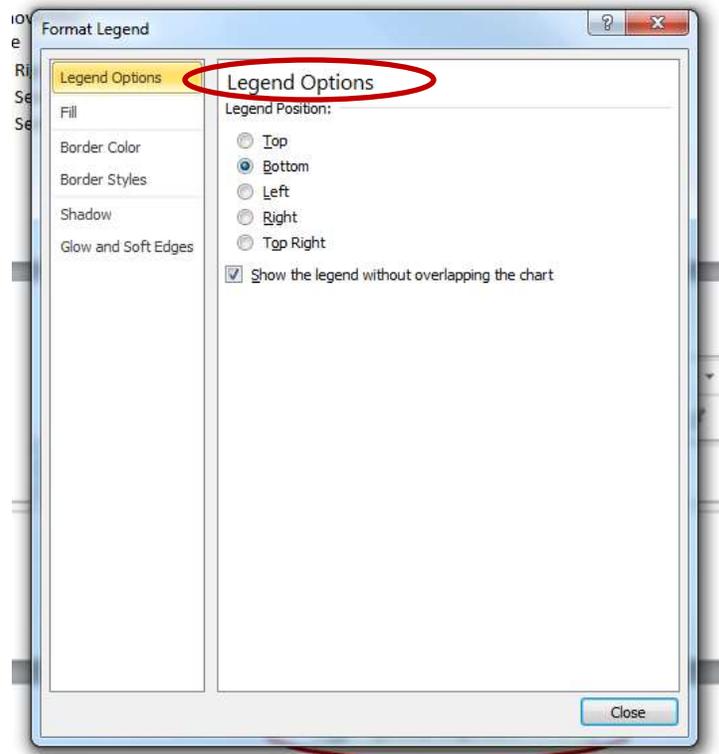




To move or remove key:

- To move *(note: If you have a series, you will want to keep the key. You may want to move the key to a different location than where Microsoft Word automatically places it.)*
 - Right click on key
 - Select “Format Legend”
 - Select where you would like the key to appear on your chart.





- To remove *(note: If you do not have a series, you will want to consider if the key adds more information. If you determine that it does not, you will want to remove the key.)*
 - Select key on chart
 - Delete key