

# Bar & Column Charts



# Timelapse



# Step 1: Select range A2:A6 CTRL+ N2:N6

The screenshot shows the Microsoft Excel interface with a spreadsheet titled "2022 Ticket Sales". The spreadsheet contains the following data:

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Comedy	49,832	47,232	40,002	37,283	32,910	33,829	30,102	32,111	34,921	30,293	28,392	24,192	421,099
Thriller	12,839	16,828	15,839	18,082	24,932	30,462	34,240	42,718	41,128	39,382	36,621	37,283	350,354
Documentary	9,118	9,907	7,257	7,838	6,372	5,992	5,773	5,993	6,302	8,103	9,100	9,278	91,033
Romance	14,381	14,651	11,969	14,602	13,046	14,411	13,871	14,184	13,033	14,625	12,196	13,081	164,050
TOTAL	86,170	88,618	75,067	77,805	77,260	84,694	83,986	95,006	95,384	92,403	86,309	83,834	

The spreadsheet is displayed in the "Home" tab of the ribbon. The formula bar shows "TOTAL" in cell N2. The status bar at the bottom indicates "Bar & Column Charts" and "Blank".

# Step 2: Insert 2-D Clustered Column Chart

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The '2-D Column' chart icon is highlighted with a green box and a green arrow. A dropdown menu is open, showing options for '2-D Column', '3-D Column', '3-D Bar', and 'More Column Charts...'. The '2-D Column' option is selected. Below the chart, a 2-D Clustered Column Chart is displayed, showing the total number of movies for each genre in 2022.

Movie Genre	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Comedy	49,832	47,232	40,002	37,283	32,910	33,821	30,293	28,392	24,192	30,293	28,392	24,192	421,099
Thriller	12,839	16,828	15,839	18,082	24,932	30,461	39,382	36,621	37,283	39,382	36,621	37,283	350,354
Documentary	9,118	9,907	7,257	7,838	6,372	5,992	8,103	9,100	9,278	8,103	9,100	9,278	91,033
Romance	14,381	14,651	11,969	14,602	13,046	14,411	14,625	12,196	13,081	14,625	12,196	13,081	164,050
<b>TOTAL</b>	<b>86,170</b>	<b>88,618</b>	<b>75,067</b>	<b>77,805</b>	<b>77,260</b>	<b>84,685</b>	<b>92,403</b>	<b>86,309</b>	<b>83,834</b>	<b>92,403</b>	<b>86,309</b>	<b>83,834</b>	

# Step 3: Edit Column Chart Name

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. A column chart titled 'Ticket Sales by Genre' is displayed, showing ticket sales for four genres: Comedy, Thriller, Documentary, and Romance. The chart's title box is highlighted with a green border, and a green arrow points to it from the data table above. The data table shows monthly sales from January to December, with a 'TOTAL' column on the right.

	2022 Ticket Sales												
Movie Genre	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Comedy	49,832	47,232	40,002	37,283	32,910	33,829	30,102	32,111	34,921	30,293	28,392	24,192	421,099
Thriller	12,839	16,828	15,839	18,082	24,932	30,462	34,240	42,718	41,128	39,382	36,621	37,283	350,354
Documentary	9,118	9,907	7,257	7,838	6,372	5,992	5,773	5,993	6,302	8,103	9,100	9,278	91,033
Romance	14,381	14,651	11,969	14,602	13,046	14,411	13,871	14,184	13,033	14,625	12,196	13,081	164,050
<b>TOTAL</b>	<b>86,170</b>	<b>88,618</b>	<b>75,067</b>	<b>77,805</b>	<b>77,260</b>	<b>84,694</b>	<b>83,986</b>	<b>95,006</b>	<b>95,384</b>	<b>92,403</b>	<b>86,309</b>	<b>83,834</b>	

# Step 4: Select Range B2:M2 CTRL+ B7:M7

The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Insert', and the 'Charts' group is active. The formula bar shows the formula  $=SUM(B3:B6)$  for cell B7. The spreadsheet contains the following data:

2022 Ticket Sales													
Genre	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Comedy	49,832	47,232	40,002	37,283	32,910	33,829	30,102	32,111	34,921	30,293	28,392	24,192	421,099
Thriller	12,839	16,828	15,839	18,082	24,932	30,462	34,240	42,718	41,128	39,382	36,621	37,283	350,354
Documentary	9,118	9,907	7,257	7,838	6,372	5,992	5,773	5,993	6,302	8,103	9,100	9,278	91,033
Romance	14,381	14,651	11,969	14,602	13,046	14,411	13,871	14,184	13,033	14,625	12,196	13,081	164,050
<b>TOTAL</b>	<b>86,170</b>	<b>88,618</b>	<b>75,067</b>	<b>77,805</b>	<b>77,260</b>	<b>84,694</b>	<b>83,986</b>	<b>95,006</b>	<b>95,384</b>	<b>92,403</b>	<b>86,309</b>	<b>83,834</b>	

Below the spreadsheet is a bar chart titled 'Ticket Sales by Genre'. The Y-axis represents sales volume from 0 to 450,000. The X-axis lists the genres: Comedy, Thriller, Documentary, and Romance. The bars show the following approximate values: Comedy (421,099), Thriller (350,354), Documentary (91,033), and Romance (164,050).

Two green arrows point to the ranges B2:M2 and B7:M7 in the spreadsheet.

# Step 5: Insert 2-D Clustered Column Chart

The screenshot shows the Microsoft Excel interface. The 'Insert' tab is selected in the ribbon, and the '2-D Column' chart type is highlighted. A green arrow points to the '2-D Column' icon. Below the ribbon, a data table titled 'Ticket Sales by Genre' is displayed. The table shows ticket sales for four genres (Comedy, Thriller, Documentary, Romance) across six months (January to June). A 3-D bar chart is also visible, showing ticket sales for the same genres and months. A 2-D clustered column chart is also visible, showing ticket sales for the same genres and months. The chart is titled 'Ticket Sales by Genre' and has a y-axis ranging from 0 to 450,000. The x-axis lists the genres: Comedy, Thriller, Documentary, and Romance.

Movie Genre	January	February	March	April	May	June
Comedy	49,832	47,232	40,002	37,283	32,910	33,821
Thriller	12,839	16,828	15,839	18,082	24,932	30,461
Documentary	9,118	9,907	7,257	7,838	6,372	5,992
Romance	14,381	14,651	11,969	14,602	13,046	14,411
<b>TOTAL</b>	<b>86,170</b>	<b>88,618</b>	<b>75,067</b>	<b>77,805</b>	<b>77,260</b>	<b>84,685</b>

**Ticket Sales by Genre**

Use this chart type to:

- Compare values across a few categories.

Use it when:

- The order of categories is not important.

**3-D Bar**

**More Column Charts...**

# Step 6: Edit Column Chart Name

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab active. The data table below shows 2022 Ticket Sales by Genre and Month. A green arrow points from the 'June' cell in the table to the chart title 'Ticket Sales by Month', which is highlighted with a green box.

	2022 Ticket Sales												
Movie Genre	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Comedy	49,832	47,232	40,002	37,283	32,910	33,471	30,102	32,111	34,921	30,293	28,392	24,192	421,099
Thriller	12,839	16,828	15,839	18,082	24,932	30,471	34,240	42,718	41,128	39,382	36,621	37,283	350,354
Documentary	9,118	9,907	7,257	7,838	6,372	5,992	5,773	5,993	6,302	8,103	9,100	9,278	91,033
Romance	14,381	14,651	11,969	14,602	13,046	14,411	17,771	14,184	13,033	14,625	12,196	13,081	164,050
<b>TOTAL</b>	<b>86,170</b>	<b>88,618</b>	<b>75,067</b>	<b>77,805</b>	<b>77,260</b>	<b>84,694</b>	<b>86,386</b>	<b>95,006</b>	<b>95,384</b>	<b>92,403</b>	<b>86,309</b>	<b>83,834</b>	

The chart 'Ticket Sales by Genre' shows bar charts for Comedy, Thriller, Documentary, and Romance. The chart 'Ticket Sales by Month' shows bar charts for each month from January to December.



# Step 7: Select Range A2:M6

The screenshot displays the Microsoft Excel interface. The ribbon is set to 'Insert', and the 'Charts' group is active. The spreadsheet shows a table of 2022 Ticket Sales by Genre and Month. A green arrow points to the range A2:M6, which is highlighted in the spreadsheet. Below the table are two charts: 'Ticket Sales by Genre' (a bar chart) and 'Ticket Sales by Month' (a bar chart).

2022 Ticket Sales													
Movie Genre	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Comedy	49,832	47,232	40,002	37,283	32,910	33,829	30,102	32,111	34,921	30,293	28,392	24,192	421,099
Thriller	12,839	16,828	15,839	18,082	24,932	30,462	34,240	42,718	41,128	39,382	36,621	37,283	350,354
Documentary	9,118	9,907	7,257	7,838	6,372	5,992	5,773	5,993	6,302	8,103	9,100	9,278	91,033
Romance	14,381	14,651	11,969	14,602	13,046	14,411	13,871	14,184	13,033	14,625	12,196	13,081	164,050
<b>TOTAL</b>	<b>86,170</b>	<b>88,618</b>	<b>75,067</b>	<b>77,805</b>	<b>77,260</b>	<b>84,694</b>	<b>83,986</b>	<b>95,006</b>	<b>95,384</b>	<b>92,403</b>	<b>86,309</b>	<b>83,834</b>	

**Ticket Sales by Genre**

Genre	Ticket Sales
Comedy	421,099
Thriller	350,354
Documentary	91,033
Romance	164,050

**Ticket Sales by Month**

Month	Ticket Sales
January	86,170
February	88,618
March	75,067
April	77,805
May	77,260
June	84,694
July	83,986
August	95,006
September	95,384
October	92,403
November	86,309
December	83,834

# Step 8: Insert 2-D Clustered Column Chart

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. In the 'Charts' group, the '2-D Column' chart type is highlighted with a green box. A green arrow points to this icon. A tooltip for '2-D Clustered Column' is displayed, providing instructions on when to use this chart type.

**2-D Clustered Column**  
Use this chart type to:  
• Compare values across a few categories.  
Use it when:  
• The order of categories is not important.

The background data table is as follows:

Movie Genre	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Comedy	49,832	47,232	40,002	37,283	32,910	33,821	30,462	28,103	24,927	30,293	28,392	24,192	421,099
Thriller	12,839	16,828	15,839	18,082	24,932	30,462	33,821	30,462	28,103	39,382	36,621	37,283	350,354
Documentary	9,118	9,907	7,257	7,838	6,372	5,992	5,103	4,100	3,278	8,103	9,100	9,278	91,033
Romance	14,381	14,651	11,969	14,602	13,046	14,411	13,834	12,196	13,081	14,625	12,196	13,081	164,050
<b>TOTAL</b>	<b>86,170</b>	<b>88,618</b>	<b>75,067</b>	<b>77,805</b>	<b>77,260</b>	<b>84,686</b>	<b>81,682</b>	<b>73,603</b>	<b>75,388</b>	<b>82,499</b>	<b>86,308</b>	<b>83,634</b>	<b>777,912</b>

The chart area shows a 3-D clustered column chart with a legend for Comedy (blue), Thriller (orange), Documentary (grey), and Romance (yellow). The y-axis ranges from 0 to 60,000. The x-axis lists the months from January to December.

At the bottom of the screen, the 'Bar & Column Charts' task pane is visible, with 'Blank' selected.

# Step 9: Edit Column Chart Name

Excel interface showing the 'Chart Design' tab and a column chart titled 'Ticket Sales by Genre & Month'.

The chart displays ticket sales data for four genres (Comedy, Thriller, Documentary, Romance) across twelve months (January to December). The chart title 'Ticket Sales by Genre & Month' is highlighted with a green box, and a green arrow points to it from the data table.

2022 Ticket Sales													
Movie Genre	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Comedy	49,832	47,232	40,002	37,283	32,910	33,829	30,102	32,111	34,921	30,293	28,392	28,922	421,099
Thriller	12,839	16,828	15,839	18,082	24,932	30,462	34,240	42,718	41,128	39,382	36,621	36,621	350,354
Documentary	9,118	9,907	7,257	7,838	6,372	5,992	5,773	5,993	6,302	8,103	9,100	9,271	91,033
Romance	14,381	14,651	11,969	14,602	13,046	14,411	13,871	14,184	13,033	14,625	12,196	13,081	144,050
<b>TOTAL</b>	<b>86,170</b>	<b>88,618</b>	<b>75,067</b>	<b>77,805</b>	<b>77,260</b>	<b>84,694</b>	<b>83,986</b>	<b>95,006</b>	<b>95,384</b>	<b>92,403</b>	<b>86,309</b>	<b>83,834</b>	

The chart 'Ticket Sales by Genre & Month' is a grouped bar chart showing ticket sales for four genres (Comedy, Thriller, Documentary, Romance) across twelve months (January to December). The chart title 'Ticket Sales by Genre & Month' is highlighted with a green box, and a green arrow points to it from the data table.

# Step 7: Copy & Paste Chart

The screenshot displays the Microsoft Excel interface with the following elements:

- Excel Ribbon:** The 'Chart Design' and 'Format' tabs are active. The 'Format' tab includes options for Font (Calibri, size 10), Alignment (General), Number, Styles (Conditional Formatting, Format as Table, Cell Styles), Cells (Insert, Delete, Format), Editing (AutoSum, Fill, Clear, Sort & Filter, Find & Select), and Add-ins (Add-ins, Analyze Data).
- Chart 14:** Located in the top-left corner of the worksheet.
- Worksheet Grid:** Columns A through T and rows 9 through 36 are visible.
- Charts:**
  - Ticket Sales by Genre:** A bar chart showing sales for Comedy (~420,000), Thriller (~350,000), Documentary (~90,000), and Romance (~160,000).
  - Ticket Sales by Month:** A bar chart showing monthly sales, with values ranging from approximately 70,000 to 95,000.
  - Ticket Sales by Genre & Month:** A grouped bar chart showing sales for each genre across all months. The y-axis ranges from 0 to 60,000.
  - Ticket Sales by Genre & Month (Copied):** A floating window showing the same grouped bar chart as above, highlighted with a green border and a green arrow pointing to it from the left.
- Legend:** Located at the bottom of the grouped bar charts, identifying the genres: Comedy (blue), Thriller (orange), Documentary (grey), and Romance (yellow).
- Logo:** The 'Create my Excel' logo is visible in the bottom right corner.

# Step 11: Change Chart Type

The screenshot shows the Microsoft Excel interface with the 'Chart Design' tab selected. Three charts are displayed on the worksheet:

- Ticket Sales by Genre:** A bar chart showing sales for Comedy (~420,000), Thriller (~350,000), Documentary (~90,000), and Romance (~160,000).
- Ticket Sales by Month:** A bar chart showing monthly sales from January to December, with values ranging from approximately 70,000 to 95,000.
- Ticket Sales by Genre & Month:** A grouped bar chart showing sales for each genre across all months. The legend indicates Comedy (blue), Thriller (orange), Documentary (grey), and Romance (yellow).

A context menu is open over the 'Ticket Sales by Genre & Month' chart. The 'Change Chart Type...' option is highlighted with a green box, and a green arrow points to it from the left. Other options in the menu include Fill, Outline, Plot Area, Delete, Reset to Match Style, Save as Template..., Select Data..., 3-D Rotation..., and Format Plot Area...

# Step 12: Select Stacked Column, Press OK

The screenshot displays the Microsoft Excel interface with the 'Change Chart Type' dialog box open. The dialog is set to the 'All Charts' tab, and the 'Stacked Column' chart type is selected. The background shows a worksheet with three charts: 'Ticket Sales by Genre' (a bar chart), 'Ticket Sales by Genre & Month' (a grouped bar chart), and another 'Ticket Sales by Genre & Month' (a grouped bar chart). The 'Change Chart Type' dialog shows a list of chart types on the left and two preview images of the 'Stacked Column' chart on the right. The 'OK' button is highlighted.

**Change Chart Type Dialog - Recommended Charts**

- Recent
- Templates
- Column**
- Line
- Pie
- Bar
- Area
- X Y (Scatter)
- Map
- Stock
- Surface
- Radar
- Treemap
- Sunburst
- Histogram
- Box & Whisker
- Waterfall
- Funnel
- Combo

**Stacked Column**

Two preview images of the 'Stacked Column' chart are shown, illustrating the data for 'Ticket Sales by Genre & Month'.

**Chart 14**

**Ticket Sales by Genre**

Genre	Ticket Sales
Comedy	420,000
Thriller	350,000
Documentary	90,000
Romance	160,000

**Ticket Sales by Genre & Month**

Month	Comedy	Thriller	Documentary	Romance
January	50,000	12,000	8,000	10,000
February	48,000	15,000	7,000	10,000
March	40,000	15,000	8,000	10,000
April	38,000	18,000	7,000	10,000
May	32,000	25,000	7,000	10,000
June	35,000	20,000	7,000	10,000
July	30,000	30,000	7,000	10,000
August	32,000	42,000	7,000	10,000
September	35,000	40,000	7,000	10,000
October	30,000	40,000	7,000	10,000
November	28,000	38,000	7,000	10,000
December	25,000	35,000	7,000	10,000

**Create my Excel**

# Step 13: Completed

