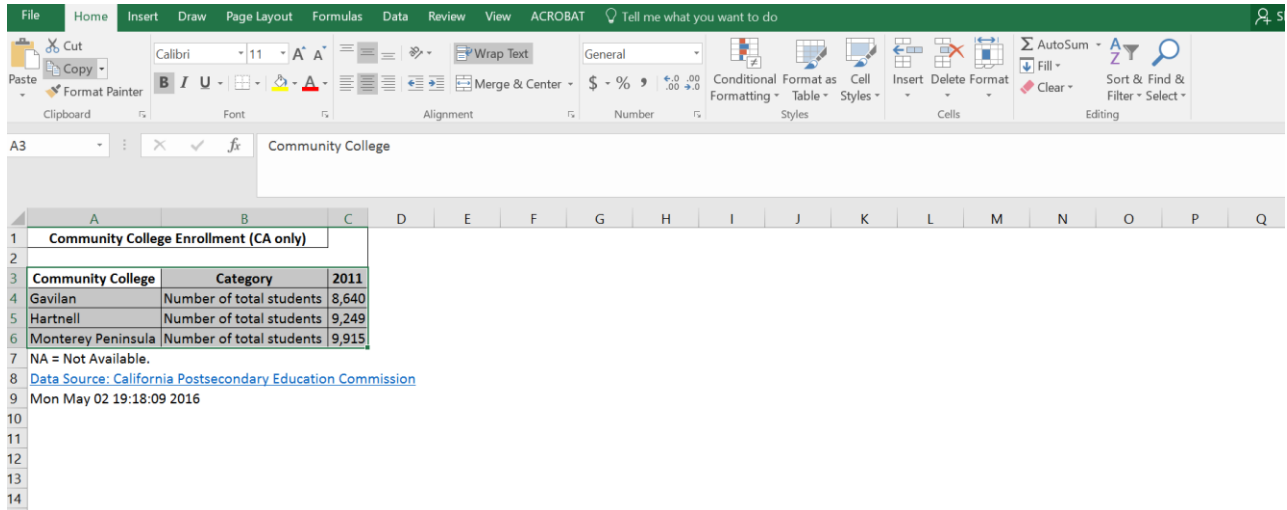


How to Generate a Graph in Excel

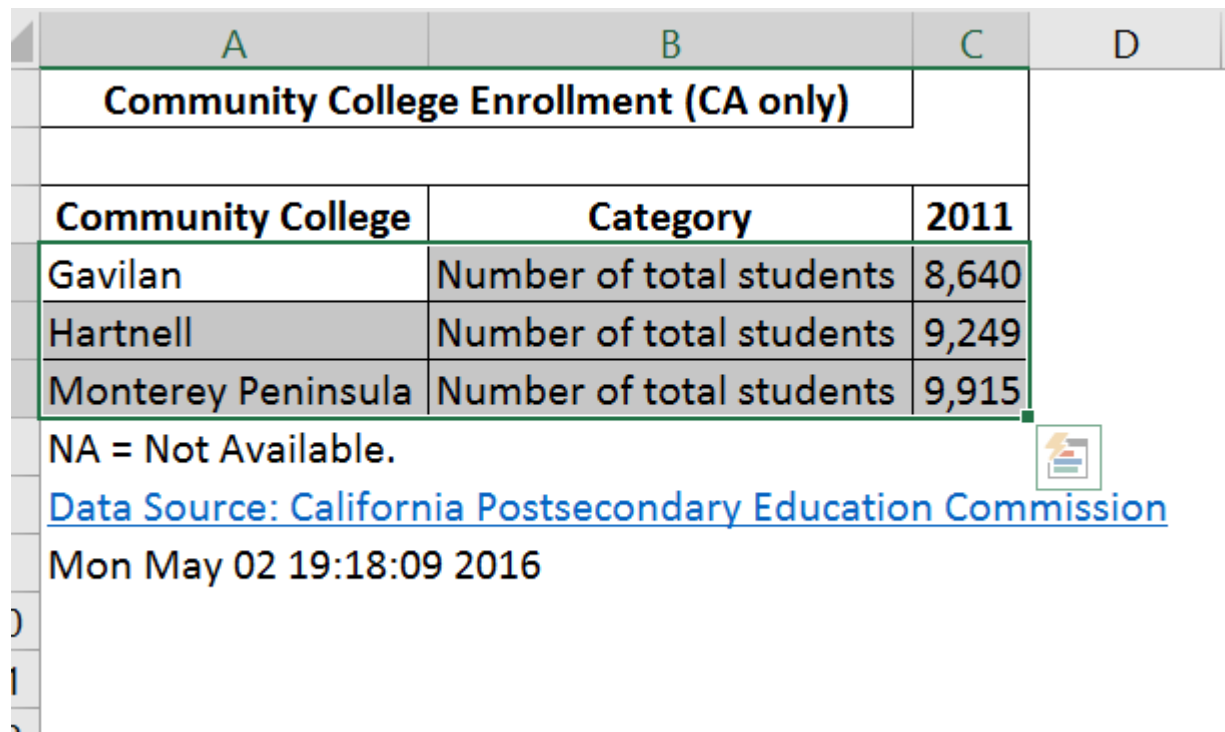
When you export your data file from RAND as an Excel file and open it, you will see something similar to this:



Community College Enrollment (CA only)		
Community College	Category	2011
Gavilan	Number of total students	8,640
Hartnell	Number of total students	9,249
Monterey Peninsula	Number of total students	9,915

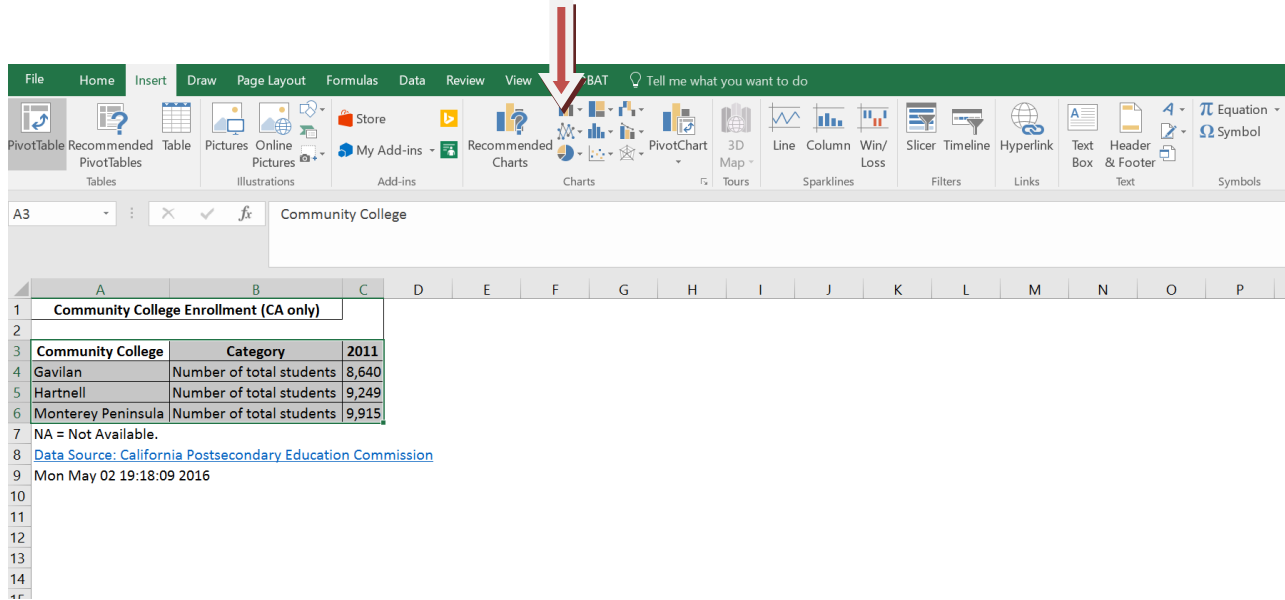
NA = Not Available.
[Data Source: California Postsecondary Education Commission](#)
Mon May 02 19:18:09 2016

We are now ready to select our data and generate a graph. Highlight the three columns of data as shown below (choose the names of the three colleges and the number of total students):

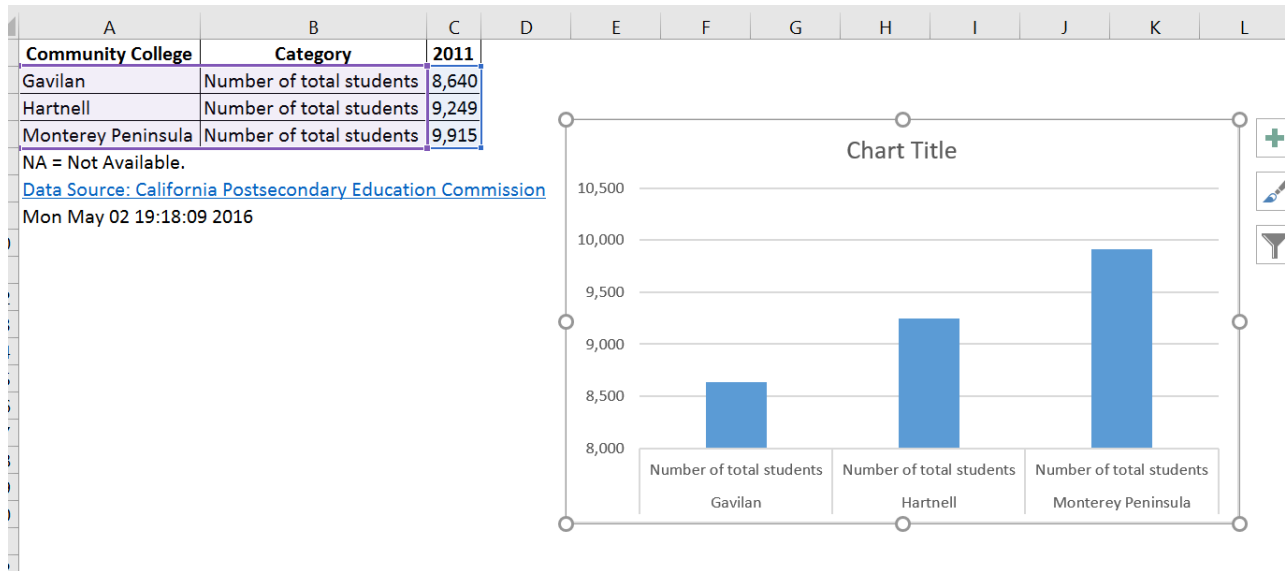


A	B	C	D
Community College Enrollment (CA only)			
Community College	Category	2011	
Gavilan	Number of total students	8,640	
Hartnell	Number of total students	9,249	
Monterey Peninsula	Number of total students	9,915	
NA = Not Available.			
Data Source: California Postsecondary Education Commission			
Mon May 02 19:18:09 2016			

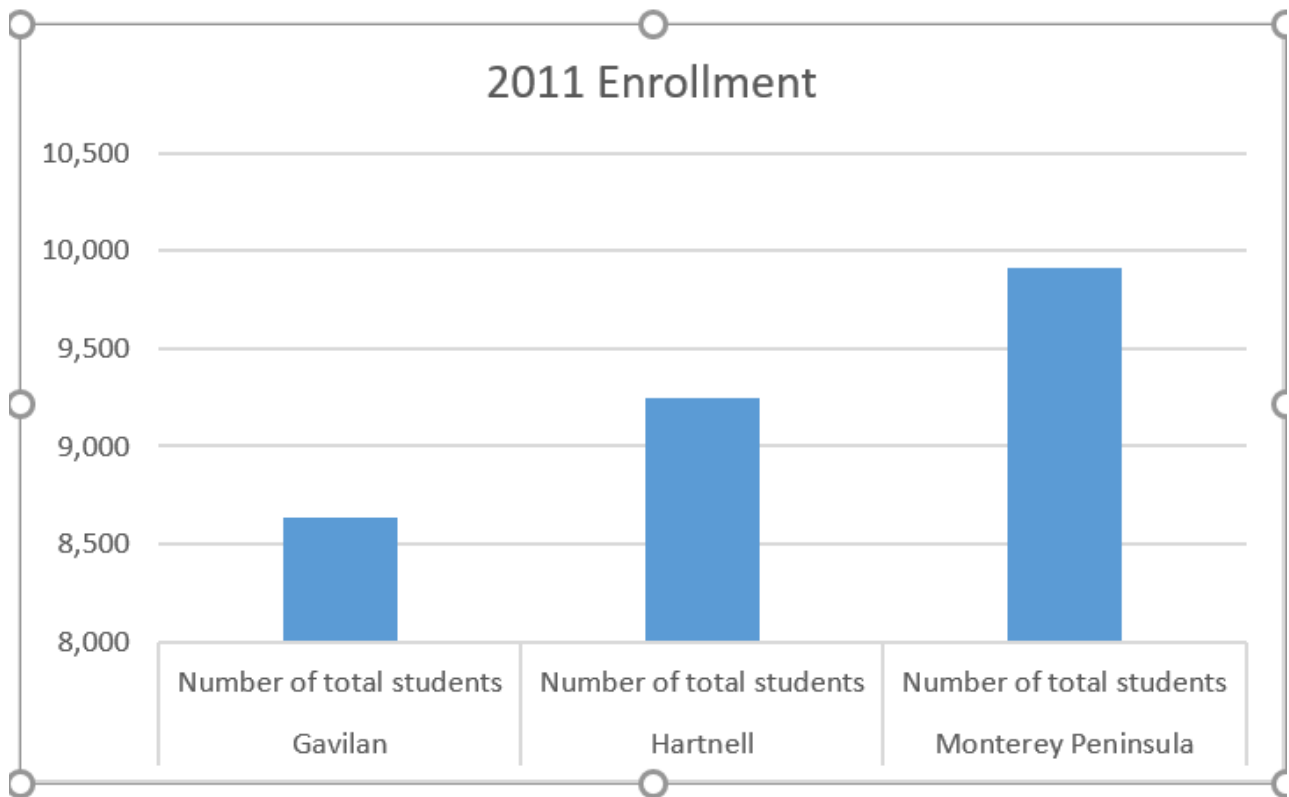
Next, we need to click Insert at the top of the screen, then click the icon to generate a 2-D column graph. Once you have clicked Insert you will see this display:



Click the icon for a bar graph found at the top of the screen. When you do this, you will see a drop down menu that offers you a selection of column graphs. Choose the first 2-D graph choice. When you do this, Excel will generate a graph and paste it onto your data sheet:



Now we need to add labels so that the viewer understands what the graph means. Click on Chart Title and replace these words with 2011 Enrollment:



Next, click the Design tab at the top of the screen:

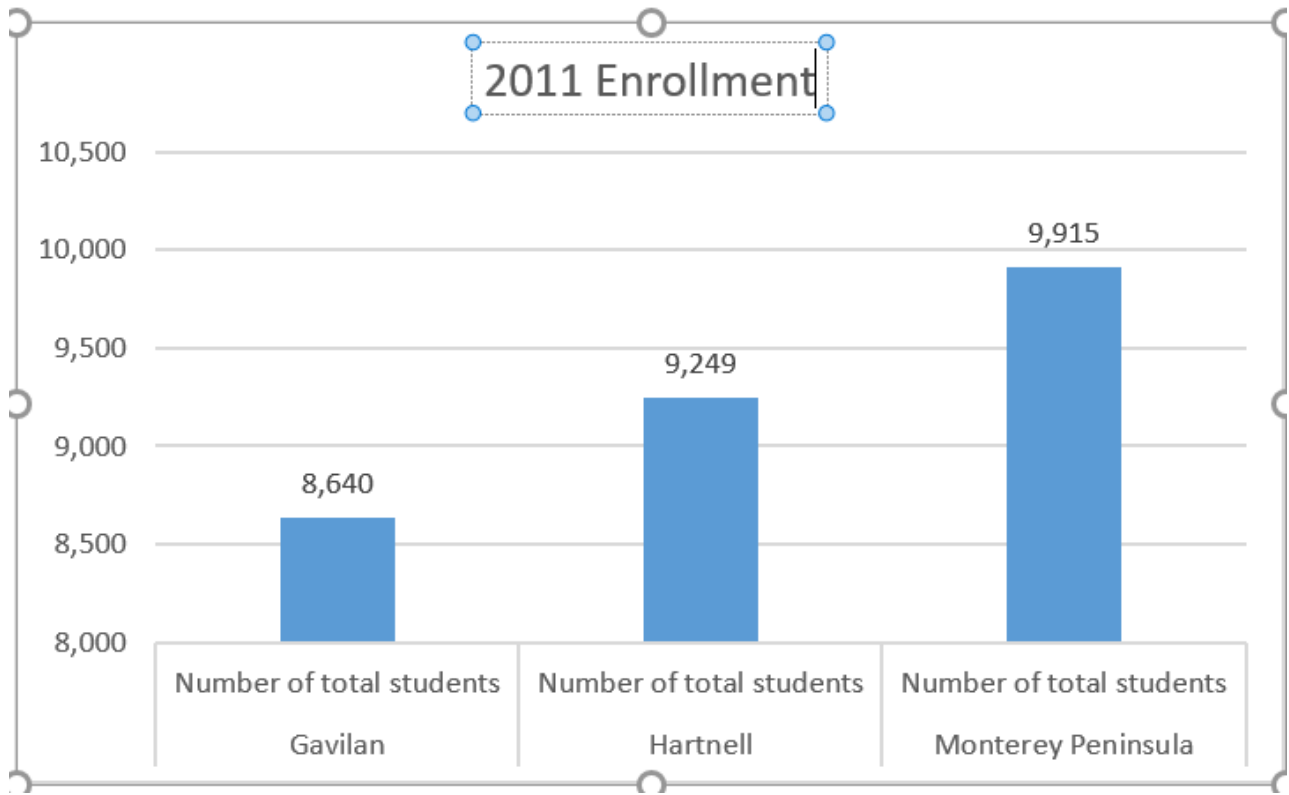
Community-College-Enrollment-(CA-only) (1).xls - Excel

File Home Insert Draw Page Layout Formulas Data Review View ACROBAT Design Format Tell me what you want to do

Add Chart Element Quick Layout Change Colors Chart Layouts Chart Styles

	A	B	C	D	E	F	G	H	I	J	K
3	Community College	Category	2011								
4	Gavilan	Number of total students	8,640								
5	Hartnell	Number of total students	9,249								

Click Add Chart Element (see above). This will give you a variety of options. Choose Data Labels, Outside End. This will add the actual enrollment numbers to each column:



Finally, save your file as an Excel workbook and submit.