Guide for Frequency Tables

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0.1 Introduction

This is a guide for constructing bar charts in a spreadsheet. In order to do this you must follow a series of steps. The end result will be a new chart object displaying the relative frequency of each category in a variable. Bar charts are useful for displaying relative frequencies graphically. They communicate the same information as a frequency table, however they make the relative counts easier to take in than tabular data.

A Bar Chart is used with Nominal or Ordinal level data.

0.2 Step-by-Step Instructions

First, make a frequency table.

Next, highlight the information in the table that you wish displayed.
Select “Insert” from the Menu Bar.
Click on “Object”.
Select “Chart”.

Select “Chart” from the inserted menu.
Keep default settings for now.
Click OK.
A Bar Chart is produced.