Graphing Website Directions

- ☐ OPEN "Graphing Website"

- ☐ SELECT Graph Type:

  - ☐ SELECT "Bar Graph"

- ☐ YOU are on the "Design" side tab:

  - ☐ CHOOSE "Direction"
  - ☐ CHOOSE "Shape"
  - ☐ CHOOSE "Style"

- ☐ CLICK on the "Data" side tab:
  - ☐ CHOOSE "Title"
  - ☐ LABEL "X-axis" *(Category Label)*
  - ☐ LABEL "Y-axis" *(Number label)*
  - ☐ TYPE your name in "Source"
  - ☐ # of "Items" = 1
  - ☐ # of "Groups" = # of Bars *(Values)*
  - ☐ "Group Labels" = names of Bars *(values)*
  - ☐ CHOOSE "Color"
  - ☐ LEAVE "item labels" blank
  - ☐ "Values" = numbers (***NO letters or labels!!!!***)
  - ☐ "Minimum Value" = 0
  - ☐ "Maximum Value" = highest # in your data set

- ☐ CLICK on the "Labels" side tab:

  - ☐ CHOOSE "Font"
  - ☐ CHOOSE "Font Color"
  - ☐ CHOOSE "Font Size"