# **Bar Chart with Modified Axis**



## How to do

1. Open the sample data file: "Distance\_Learning\_Excel2010-

2016\_ModifiedAxis\_Chart\_Version1\_18Jun2019\_SampleData.xlsx", and then go to "ModifiedAxis" sheet

- 2. Sort the data value of "% literate" (Largest to Smallest)
- 3. Select data table
- 4. Click Insert -> Charts -> Bar -> 2-D Bar -> Clustered Bar



# 5. Format Vertical Axis

- Click on Vertical Axis and then Right Click
- Choose Format Axis
- Line Color -> Solid line -> Choose the color
- Line Style -> Width -> 3pt



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- Axis Options -> Major tick mark type -> None
- Axis Options -> Axis Labels -> None
- Click on "Close" button.

# 6. Format Horizontal Axis

- Click on Horizontal Axis and then Right Click
- Choose Format Axis
- Change the values for Minimum (60.0), Maximum (100.0), and Axis value (89.5)
- Number -> Decimal places -> 0
- Click on "Close" button.





#### 7. Delete the vertical gridlines

#### 8. Change the Gap and color of each bar

- Select all bars -> Right click -> Format Data Series -> adjust the Gap Width (35%)
- Click on "Close" button
- Select one bar -> Go to Format Tab -> Shape fill -> Choose color



## 9. Format Data labels

- Select the chart
- Go to Layout tab
- Click Labels -> Data Labels -> Inside End
- Right click on Labels -> Format Data Labels -> Label Options -> Choose only on Category Name
- Click on "Close" button.

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# 10. Delete the Legend

- 11. Add the Text Box and type the text "Union Average (89.5%)"
  - Select the chart
  - Go to Layout tab
  - Click on Text Box -> Type the text "Union Average (89.5%)" in the text box

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- 12. Edit the Chart title ("Literacy Rate by State/Region")
- 13. Add the Horizontal Axis title ("Percentage of Population Literate)