

## Creating a Histogram in Excel 2007

1. Click on the Data tab at the top of the screen within Excel and you should see an Analysis group along the top bar that contains a Data Analysis button. If you do not, then you need to run the “activating Data Analysis toolpak “ instructions.
2. Before beginning, you need to decide on your intervals (or classes). Once you do, in a separate column from your data in Excel you need to enter the right endpoint of each interval in this column in increasing order. These will be called Bins in Excel. “Bin numbers represent the intervals you want the Histogram tool to use for measuring the input data in the data analysis. The Histogram tool counts the number of data points between the current bin number and the adjoining higher bin, if any. A number is counted in a particular bin if it is equal to or less than the bin number down to the last bin. All values below the first bin value are counted together, as are the values above the last bin value.” This quote is from the Microsoft Excel Help Online.
3. A window will open and you need to scroll until you highlight **Histogram**. Then click the OK button.
4. In the window that appears, you will see the top entry is “Input Range” and to its right you will see a text box with a button at its right side. Clicking on the button will allow you to highlight the cells containing your data. (Do not highlight cells containing labels!!!!) Click the button on the right side of the text box containing the highlighted cell entries. This brings you back to the original Histogram window.
5. The next entry is the Bin Range. Here we will do the same as we did with the data, except we highlight the cells containing the bin values that you created.
6. Skip down to the Output range entry in the window. This is where you tell Excel to put the histogram. You will select a cell and Excel will start from that cell and move to the right and down to output the Histogram.
7. Skip down to the chart output box and be sure to check it. This tells Excel to output the frequency table created from your data. Clicking ok after this step will then tell Excel to create your histogram. However, we are not done yet.
8. Excel by default leaves gaps between the columns. To change this, right-click on one of the columns in the Histogram. In the drop-down menu that appears, choose **Format Data Series**.
9. In the window that appears, you will see that Series Options is selected and one of the options within that is the Gap Width. Set the Gap Width to zero and the gaps in your Histogram will disappear where appropriate.