

11. Your chart will appear. You can adjust the size of your finished chart by dragging the points at the corners and sides.



## Activity 4.5

### Excel chart instructions

These are instructions for creating a simple graph - or chart - in Microsoft Excel. These instructions support **Activity 4.5** on page 24 of the *Penny Black* education pack **Theme 4 Communications and Transportation**.

For a version of these instructions with screen shots, please visit [www.postalheritage.org.uk/pennyblack/excelchart](http://www.postalheritage.org.uk/pennyblack/excelchart)

#### What to do

1. Open Excel on your computer.
2. Click **File - New** for a blank worksheet.
3. Type in the data from page 24 of the *Penny Black* education pack into columns A and B of the worksheet. Do not label the columns – simply begin with '1839'. When you have finished typing, make sure you are clicked on the last cell you have filled in.
4. In the drop down menus at the top of the screen, go to **Insert - Chart**, which will open the Chart Wizard.
5. The chart type should be shown as 'Column'. Click **Next**.
6. You will now have two tabs: 'Data Range' and 'Series'. Click **Series**.
7. Click to **Remove** 'Series 1'.
8. Place your cursor in the empty field marked **Category (X) axis labels**. Then highlight the data you have entered in column A. The phrase **=Sheet1!\$A:\$A** will appear. Click **Next**.
9. Now you can label the chart:
  - In the **Chart title** field, give your chart a name like 'Increase in the volume of mail during reign of Queen Victoria'.
  - In the **Category (X) axis** field, type 'Year'.
  - In the **Value (Y) axis** field, type 'Number of letters and postcards (millions)'. Then click **Next**.
10. On the last step of the Chart Wizard, all you have to do is click **Finish**.