 Steps to Construct a Frequency Histogram in Microsoft Excel

1. Input your data into two columns.



1. Highlighting your data, click “Insert” and “PivotChart”, then “PivotChart”



1. When you are given options, simply click OK.



1. In your new Sheet, on the right hand side, drag your *x* – variable into the AXIS box at the bottom. Drag the Frequency into the VALUES box at the bottom.



1. To make your new column graph into a Histogram, go to “Design” at the top of your screen, go to “Quick Layout” and select the Histogram.



1. To make clear outlines on your columns and axes, right click on what you want and click “Format Data Series”. Click “Border” and select a solid line and colour. You can also do this to your axes by clicking “Format Axis”.



1. You can right click on your graph and copy into Microsoft Word, where the graph can still be editable. Edit your title and axes titles by double clicking on them.