

How to make a Histogram in Excel 2007/2011 for PC

1. Make sure the Data Analysis toolkit is activated - the Data Analysis button should show up under the 'Data' ribbon. If not,
 - Click the office button and find Excel options
 - Choose 'Add-ins'
 - At the bottom of the window, select the Manage drop-down and choose Excel Add-Ins.
 - From this dialog, choose the Analysis Toolpack and Analysis ToolPak-VBA check boxes and click OK.
2. Type in the bin limits you would like to use in a vertical column. For instance, to have bins starting at 20, ending at 40, with a width of 10, you would enter 20,30,40 in 3 cells in a column.
3. Go to Data Analysis under the Data ribbon. Select Histogram from the dialog.
4. In the Histogram dialog:
 - In the first range, enter the cell range for your variable
 - In the Bin Range, enter the cells where you entered your bins
 - Uncheck Labels unless you selected a label row in the previous 2 (you'll see what this means if you try it checked and unchecked).
 - If you want a chart, check the box
 - Click OK
5. To add titles or data labels, click on the chart and go to the Layout menu.
6. To widen the bars/remove gaps, right click on one of the bars and go to Format Data Series
7. Excel's histogram only makes a frequency histogram. To make a relative frequency histogram, you must calculate relative frequencies first by dividing your frequencies by the total number of data points, then making a chart.