

## How To Make A Histogram in MS Office 2007

An Illustrated Tutorial

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### Stage I – Finding Office 2007

1. Click on “Start” on your Desktop taskbar.



2. Go to “All Programs” and select MS Office 2007 from the menu.




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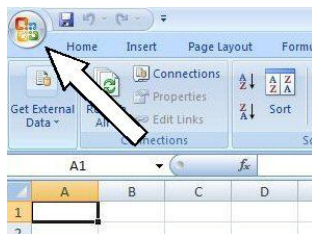
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### Stage II – The Fun Part

3. Locate the [Microsoft Office Button](#) in the upper left hand corner of the Excel workbook.




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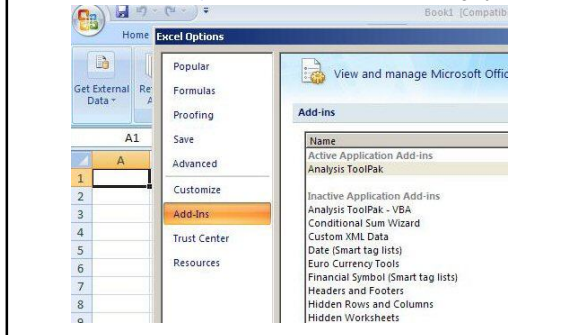
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4. Click on **Excel Options** and click the **Add-Ins** category.




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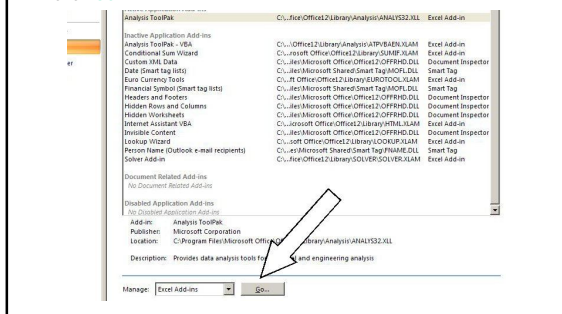
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5. In the **Add-Ins** selections list, choose **Analysis ToolPak**. In the **Manage** drop-down menu, select **Excel Add-ins** and click **Go**.




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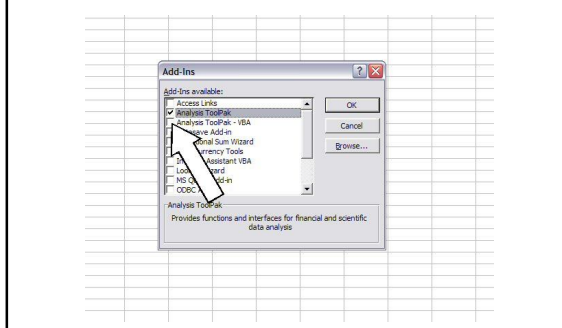
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6. In the **Add-Ins** dialog box, check the box for **Analysis ToolPak** under the **Add-Ins Available** list. Click **OK**.




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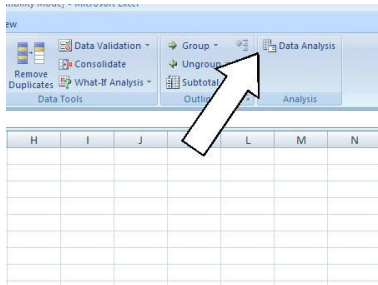
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7. You should now see **Data Analysis** listed as one of the options on the menu bar. Click on **Data Analysis** in the **Analysis** group on the **Data** tab. In the **Data Analysis** dialog box, click **Histogram**, and then click **OK**.




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### Stage III – Specifying Your Data

8. In the **Input Range** box, select the column containing the data you would like to plot the distribution for (not including the column heading, of course).
9. In the **Bin Range** box, select the column containing the Bin values you have specified for your data.
10. Under **Output Options**, click **New Workbook**.
11. Make sure the **Chart Output** box is checked, or a histogram will not be created.
12. A new workbook with a histogram table and embedded chart should be generated.

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### A Few Final Notes

1. It has come to my attention that Excel 2007 *conveniently* saves the Excel workbooks with the **.xlsx** extension, which will NOT be recognized by Excel 2000 and below.
  - In the event that you should have to email your MS Office 2007–generated workbook, select **Save As** from the File menu (or click on your F12 key as a shortcut).
  - In the **Save As Type** drop down menu, select **97–2003 Workbook**. This will save your work with the usual .xls extension, which should enable users with older versions of Excel to view your work.

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### A Few Final Notes, con't

2. Excel 2003 and Excel 2002 are able to save in the Excel 2007 format, and therefore are able to open Excel 2007-generated workbooks (or at least, it is hoped that they are able to open such files). Excel 2000, however, does not.
- To open Excel 2007 files in Excel 2000, you must:
    1. Locate the Excel 2007 workbook in Windows Explorer.
    2. Double-click the file.

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### A Few Final Notes, con't

3. To save an Excel 2000 file as an Excel 2007 file\*, you must:
1. Locate the file in Windows Explorer.
  2. Right-click the file and click **Save As**.
  3. In the **Save As** dialog box, select the desired Excel 2007 file formats in the **Save as type** box, then click **Save**:
    1. **MS Office Excel 2007 Workbook (\*.xlsx)**
    2. **MS Office Excel 2007 Macro-Enabled Workbook (\*.xlsm)**
    3. **MS Office Excel 2007 Binary Workbook (\*.xlsb)**
  4. When the save is complete, click **OK**.

\* Before you can do this, there are some updates you have to install for Office 2000. Refer to the [www.microsoft.com](http://www.microsoft.com) website for more information.

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