

Instructions: Creating a Frequency Bar Graph in Google Sheets

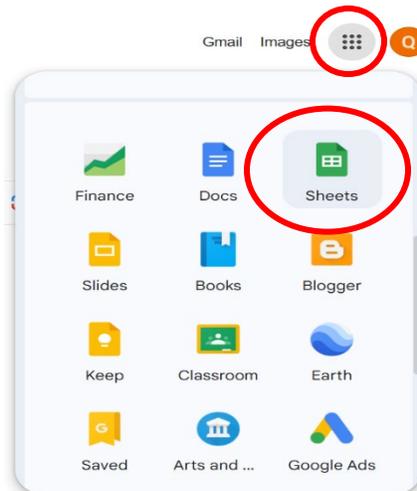
Step 1: Receive and Upload Data File

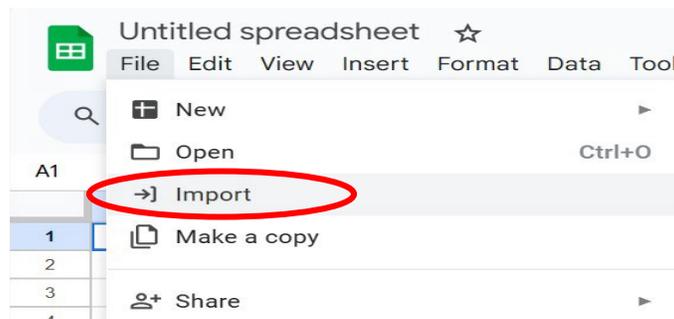
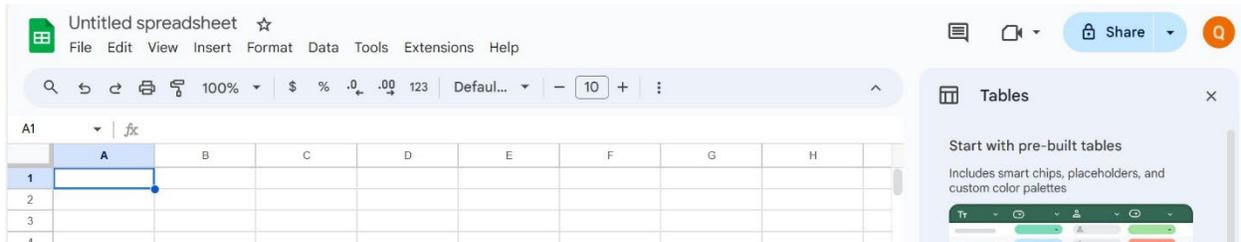
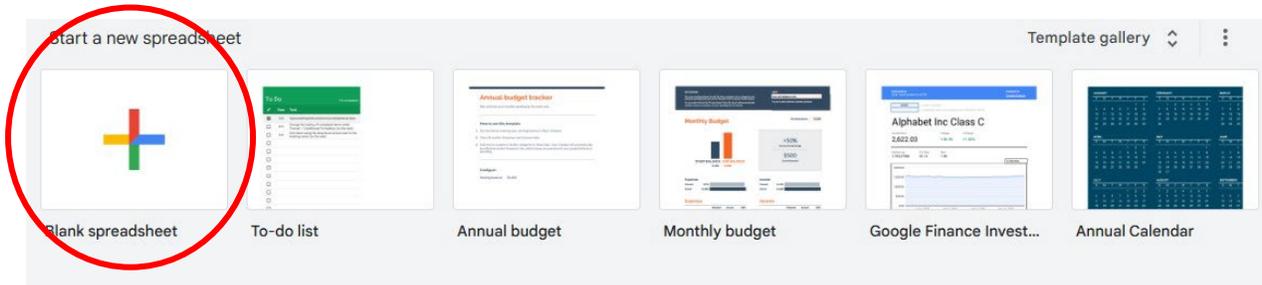
1. Receive the Google Forms Data File:

- Your instructor will provide you with a Google Forms data file containing the name endorsements collected from the survey.

2. Upload the Data to Google Sheets:

- Make sure you are signed into your Google account.
- Open the Google Web Browser.
- In the upper right corner, click on the 'Google Apps' dropdown menu.
- Scroll down to the app icon 'Sheets' and left-click on it.
- Click on the "+" icon to create a new spreadsheet.
- Alternatively, you can access Google Sheets through your Google Drive by clicking on "New" and then selecting "Google Sheets."
- Once in Google Sheets, click on "File" in the top menu, select "Import," then choose "Upload" and select the data file provided by your instructor.





Step 2: Organize Your Data

1. Label Your Columns:

- In the newly opened Google Sheets document, ensure your data is organized with names in one column and responses in another.
- If needed, label column A as "Names" and column B as "Responses."

2. Sort and Count Frequencies:

- Sort the Data:
 - Select all your data.
 - Click on "Data" in the menu, then select "Sort range" and choose to sort by the column containing the names.
- Count Frequencies:

- Create a new column labeled "Frequency" next to your responses.
- Use the formula `=COUNTIF(B:B, A2)` in the frequency column, adjusting the cell references as necessary.
- Drag the fill handle to apply the formula to all rows containing data.

	A	B	C	D	E
1	Names	Responses	Frequencies		
2	Meagan	Supriya	7		
3	Jennifer	Angelisse	15		
4	Kelly	Mirian	10		
5	Rebecca	Kelly	6		
6	Emily	Meagan	12		
7	Isamar	Kelly	1		
8	Monique	Heather	9		
9	Heather	Arisa	11		
10	Supriya	Katherine	4		
11	Shanaiya	Arisa	4		
12	Angelisse	Emily	7		
13	Mirian	Jennifer	5		
14	Nyanda	Monique	5		
15	Katherine	Heather	9		
16	Arisa	Mirian	4		
17	Smaragda	Shanaiya	1		
18	Yanzhen	Emily	4		
19	Manjinder	Isamar	2		
20	Chamieda	Heather	2		
21	Nusaibah	Supriya	2		
22		Heather			
23		Kelly			

Step 3: Create the Bar Graph

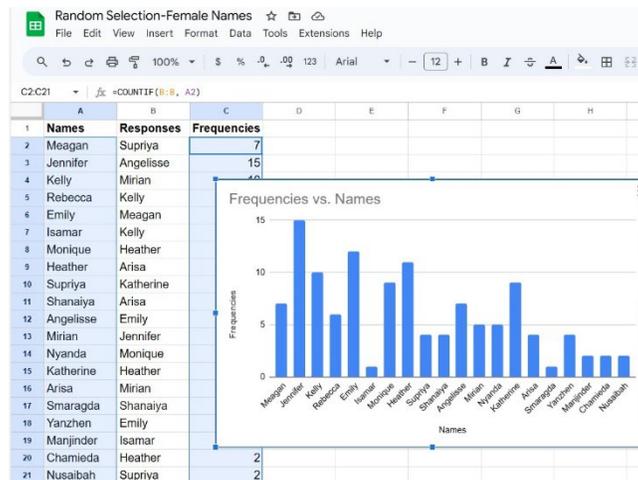
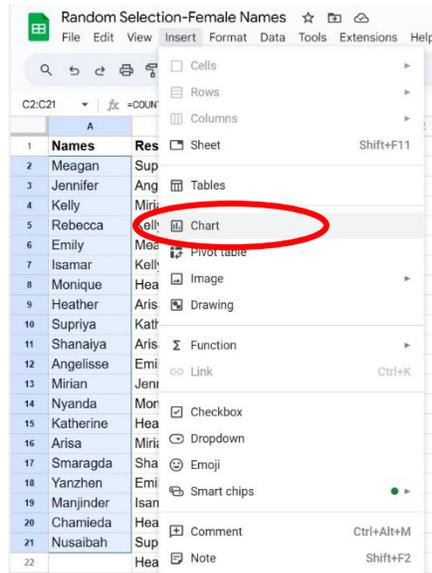
1. Highlight Your Data:

- Select the range of cells that includes the names and their corresponding frequencies.
- First highlight the names in the Names column then holding down the CTRL key highlight the corresponding counts in the Frequencies column to simultaneously highlight separated columns

	A	B	C	D	E
1	Names	Responses	Frequencies		
2	Meagan	Supriya	7		
3	Jennifer	Angelisse	15		
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6	Emily	Meagan	12		
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9	Heather	Arisa	11		
10	Supriya	Katherine	4		
11	Shanaiya	Arisa	4		
12	Angelisse	Emily	7		
13	Mirian	Jennifer	5		
14	Nyanda	Monique	5		
15	Katherine	Heather	9		
16	Arisa	Mirian	4		
17	Smaragda	Shanaiya	1		
18	Yanzhen	Emily	4		
19	Manjinder	Isamar	2		
20	Chamieda	Heather	2		
21	Nusaibah	Supriya	2		
22		Heather			
23		Kelly			

2. Insert the Chart:

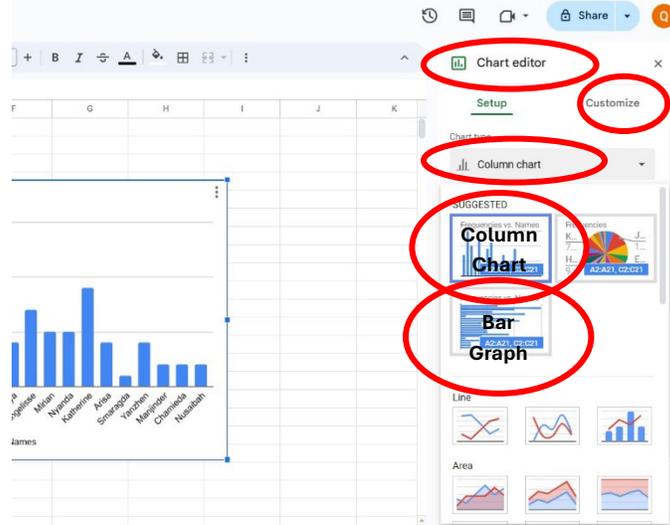
- Click on "Insert" in the top menu.
- Select "Chart" from the dropdown menu.



3. Choose the Chart Type:

- In the Chart Editor on the right, select "Chart type" and choose "Column chart" or "Bar chart" from the list.

***Repeat Steps 1-3 for the Male name selections**



4. Customize Your Chart:

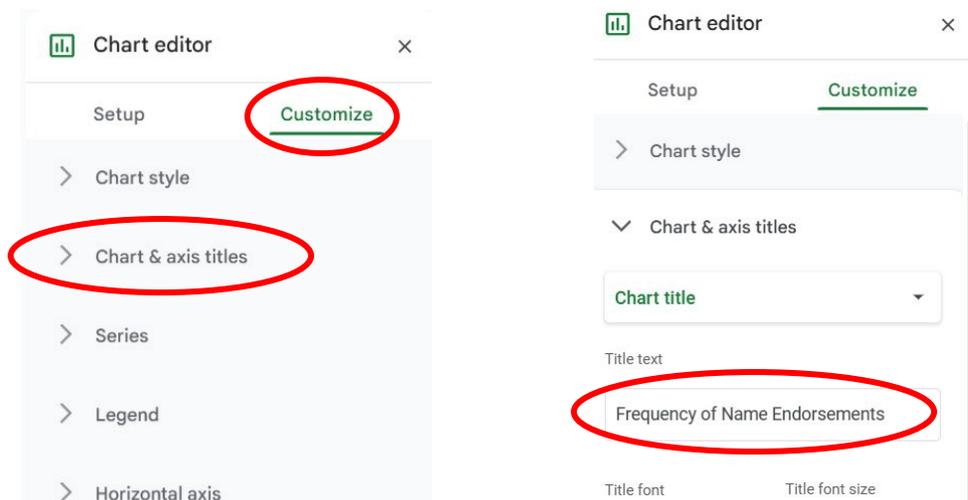
- Titles:

- Under the "Customize" tab, expand the "Chart & axis titles" section.

- Add a chart title such as "Frequency of Name Endorsements."

- Axes:

- Your horizontal axis should be labelled as "Names" and your vertical axis labelled "Frequency."



5. Format the Chart:

- Adjust any colors, fonts, or other chart elements to enhance readability.

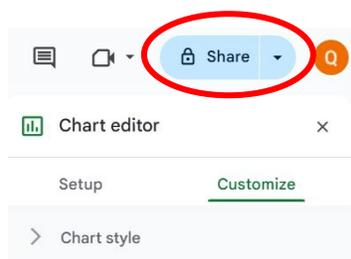
Step 4: Finalize and Save

1. Review Your Chart:

- Ensure all data is correctly represented and the chart is easy to read.

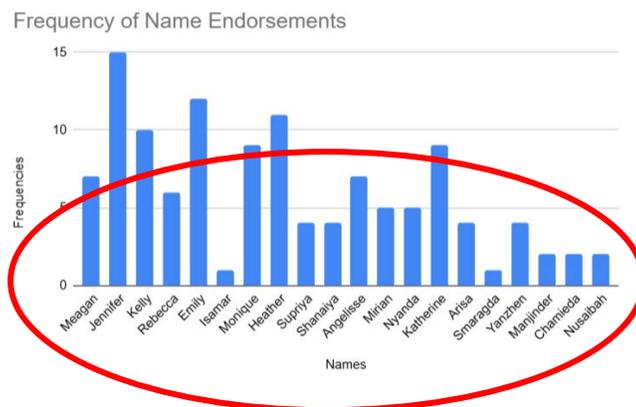
2. Save and Share:

- Save your Google Sheets document.
- Share the document with your teacher or classmates if needed by clicking on the "Share" button in the top right corner and entering the appropriate email addresses.



Example Visualization

- Your bar chart should now display the frequencies of each name endorsement, providing a clear visual representation of the data collected through your Google Form.



By following these steps, you should be able to create an accurate and visually appealing frequency bar graph using Google Sheets. If you encounter any issues, refer to Google Sheets help resources or ask your teacher for assistance.