Abbreviated Directions for Creating the Population Pyramid in the Video Tutorial

Put the data on a new worksheet as “values” (i.e., without formulas), and make the male data negative (males are conventionally shown on the left).

Select the data and choose a “stacked bar” chart option.

Move the chart to a separate worksheet for formatting.

Resize the chart to fit the width of a Word document page. Lock the aspect ratio and set the width to 6.5 inches. Rearrange the items and change font sizes as needed to accommodate the new size.

Do not add a chart title (because you’ll add this later in Word) but do add axes titles.

Get rid of the axes gridlines.

Format the Y-axis. Under axis options, “Major tick mark type = None” and “Axis labels: Low”.

Format the X-axis. Here we want to turn the negative labels positive. From the “Format Axis” dialogue box, select the “Number” tab. Select the “Custom” option. There are a bunch of pre-programmed number formats. Some of them have semicolons (;) in the middle of two different formats. This tells Excel: for positive numbers, use the first number format, and for negative numbers, use the second one. So ... Select the format, #,##0. Then type in a semicolon, #,##0 by hand so the full format in the box ultimately reads: #,##0;#,##0. (But don’t put the period there, it’s just marking the end of my sentence.) Hit Close, and the negatives should disappear.

Change the gap between bars. Get to the “Format Data Series” dialogue box, then choose “Gap width = 10%”.

Get rid of the legend. Label each side of the pyramid with “Male” and “Female” using text boxes.

Copy and paste (as a “Picture”) to a Word document, add a title and data source.