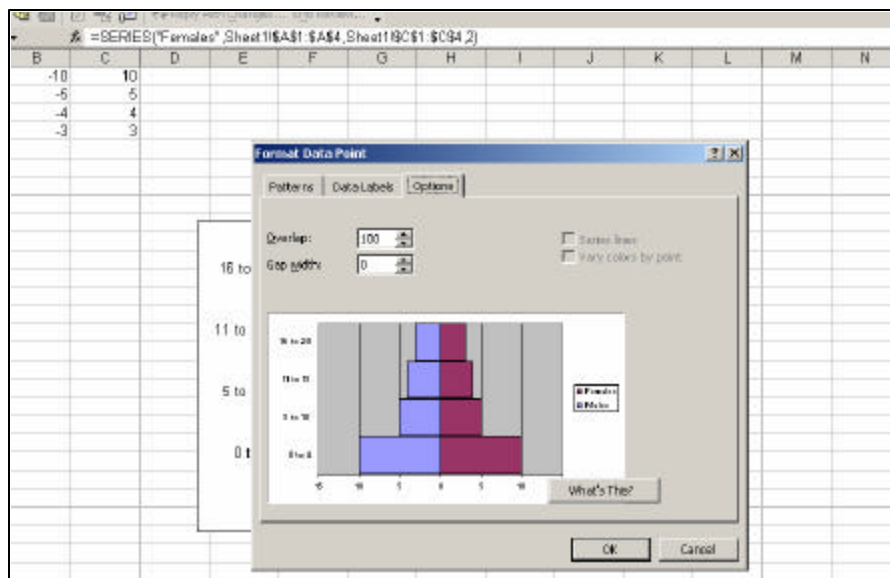


## How-To Create Population Pyramids in Microsoft Excel

A population pyramid is a specifically formatted comparative histogram. To create this histogram, you must first enter age and sex data into a spreadsheet, with the number of females and the number of males listed separately by single years of age or by designated age cohorts. If you are interested in making comparisons with other populations, you should calculate these data into percentages of total population. For example, females 0-4 ages as a percentage of the total population.

1. After listing as negative numbers those data pertaining to males—Excel requires these negative numbers to graph the data appropriately—select the data for both males and females, as well as age category labels. Under **Insert**, select **Chart**; from the chart type, select the bar chart **Cluster Bar** from the chart wizard and follow the prompts in Excel for steps 2 to 4.
2. Click on the vertical axis and select **Format**. From the **Patterns** tab, set major and minor tick marks to “none” and set the tick mark labels option to “low”.
3. Click on either data series from the chart and select **Format**. From the **Options** tab, set the **Overlap** to 100 and the **Gap Width** to 0.



4. Click on the horizontal axis and select **Format**. From the **Numbers** tab, select the custom number format and enter in the following: **0;0**. Doing this will eliminate the negative signs.
5. If you have not already done so, complete the chart by adding the appropriate labels to designate males and females, and by designating that the age and sex distribution is in percent, if appropriate. Apply any other formatting, such as altering the colors of the bars in the pyramid and removing the gridlines.