

## 2.03 Pyramid Directions

Follow the directions below for creating a population pyramid in Microsoft Excel (or an alternate spreadsheet program).

1. Open a new Microsoft Excel form (or other spreadsheet program).
2. In column F row 2 type in the heading **Age**.
3. In column H row 2 type in the heading **Male**.
4. In column I row 2 type in the heading **Female**.
5. Under the heading **Age**, type in the different age cohorts (i.e. in column F row 3, type in Under 5 years; in column F row 4, type in 5 to 9 years; in column F row 5, type in 10 to 14 years; continue until you have typed in each age range cohort up to 85 years and over).
6. Under the heading **Male**, type in the percentage of males for each age cohort. **\*\*Very important note: convert each Male number into a negative number. For example, if the age cohort Under 5 years is 3.9 percent of the population, you will type in -3.9 on your spreadsheet. Making the male numbers negative is essential to the pyramid generating properly. \*\***
7. Under the heading **Female**, type in the percentages of females for each age cohort. You do NOT need to make these numbers negative!!
8. After all of the data is entered, select the entire table. This will put a black line around the table.
9. Go to **Menu** at the top of the Excel document and click on the **Insert** tab.
10. Select **Bar** from this tab.
11. Select **2-D stacked**. Note: This might be referred to as a **stacked column chart** if you are using Google Sheets.
12. Click and drag your pyramid to the right hand side of your data set.
13. Save your Excel document as a PDF and submit the pyramid to the **2.03 Population Pyramid Dropbox**.