CONSTRUCTING A POPULATION PYRAMID IN EXCEL

1. Double click on the Excel Document: **Blank Pyramid** in the Populations folder.

2. In **Column E**, cells **2-20**, type the population for each male cohort for the assigned year.

3. In **Column F**, cells **2-20**, type the population for each female cohort for the assigned year.

4. In **Column B**, cell **22**, type the total population (for both male and female) for the assigned year.
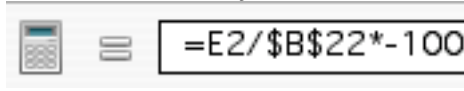
   For example:

Age	Both sexes
Total population	14,482
Under 5 years	813

Type in this number from your data sheet.

5. Select **Column B**, cell **2**. Then click on the Formula Bar just above the column letters and type:

   =E2/$B$22*-100   `=E2/$B$22*-100`

Then, click **return** (or enter).

6. Select **Column B**, cell **2** again; then point to the small black box in the lower right corner of cell **B2**; click and drag down through cell **B20**. Release.
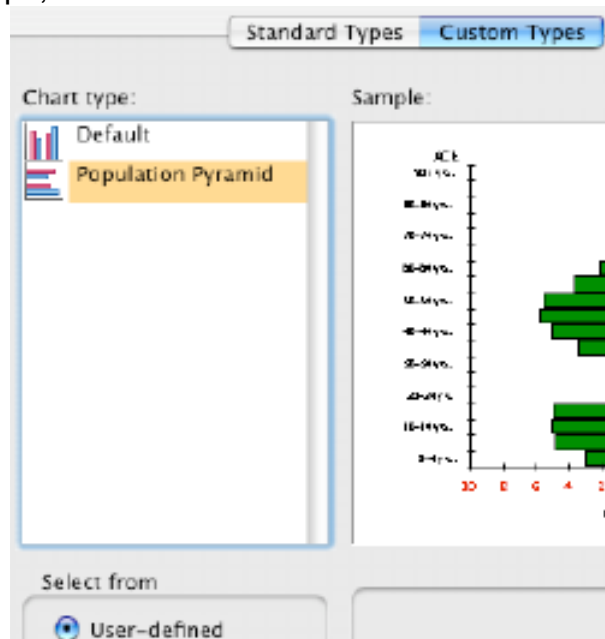
[Note: All percents are negative in order to make bars representing the male cohorts appear to the left of the center axis.]

7. Repeat step 5 and 6 but select **Column C cell 2** (instead of B2), and use the formula:
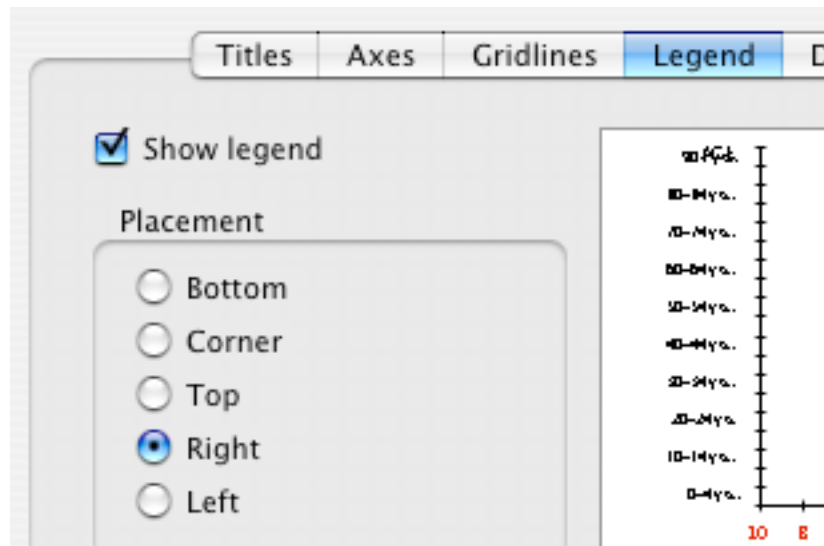
   =F2/$B$22*100

8. Highlight **Columns A, B, and C**, cells **1-20**.

9. Go to **Insert > Chart**. Select the tab **Custom Types** and click **User defined**. Select **Population Pyramid** as Chart type, and click **Next**.
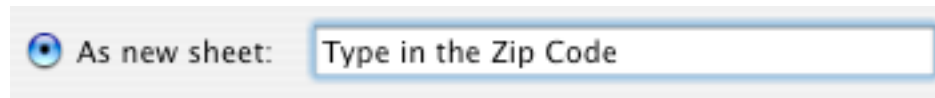
10. For **Step 2** click **Next**.

11. Do **NOT** put in a title for **Step 3**. Click the **Legend** tab and check **Show legend** and choose **Right** for the Placement.

12. In **Step 4** select **As new sheet**: and give the title of the new sheet the **5 digit zip code** for your location. Click Finish.

13. Go to **File** > **Print** and click **Print**. Only print out a copy of the Population Pyramid chart.