# Pareto Chart Template

## Graph Title
- **Evaluation Report Utilization**

## Y-Axis (Vertical) Title
- **# of errors**

## Reasons it Occurs | Number of Times
---|---
Program improvement | 17
To secure funding | 8
For grant applications | 7
Report is not used | 4
Other | 2

### Instructions for Using Template

- Enter your graph title and y-axis (vertical) label into the orange cells.
- Enter the "Reasons that things occur" in the green cells.
- Enter "Number of times it occurs" in the blue cells.
- Sort the data from highest to lowest.
  - You can sort the data manually by cutting and pasting the info in the correct order.
  - You can also sort electronically by:
    - Highlighting all rows that contain data.
    - Clicking on the Data tab at the top of the Excel page.
    - Clicking on Sort ; then Sort by *number of time and Order numbers*
You can sort the data manually by clicking and passing the info in the correct order.

Clicking on Sort ; then Sort by number and Order numbers from largest to smallest.