A long list of numbers can make readers' eyes glaze over. A better way might be to create a data visualization – a chart or graphic based on the numbers. You can do this with spreadsheets that you have uploaded to your Google Drive.

For example, open the spreadsheet that you have named “Bullying and other incidents in Virginia schools." At the bottom of the Google Spreadsheet, click on the tab labeled “Region 1 – bullying.” Let’s make a chart that compares the bullying rates in each school division.

You’ll note that I’ve rearranged the columns in this worksheet – they’re in a different order from the “Bullying” worksheet. That’s because I want the items for my chart next to each other: “Division,” then “Bullying incidents per 1,000 students.”

Highlight the data you want to put in your chart, including the column headings. Then click on “Insert chart …”
Google will suggest various chart options. In this case, we want a bar chart. You can select this from the “Start > Recommended charts” tab or from the “Charts” tab:

Click “Insert,” and the chart will appear on top of your data. Then, click on the chart, and then on the name of the chart (“Chart 1”), and move the chart to its own worksheet:

Now we can “tart up” the chart. Click on “Edit chart …” and then “Customize.” Give the chart a title, and make it big and red.

Get rid of the legend. Label the horizontal axis “Bullying incidents per 1,000 students in the 2010-11 school year.” Click “Update.”
Click on the “Chart1” tab and rename the sheet “How districts compare.”

Finally, click on “Publish chart.” This gives you the code for embedding the chart on a Web page. (Depending on your website’s design, you may have to fiddle with the width and height settings in that code.)

When you deploy this embed code on your site, you’ll have an interactive graphic:

**Bullying in Richmond-area schools**

- Charles City County
- Chesterfield County
- Colonial Heights City
- Dinwiddie County
- Goochland County
- Hanover County
- Henrico County
- Hopewell City
- New Kent County
- Petersburg City
- Powhatan County
- Prince George Co...
- Richmond City
- Surry County
- Sussex County
- REGION 1 TOTALS
- STATE TOTALS

**Hopewell City**

Bullying incidents per 1,000 students: **16.0**

Bullying incidents per 1,000 students in the 2010-11 school year