From the menus choose:

Graphs
Chart Builder...
The Chart Builder dialog box is an interactive window that allows you to preview how a chart will look while you build it.
Click the Gallery tab if it is not selected.
The Gallery includes many different predefined charts, which are organized by chart type.
Icons representing the available bar charts in the Gallery appear in the dialog box.

The pictures should provide enough information to identify the specific chart type.
Drag the icon for the simple bar chart onto the "canvas," which is the large area above the Gallery.

The Chart Builder displays a preview of the chart on the canvas.

Note that the data used to draw the chart are not your actual data. They are example data.
You can add variables by dragging them from the variable list.
When you drag the variables, the targets are "drop zones" on the canvas. Some drop zones require a variable while others do not.
The drop zone for the x axis is required. The variable in this drop zone controls where the bars appear on the x axis.
Depending on the type of chart you are creating, you may also need a variable in the y axis drop zone.

In that case, the drop zone identifies the dependent variable.
A variable's measurement level is important in the Chart Builder. You are going to use the Job satisfaction variable on the x axis. To create the correct chart, you must use a categorical measurement level. Instead of going back and changing the measurement level in the Variable View, you can change the measurement level temporarily in the Chart Builder.
Right-click Job satisfaction in the Variables list and choose Ordinal. Ordinal is an appropriate measurement level because the categories in Job satisfaction can be ranked by level of satisfactions.
Now drag Job satisfaction from the Variables list to the x axis drop zone.

Element Properties to display the Element Properties windows.
This allows you to change the properties of the various chart elements. These elements include the graphic elements and the axes on the chart.
Because Bar1 is selected, the properties shown apply to graphic elements.
The Statistic drop-down list shows the specific statistics that are available.

The same statistics are usually available for every chart type.
- You can also add titles and footnotes to the chart.
- Click the Titles/Footnotes tab.
Select Title 1
The title appears on the canvas with the label T1.
In the Element Properties window, select Title 1 in the Edit Properties of list.
In the Content text box type the title.

- Click Apply to save the text.
Click OK to create the bar chart.
You can also edit charts in a variety of ways. For example:

- Change colors.
- Format numbers in tick labels.
- Edit text.
- Display data value labels.
- Use chart templates.

➢ To edit the chart, open it in the Chart Editor.
➢ Double-click the bar chart to open it in the Chart Editor.
To edit a chart element, you first select it.
To select an individual element in a group, while the group is selected.

This example demonstrates a general "drill-down" rule of simple charts.

When no graphic elements are selected, click any graphic element to select all graphic elements.

To deselect all elements, press the Esc key.

Click any bar to select all of the bars again.