Histogram:

1) Create the bin cutoffs in a column of cells.

2) From the main tabs, select Data.

3) In the Analysis section, select Data Analysis.
4) From the new menu that appears select histogram.

5) In the Input range, enter the range of your data and in the Bin range, enter the bin cutoffs you created in step 1. Check the chart output in the lower left corner of the histogram box in order to automatically generate a graph in addition to the raw numbers.

6) Select OK.