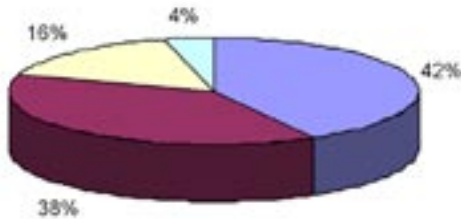


Microsoft Excel

Creating Charts
in Excel

@

McHenry
County College



- **Type of Charts**
- **Creating Charts**
- **Editing Style, Color, and Format**
- **Adding Graphics**

Contact:

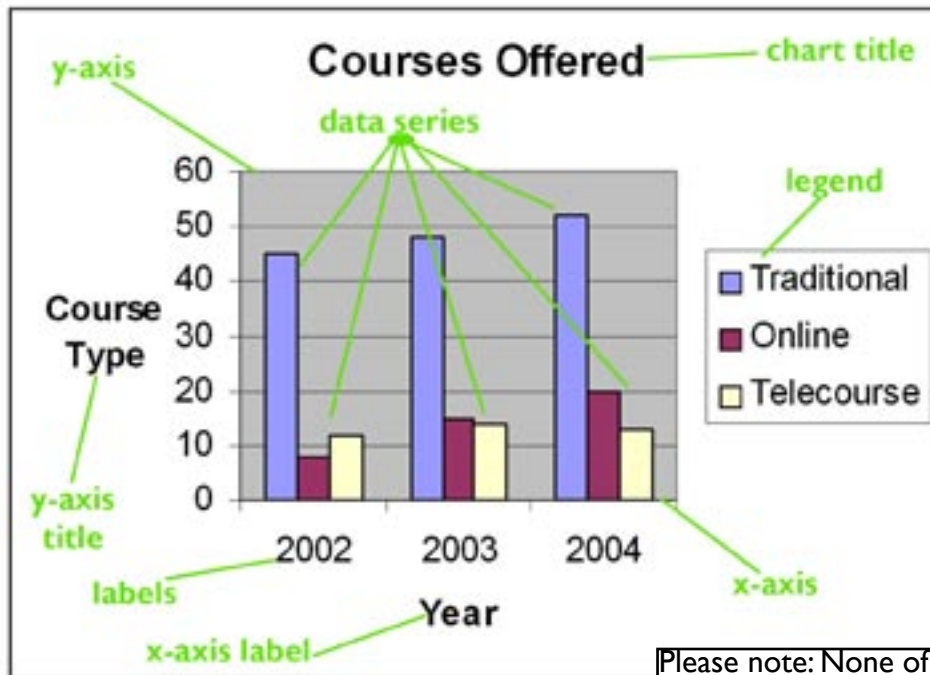
Kathleen Plinske, Coordinator of Media Development and Technology Training
(815) 479-7573 / kplinske@mchenry.edu

CHART FORMATS AVAILABLE IN EXCEL

Charts can be a powerful tool to present and compare data visually. A variety of chart formats are available in Microsoft Excel. Particular formats express certain types of data and trends better than others.

COLUMN OR BAR GRAPHS

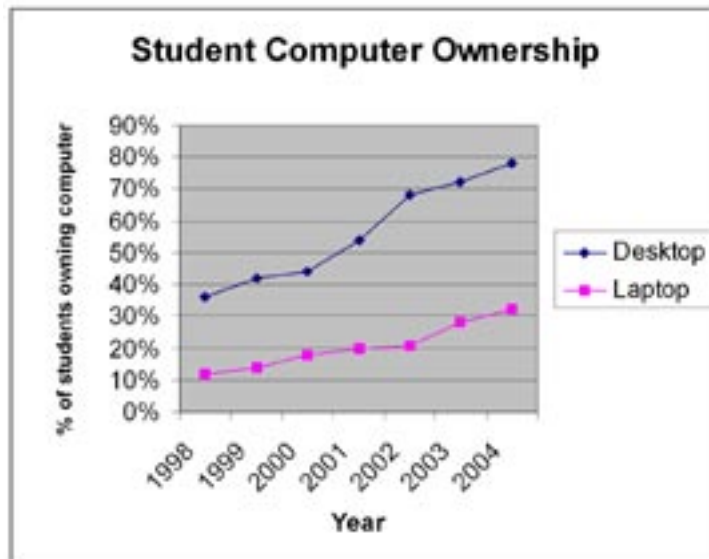
A column or bar graph is appropriate to compare individual or sets of values.



Please note: None of these data are real data - these are fictional data invented for the sole purpose of this workshop.

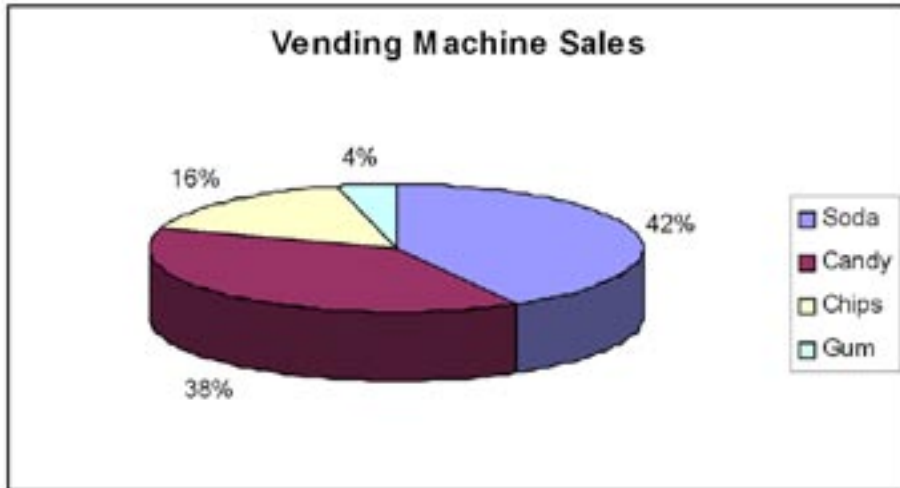
LINE CHART

A line chart is appropriate to show a trend over time.



PIE CHART

A pie chart is appropriate to display relationships of a part to the whole.

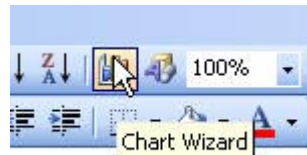


STEPS TO CREATE A CHART

Charts are created from data entered into Excel. Once data has been entered:

- 1) Highlight the data you wish to include in your chart by selecting it. Be sure to include category and series labels to be included in the legend or axes.

- 2) Click on the **Chart Wizard** button.



- 3) Select your chart type (such as column, line, or pie).



- 4) Modify the chart options to change the chart title, axis labels, legends, gridlines, etc.

- 5) Specify whether the chart should be embedded in the same worksheet or created on a new worksheet. A new worksheet is a useful option when you plan to create multiple charts from the same data. Embedding the chart on the same worksheet is useful when you want to display the data and the chart simultaneously.

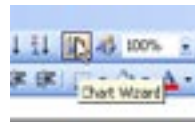


CREATING A COLUMN GRAPH

- 1) Open the file **excelcharts.xls** from the *Common Drive*.
(*Common: Workshop: Excel: excelcharts.xls*).
- 2) Navigate to the worksheet entitled "*Courses*."

| | A | B | C | D |
|---|-------------|------|------|------|
| 1 | | 2002 | 2003 | 2004 |
| 2 | Traditional | 45 | 40 | 52 |
| 3 | Online | 8 | 15 | 20 |
| 4 | Telecourse | 12 | 14 | 13 |

- 3) Highlight the cells **A1:D4**.



- 4) Click the **Chart Wizard** button.

- 5) Choose **Column** as the chart type. Click the **Next** button.



- 6) Check the preview of the chart to ensure the appropriate data range is being charted. Click the **Next** button.



- 7) In the **Chart Options** window, enter a title for the chart and labels for the x- and y-axes. Click the **Next** button.

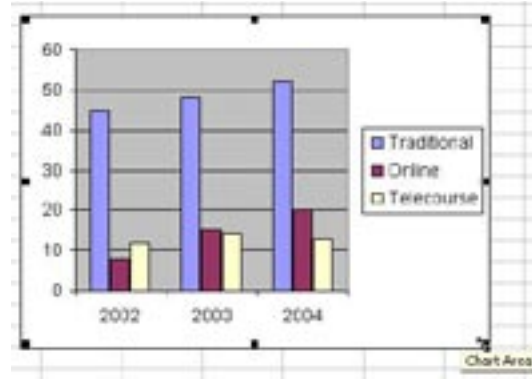


- 8) Finally, choose to place the chart as an object in the existing worksheet, and click the **Finish** button.



RESIZING A CHART

- 1) Click once on the chart to select it. You may have to click in a white area (a non-specific area of the chart) to select the entire chart. The entire chart is selected when handles appear on the outside border.
- 2) Click and drag from a corner to resize the chart.
- 3) Individual components of a chart can be resized in a similar manner - instead of selecting the entire chart, select individual components.



CHANGING COLORS

- 1) Double-click on the area of the chart whose color you wish to change (you can change the color of the chart items, the background, the grid lines, etc.).
- 2) Choose a new color from the color palette that appears.
- 3) Click **OK**.

EDITING THE LEGEND

- 1) Right-click on the legend. Choose **Format Legend** to edit the legend, or choose **Clear** to remove the legend entirely.
- 2) Modify the legend options and then click **OK**.

MODIFYING CHART OPTIONS

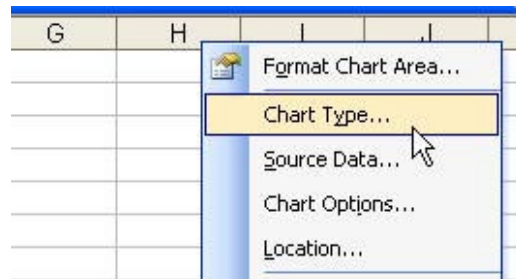
1) Right-click on the chart. Choose **Chart Options...**

| Chart Option Tab | Functions |
|--------------------|---|
| Titles | Modify chart and axis titles |
| Axes | Modify display of axes |
| Gridlines | Modify lines that relate data to axes |
| Legend | Modify legend options |
| Data Labels | Modify text or numbers that identify values directly on chart |
| Data Table | Displays actual data in table below chart |

2) When finished modifying the chart options, click the **OK** button.

CHANGING THE CHART TYPE

1) Right-click on the chart. Choose **Chart Type** from the pop-up menu that appears.



2) Choose a new chart type from the **Chart Type** window that appears. Click the **OK** button. The chart now appears in its new format.



CREATING A LINE GRAPH

1) Open the file **excelcharts.xls** from the *Common Drive*.
(*Common: Workshop: Excel: excelcharts.xls*).

2) Navigate to the worksheet entitled “*Computers.*”

3) Highlight the cells **A1:H3**.

4) Click the **Chart Wizard** button.

5) Choose **Line** as the chart type. Choose a sub-type that includes plotted points. Click the **Next** button.



6) Check the preview of the chart to ensure the appropriate data range is being charted. Click the **Next** button.

7) In the **Chart Options** window, enter a title for the chart and labels for the x- and y-axes. Click the **Next** button.

8) Finally, choose to place the chart as an object in the existing worksheet, and click the **Finish** button.

9) Modify the colors of the data and the size of the chart.

CREATING A PIE CHART

1) Open the file **excelcharts.xls** from the *Common Drive*.
(*Common: Workshop: Excel: excelcharts.xls*).

2) Navigate to the worksheet entitled “*Vending.*”

3) Highlight the cells **A2:B5**.

4) Click the **Chart Wizard** button.

5) Choose **Pie** as the chart type. Choose a sub-type that is in three-dimensions. Click the **Next** button.



6) Check the preview of the chart to ensure the appropriate data range is being charted. Click the **Next** button.

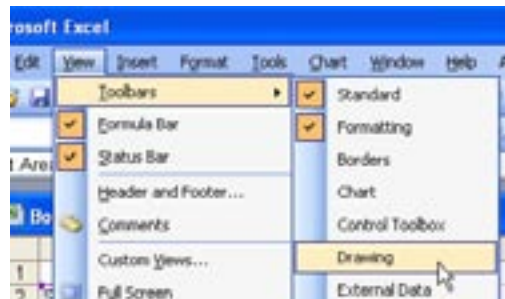
7) In the **Chart Options** window, enter a title for the chart and labels for the x- and y-axes. Also, in the **Data Labels** tab, choose to display the **Value**. Click the **Next** button.

8) Finally, choose to place the chart as an object in the existing worksheet, and click the **Finish** button.

9) Modify the colors of the data and the size of the chart.

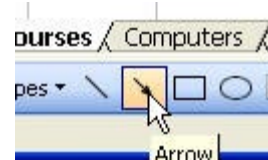
ADDING GRAPHICS FOR GREATER IMPACT

- 1) Ensure that your **Drawing Toolbar** is visible by going to the **View** menu in Excel, choosing **Toolbars** and then by selecting **Drawing** if it does not already have a check mark to its left.



- 2) Navigate to the worksheet entitled "Courses."

- 3) Click on the **Arrow** tool in the *Drawing Toolbar*. Then, click and draw an arrow to draw attention to the number of courses in 2004.

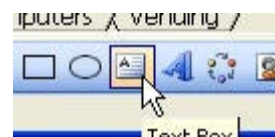


- 4) To format the arrow, right-click on it and choose **Format AutoShape**. Change its color, style, and thickness (weight).

- 5) Click on the **AutoShapes** button in the *Drawing Toolbar*. Choose *Stars and Banners* and then choose the *Horizontal Scroll*. Click on drag on your chart to add a horizontal scroll.



- 6) Next, click the **Text Box** button in the *Drawing Toolbar*. Click and drag to add a textbox within the banner that you added to the chart.



- 7) Add a message inside the banner highlighting a particular component of your data. Format the font, color, and size of the text.

- 8) Right-click on the border of the textbox and choose **Format Text Box**. Go to the **Colors and Lines** tab and set the fill color to **No Fill** and the line color to **No Line**.