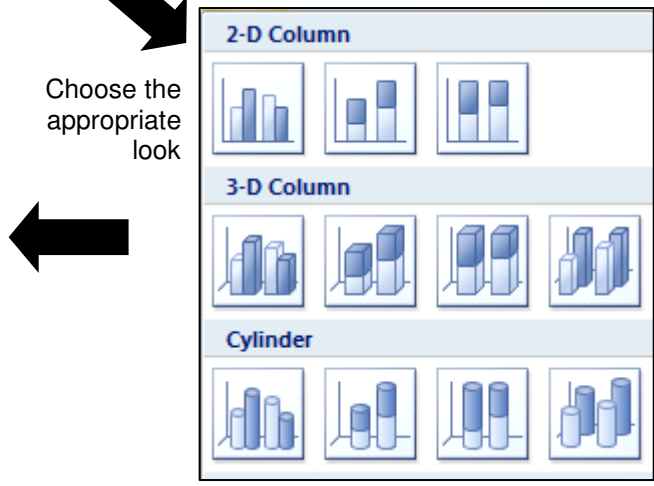
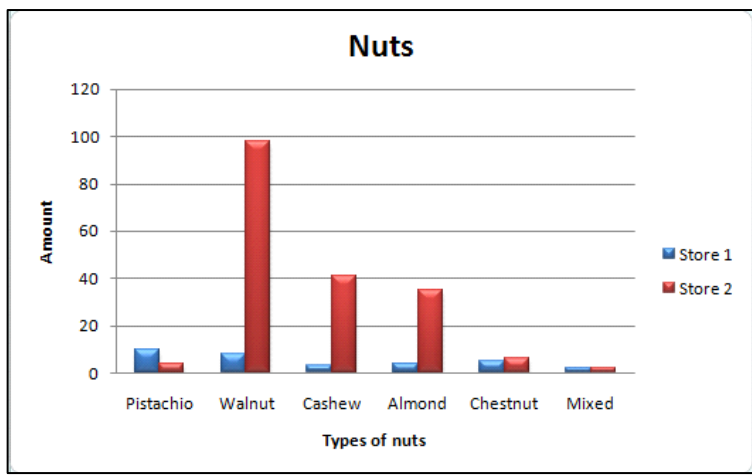
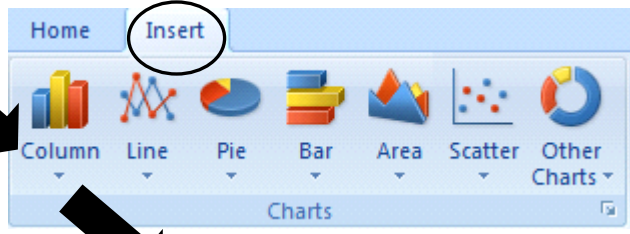


# Excel 2: Charts

www.provlib.org → Classes and Events → Technology & Computer Classes

- Basic instructions**
1. Highlight the data you want charted
  2. Click the insert ribbon and choose a chart style
  3. A chart should appear
  4. Choose a chart configuration
  5. If necessary add in other data

|         | Pistachio | Walnut | Cashew | Almond | Chestnut |
|---------|-----------|--------|--------|--------|----------|
| Store 1 | 10        | 8      | 3      | 4      | 5        |
| Store 2 | 4         | 98     | 41     | 35     | 6        |



Choose the appropriate look

## Design Ribbon



Use the Chart layouts to titles and data labels. Try each one to get a feel for the best

**Move Chart Location**

Chart location changes where your chart is displayed.

- On the same sheet as your data
- On a new sheet

**Switch Row/ Columns**

When using columns charts you can change the way information is displayed and how it is grouped

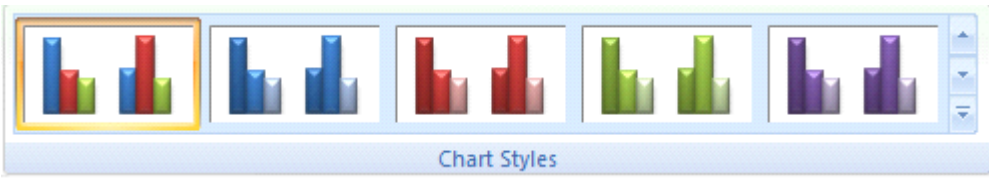
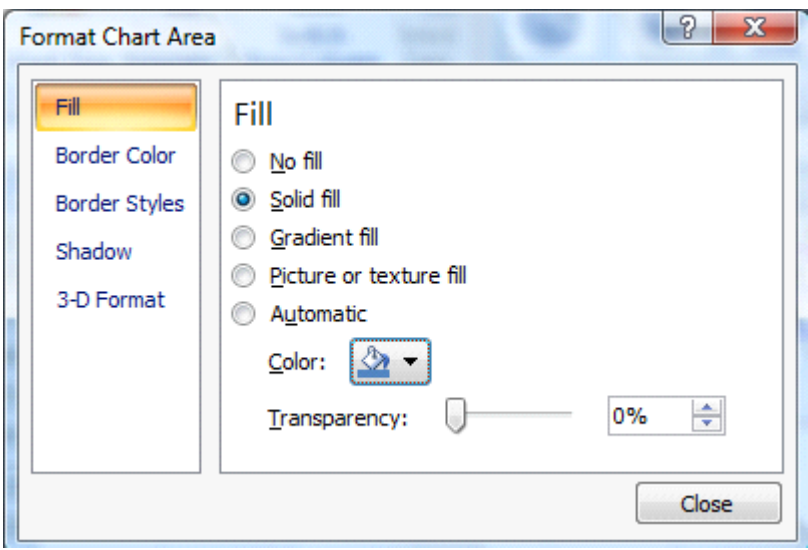


Chart styles allows you to choose colors from premade templates

## Format chart Area Menu

To make large changes to your chart right click on the part you would like to alter and then select from the list



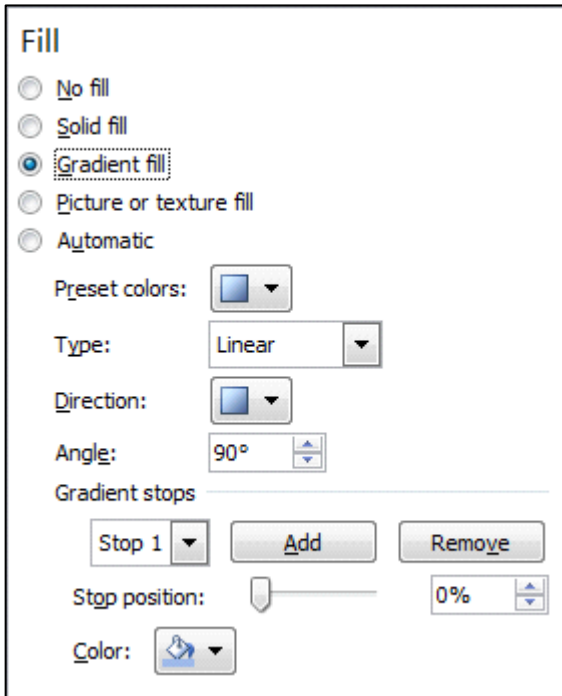
- **Fill** – changes the color of the background
- **Border Color** – changes the color of the surrounding line
- **Border Style** – changes the look of the surrounding line
- **Shadow** – creates a shadow effect giving it depth
- **3-D Format** – creates a three dimensional effect giving it depth

|         | Pistachio | Walnut | Cashew | Almond | Chestnut | Mixed |
|---------|-----------|--------|--------|--------|----------|-------|
| Store 1 | 10        | 20     | 3      | 4      | 5        | 2     |
| Store 2 | 4         | 98     | 41     | 35     | 6        | 2     |

**Remember, all charts are linked to the data they represent.**

This means when you change your original data of the worksheet, the chart will change as well

When a chart is selected it will color code your data



### Gradient Fill

Very useful tool to dress up charts and graphs.

It also has the ability to force certain perspectives upon graphs.

Look at the three charts and notice one of them carries your eye up to the right. This happens whether the data goes that direction or not

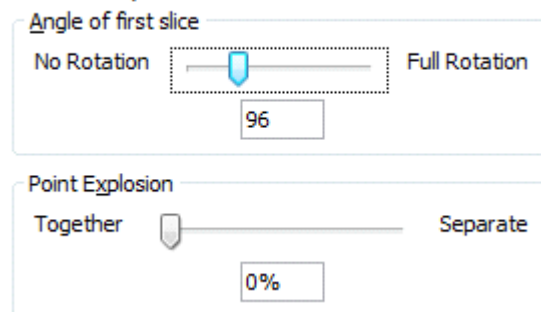


### Rotating cells and Spacing for Pie charts

Select the pie chart and right click and choose format chart

- Use rotation to spin the pie chart
- Point explosion allows you to separate all the slices making it easier to distinguish

### Series Options



### Customizing your sheet tabs

helps you stay organized

#### Color Code

Point to a tab and right click and choose **Tab color**



#### Rename Sheets

Click twice on any tab and then begin typing, Press enter when finished

#### New Sheets

Point to the new sheet tab

### Quick Guidelines

Make charts appealing by using colors and texture. Don't be afraid to change fonts, font sizes, and colors always double check the readability of the chart. If it is hard to read or too complicated, it should be redone

### Selecting non adjacent cells

To get select cells that are not touching each other at the same time hold down CTRL and use the mouse to select the cells