




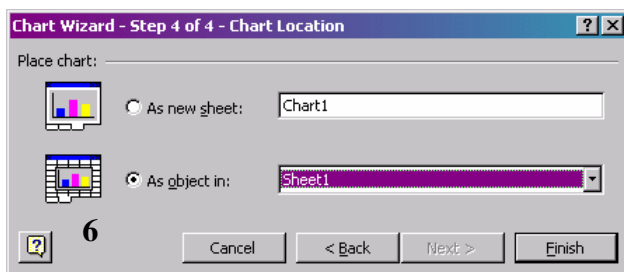
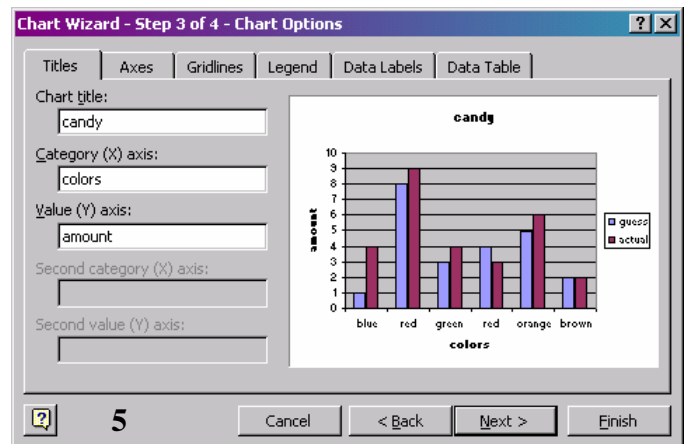
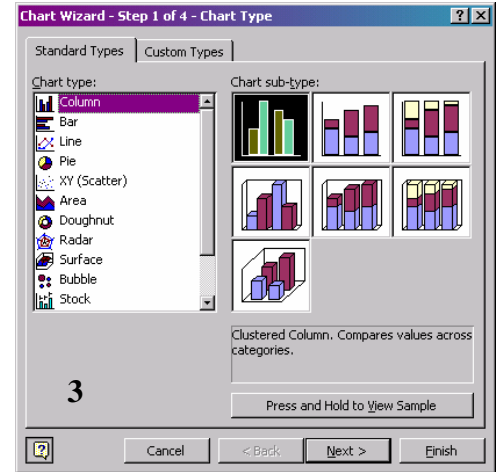
Microsoft Excel II: charts and Graphs

To create a chart

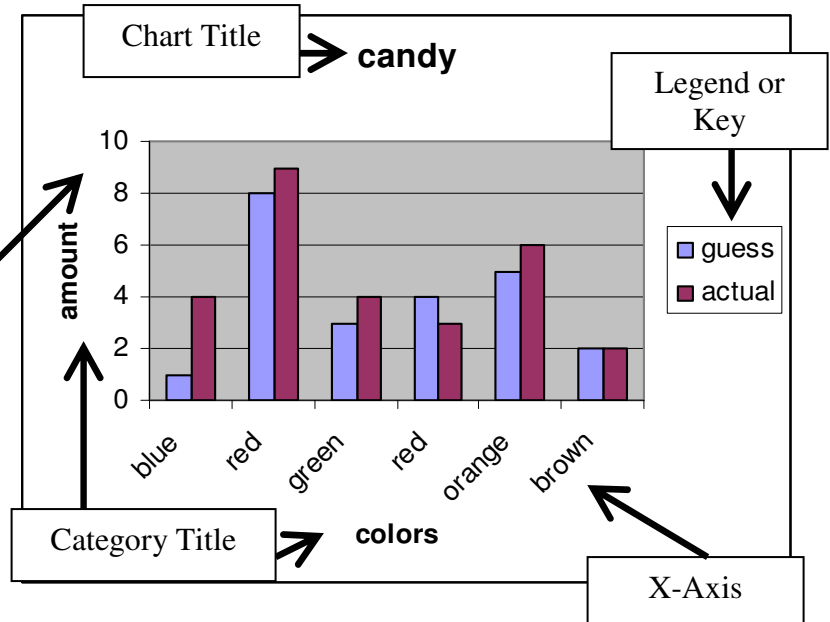
	blue	red	green	red	orange	brown
guess	1	8	3	4	5	2
actual	4	9	4	3	6	2

CHART INSTRUCTIONS

1. Highlight the data you want charted 
2. Click the chart wizard button on the toolbar
3. Choose a **chart type** and a **subtype**, and Press **next**
4. Check to make sure information is correct, press next
5. Type in **titles** and other information
6. Choose one
 - a. keep the chart on the same page as the data by clicking on **as object in**
 - b. have it on a separate sheet click **as new sheet**
7. Press **finish**



Breakdown of charts



Quick Guidelines

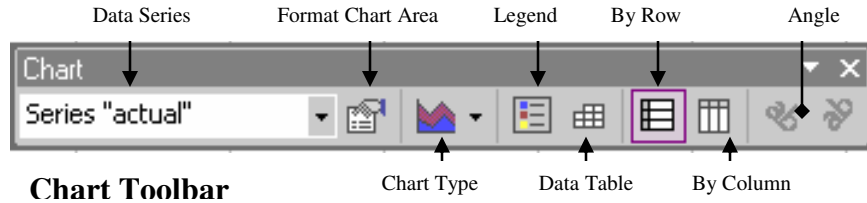
Make charts appealing by using colors and texture.

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

There are many ways to change your chart
Use the **Chart menu** to change the chart



- Data Series – Changes the area you are currently working on
- Format Chart Area – Shows the full set of choices of the chart area
- Chart Type – Quickly change the chart type from one to another
- Legend – Turn the legend or key off/on
- Data Table – Insert the data under a columned chart
- By Row/Column – Change what the data series is
- Angle – When clicking on text it allows the changing of the angle

*Remember, all charts are linked to the data they represent.
This means when you change data in the charted area of the worksheet, the chart will change as well*

