

MS EXCEL Charts

Create a chart

1. Select the data by dragging across it.
2. Click on the **Chart Wizard** button.
3. Select the type of chart and then select the sub type. Click on NEXT.
4. Check that the data range is correct and click NEXT.
5. Enter titles for the chart and it's axes.
6. Select other tabs in this window to modify axes, grid lines, legend, data labels and data table. Then click on NEXT
7. Select either Chart 1 if you want the chart on a new sheet or Sheet 2 if you want the chart on the current sheet. Then click on FINISH.

Move a Chart

Once the chart has been produced, it can be moved and resized. To move the chart, point in the centre and click and hold the mouse button. Drag the chart to the position required. If it is not the correct size, position the top left corner first.

Resize a Chart

Click once on the chart. The black handles will appear. Click and hold a handle and drag it to the required size.

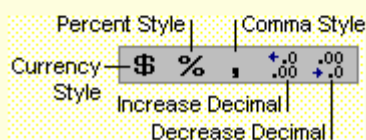
Select a different chart type

For most 2-D charts, you can change the chart type of either a data series or the entire chart. For bubble charts, you can change only the type of the entire chart. For most 3-D charts, changing the chart type affects the entire chart. For 3-D bar and column charts, you can change a data series to the cone, cylinder, or pyramid chart type.

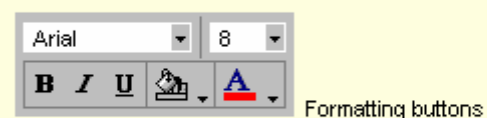
- 1 Click the chart you want to change.
- 2 To change the chart type of a data series, click the data series.
- 3 Click on the **Chart Type** button on the **Chart** menu and select the type you want.

You can specify the range of values displayed on the value axis and change the interval between values along the axis. Instead of starting at 0 (zero), the chart in this example displays the range of values \$25 to \$275. You can also specify whether an axis has tick marks.

You can format numbers in a chart as you would numbers on a worksheet. To apply the most common number formats, click the axis or data label that has the number you want to format, and then apply currency, percent, or comma style formatting by clicking the buttons on the **Formatting** toolbar.



You can format text in a chart as you would any other text. Click the text or item, and then change the font, size, and color by clicking the buttons on the **Formatting** toolbar.



To rotate text 45 degrees up or down, click **Angle Text Upward** or **Angle Text Downward** on the **Chart** toolbar.



Changing the chart appearance

Double clicking any item will allow you to change the colour and size parameters for that item.

