

Excel Charts and Graphs

Create a chart

1. Select the data that you want to chart.
2. Click the Insert tab, in the Charts group, select the chart type for the chart you want to create, and then click the chart subtype.

Chart Tools

After your chart is inserted, the Chart Tools appear, with three tabs: Design, Layout, and Format. On these tabs you'll find the commands you need to work with charts. When you complete the chart, click outside the chart. The Chart Tools go away. To get them back, click inside the chart. Then the tabs reappear.

Change the chart view

After you create a chart, you can make your chart compare data in more than one way. Click in the chart. On the Design tab, in the Data group, click Switch Row/Column.

Change the chart layout

You can add chart and axis titles, add a data table, delete gridlines, or add data labels quickly by changing the chart layout. Click in the chart. Then on the Design tab, in the Chart Layouts group, click the More button  to see all the layouts. Click the one you want.

Change the look of a chart

To change chart colors, click in the chart. Then on the Design tab, in the Chart Styles group, click the More button  to see all available colors. Then click the ones you want.

Format chart titles

There are a number of options if you want to add formatting to chart or axis titles.

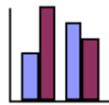
1. First, select a title.
2. Then, on the Format tab, in the WordArt Styles group, click the arrow beside Text Fill to add a color. You can also pick a gradient, or a texture. Or you can click the arrow beside Text Outline or Text Effects in the WordArt Styles group to add visual style to titles.
3. To make font changes, such as making the font larger or smaller, or to change the font face, click the Home tab, and then go to the Font group. Or you can make the same formatting changes by using the Mini toolbar. The toolbar appears in a faded fashion after you select text. If you point at the toolbar it becomes solid, and then you can select formatting options.

Create and use a chart template

1. Click in the chart you want to save as a template.
2. On the Design tab, in the Type group, click Save As Template.
3. In the Save Chart Template dialog box, in the File name box, type a name for the template.
4. To use the template, select data for the chart. On the Insert tab, in the Chart group, click any chart type.
5. Click All Chart Types. In the Change Chart Type dialog box, click Templates. Select the template.

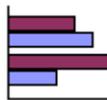
What Type of Chart Should I Use?

Column Charts



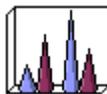
- Excellent when you need to compare categories.
- Good at showing changes over time, with time as the x-axis.

Bar Charts



- Similar to column charts, but the bars extend horizontally instead of vertically.
- Avoid using a time-based scale as the category, studies show that this is generally confusing for people. Use a column chart instead when working with times or dates.

Cylinder, Cone, and Pyramid Charts



- These are just like column charts, but use cones, cylinders, or pyramids instead of rectangles.
- These are 3-D, so they should be used when you have three axes to plot against (i.e. sales made for each month for each salesman).



Line Charts

- Best show changes in a series over categories or time.
- Suggests that the data is continuous, so if you were to measure a point between two points, the line would be correct.



Pie Charts

- Best for showing percentages of the whole.
- Use the Exploded Pie choice to emphasize a particular category.



Scatter Charts

- Used to show correlations between two sets of values, one on the x-axis and one on the y-axis.
- Generally not used with time, use a line chart instead.



Area Charts

Best for when you want to show a change over time but emphasize the total of all the series combined. This is like the combination of a line chart and a pie chart.