

## Simple Charting in Microsoft Excel XP / 2003

The focus of this documentation is to provide the information needed to create simple charts using data in an Excel spreadsheet. See the Excel help section for more details on how to perform more complicated charts.

### Before creating a chart

Proper layout and data entry significantly simplifies the charting process

	A	B
1	<b>Major Foreign Investor</b>	<b>Number of Workers</b>
2	Great Britain	6500
3	Ireland	138
4	Japan	1200
5	Netherlands	200
6	West Germany	1450
7		

#### Layout and data input suggestions:



- Title each column and row
- Do not skip rows or columns
  - Tip:* It is OK to leave an occasional cell blank if you do not have data for that specific cell
- Do not mix the types of data stored in a column

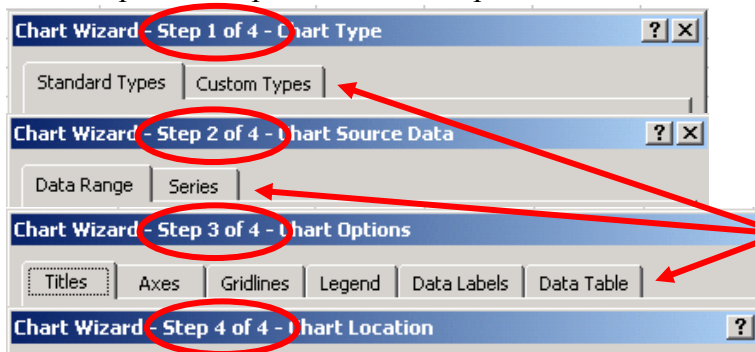
### Creating a simple chart

1. Highlight the range of data to be charted

	A	B
1	<b>Major Foreign Investor</b>	<b>Number of Workers</b>
2	Great Britain	6500
3	Ireland	138
4	Japan	1200
5	Netherlands	200
6	West Germany	1450
7		

*Tip:* Avoid including rows or columns containing totals (i.e. the sum of workers for all countries)

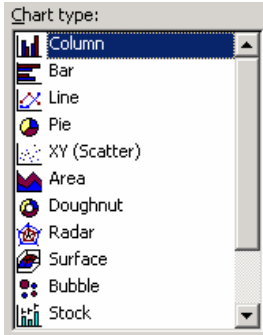
2. Click the Chart button 
  - The charting process is broken down into four steps
  - Complete the options in each step and click the  button to proceed to the next step



Each step provides options about a certain aspect of the chart creation.

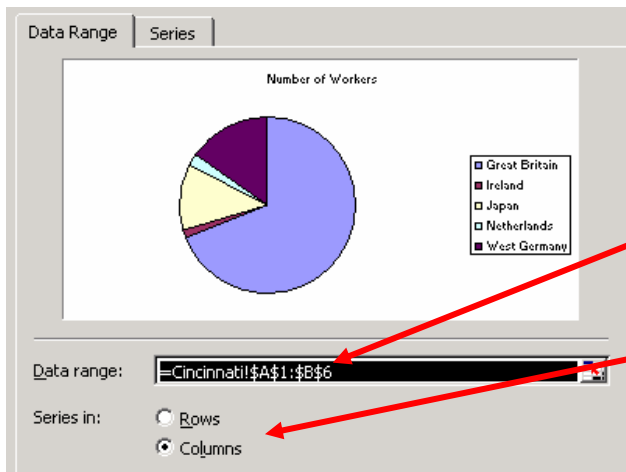
The option tabs will vary depending upon the type of chart you are creating

### 3. Step 1 of 4: Chart Type



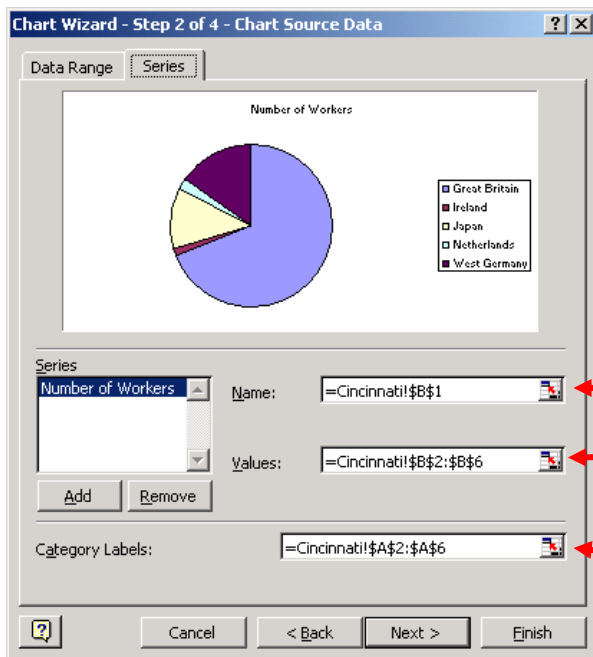
Choose the appropriate chart type  
**Tip:** Chart types can be easily changed at a later point

### 4. Step 2 of 4: Chart Source Data



Use to confirm the data range contains the data that you want to chart.

Use to alternate the orientation of the chart and data.



Data range naming the chart

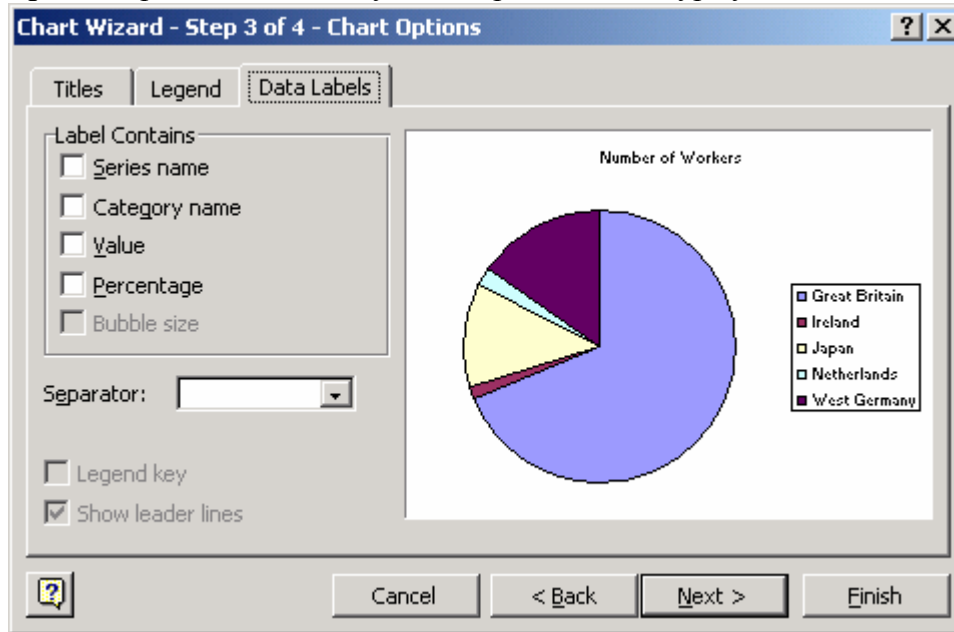
The data range for the numbers being charted

The data range being used to provide the chart labels

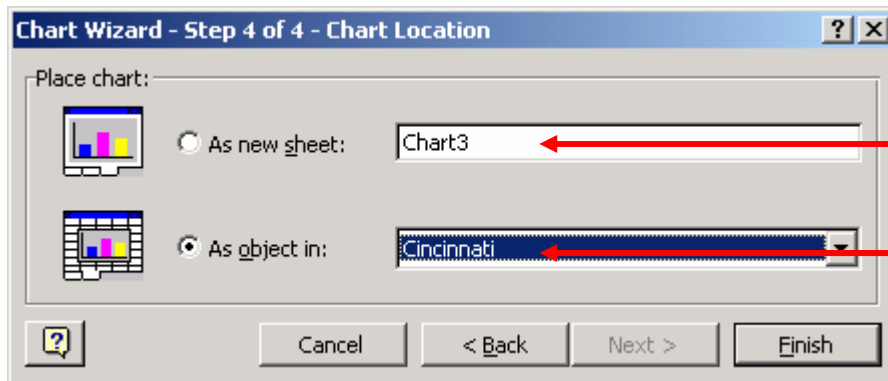
5. Step 3 of 4: Chart Options

Click each tab to access to different aspects of the chart

**Tip:** The option tabs will vary based upon the chart type you have chosen.



6. Step 4 of 4: Chart Location

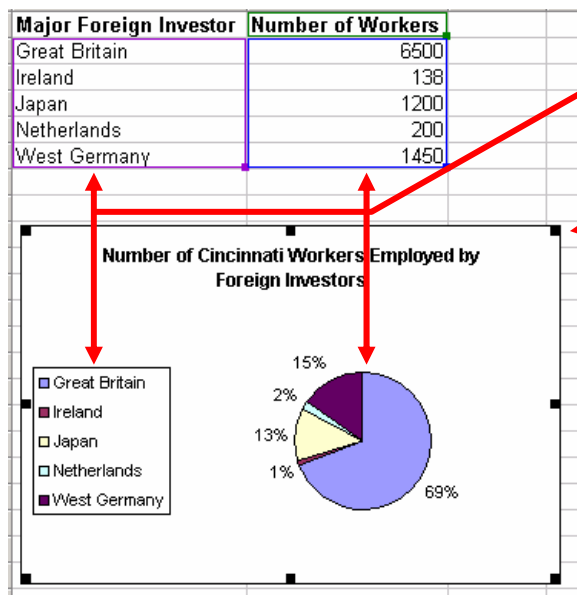


Places the chart on a new worksheet

Places the chart as a sub-component of the worksheet specified

## Re **Editing an Existing Chart**

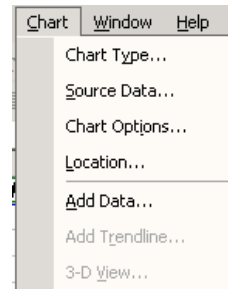
Most changes to a chart can be made by clicking once on the chart and then clicking the Chart button and make changes as needed.



**Tip:** A chart located within a sheet can be clicked to highlight data used to build the chart.

### Making Broad Changes to a Chart

1. Click once on the chart to select it
2. Click on the Chart menu and choose an appropriate option



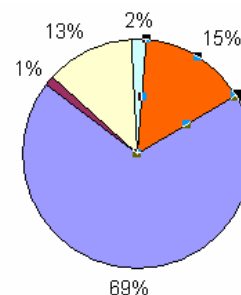
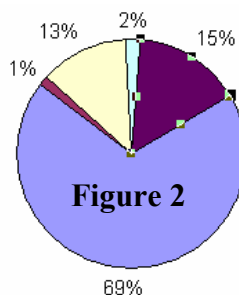
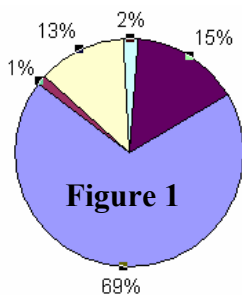
### Changing Primary Components of a Chart

**Example:** To change the size of the font in the legend, the background color, etc.

1. Right-click on the specific chart component and choose the Format option
2. Make your choices from the options provided

### Changing Individual Components of a Chart

**Example:** To change the color of a specific piece of a Pie Chart



1. Click on the object once and pause a few seconds (handlebars will appear around the entire object – see figure 1)
2. Click once more on the object to select just that individual piece (handlebars should now only be on that specific piece – see figure 2)
3. Right click on the object, choose Format and make changes as needed