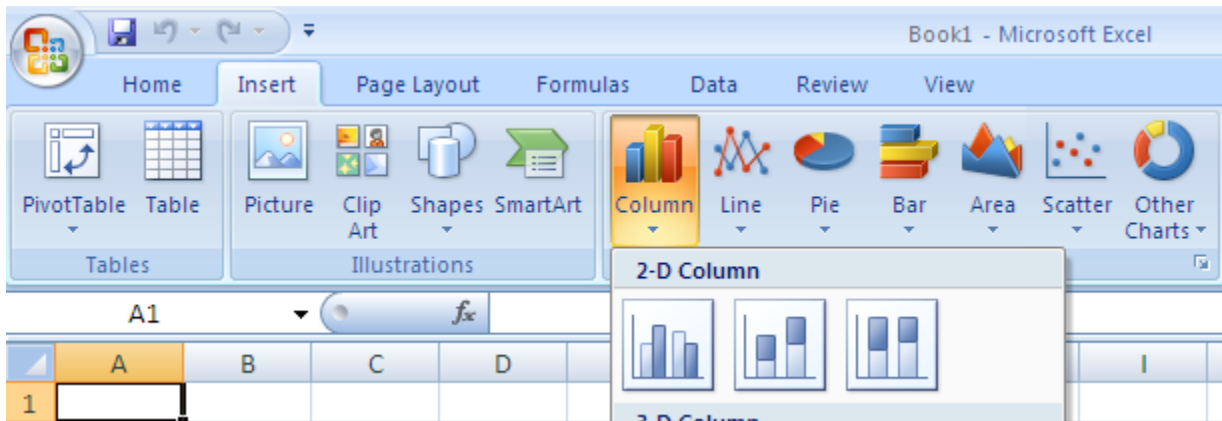


Making Charts in Excel

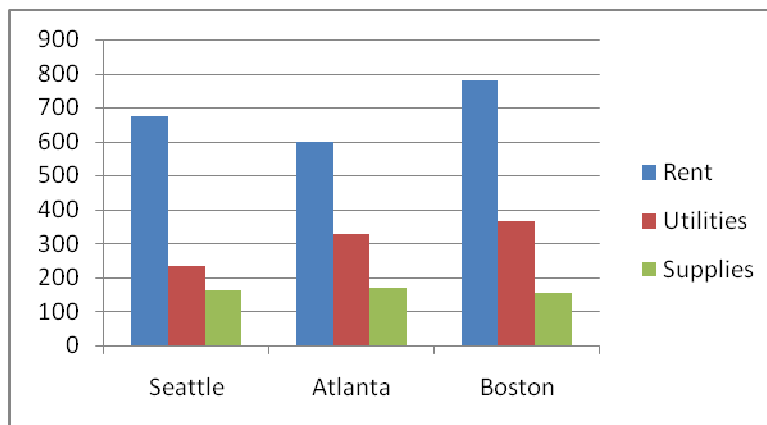
Excel features a chart creator which allows you to make line graphs, bar graphs, pie charts, and other types of graphs and charts. Once data has been placed in an Excel spreadsheet in a typical table format, charts can be created from the data in that table.

To Make a Chart:

1. Select the cells containing the data to be made into a chart. Do this by dragging the white, plus sign mouse pointer over the information or by holding down the *Shift* key on the keyboard and using the *Arrow* keys on the keyboard to highlight the needed cells. Remember to include any cells containing data labels, but not table titles.
2. Click on the *Insert* tab on the *Ribbon*.
3. In the *Charts* group, click on the button for the chart type you would like to use (*Column*, *Line*, *Pie*, etc).
4. Once the drop-down chart type menu opens, click on the sub-type of chart you want to make.



5. Excel will now create the chart automatically, containing the data and labels in the cells you selected in step 1 above. You can change the numeric values or text labels on the chart at any time by changing the contents of the cells in the original table on the Excel spreadsheet.



Making Changes to a Chart:

When a chart is selected, the *Ribbon* gains three *Chart Tools* tabs: *Design*, *Layout* and *Format*. These three tabs allow you to change the color, fonts, type, location, and general appearance of the chart.

The Design tab allows you to:

- Change the chart from one type to another type, ex. from a Line graph to a Bar graph
- Change the orientation of the chart between horizontal and vertical
- Change the layout of the chart
- Change the color of the parts of the chart
- Move the chart to another spreadsheet or worksheet

The Layout tab allows you to:

- Add a chart title and change the chart labels or axes
- Insert pictures, shapes or text boxes
- Add or remove gridlines and trendlines

The Format tab allows you to:

- Format areas of the chart
- Change the outline and background colors of the chart
- Change the colors and appearance of the text in the chart
- Change the size of the chart

The mouse can also be used to change some aspects of the chart. You can use it to resize the chart and to change the text in the chart title. If you right click on an area of the chart, you will be shown a menu of options to change that area specifically. This menu will be different depending on where your mouse pointer is placed when you right click.

To Change the Size of the Chart:

1. Place your mouse over the handles in the corners of the chart area or in the center of each side.
2. Press and hold down the left mouse button and drag the mouse until the chart is the correct size. Dragging away from the chart makes it larger. Dragging toward the chart makes it smaller.
3. Release the left mouse button when the chart is the desired size.

To Change the Chart Title:

1. Double-click on the chart title to be changed.
2. Type the new text or use the *Arrow* keys on the keyboard to move the cursor to the place in the text to be fixed and then edit it. You can also use the *Backspace* and *Delete* keys on the keyboard to erase characters not wanted.
3. When finished, click anywhere outside of the title being edited.

To Delete a Chart:

1. Make sure that the chart is selected. You should be able to see handles around the chart area.
2. Press the *Delete* key on the keyboard.