

# HOW TO . . .



## Create Charts

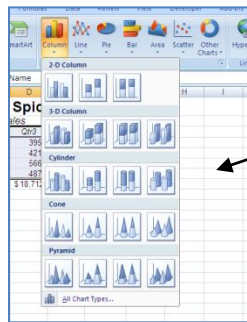
Charts are graphic representations of data. A chart can communicate information much more effectively than a table full of numbers. Charts are created based on data contained in a worksheet. It can be saved as an object embedded within a worksheet or placed on a separate sheet in a workbook. Charts are easy to create and customize using the controls on the ribbon.

### Creating a Chart

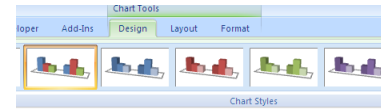
1. Select (highlight) the data you want to include in the chart. NOTE: There is a link between the data from which you create a chart and the chart itself. Therefore, if you change any of the source data, the change will be reflected immediately in any of the charts based on that data.

	A	B	C	D	E	F
1	<b>Outlander Spices</b>					
2	<i>Bonus sales</i>					
3	<b>Name</b>	<b>Qtr1</b>	<b>Qtr2</b>	<b>Qtr3</b>	<b>Qtr4</b>	<b>Total</b>
4	Kendra James	6354	4846	3958	8284	\$ 23,442
5	Michael Springer	4222	9627	4213	7111	\$ 25,173
6	Kelly Palmatier	3716	8917	5662	3324	\$ 21,619
7	Julie George	9595	5859	4879	3432	\$ 23,765
8	<b>Totals</b>	\$ 23,887	\$ 29,249	\$ 18,712	\$ 22,151	\$ 93,999
9						

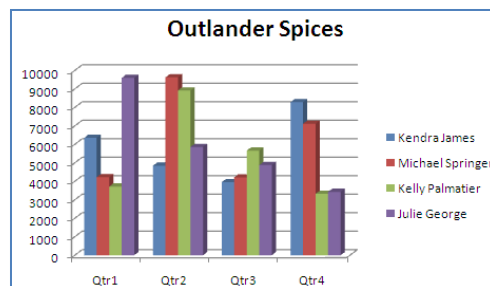
2. Click on the **Insert** tab.
3. In the *Charts* group, click the type of chart you want to create and then click on a subtype from the gallery.



4. Once your chart is created, the ribbon will display the *Chart Tools* contextual tabs: *Design*, *Layout*, and *Format*.



5. To add a title to your chart, click on the **Layout** contextual tab. Click **Chart Title** and then **Above Chart** to place a centered title above the chart.
6. Type the name of the title (you will see it in the formula bar) then tap **Enter**.



7. To move the legend, click on any part of it. Click the **Legend** button.



Choose a position.



## Moving a Chart

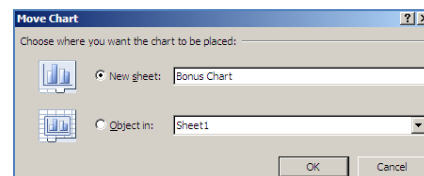
1. If you want to move the chart to a better location on the worksheet, point to a border. The pointer changes to a four-headed arrow. Click and drag to a better location.
2. If you want to move the chart to a new tab in the workbook, click on the **Design** contextual tab.

3. Click on the **Move Chart** button.



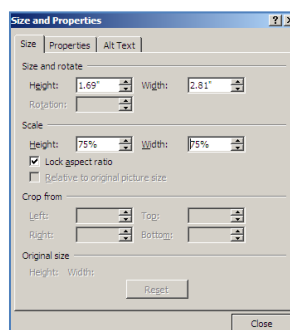
4. Click into the radio button next to **New Sheet**.

5. Type an identifying name that you want to appear on the tab. Click **OK**.



## Resizing a Chart

1. Point to a corner of the border. The pointer changes to a two-headed diagonal arrow. Hold down the **Shift** key and drag towards the center of the chart.
2. You can also go to the **Format** contextual tab. Click on the Dialog Box Launcher in the *Size* group.
3. Change the settings in the *Scale* area. Click into the box next to “Lock aspect ratio” to maintain the same ratio between the height and width after resizing. Click **OK**.



## Changing the Chart Type

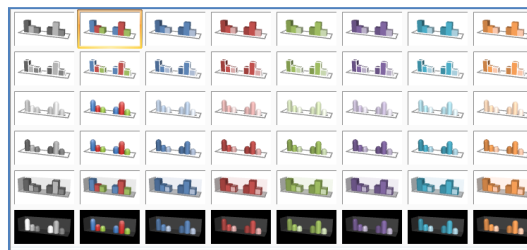
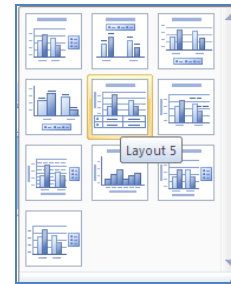
1. Click the chart to select it.
2. Click on the **Design** contextual tab.
3. Click the **Change Chart Type** button.
4. Choose a chart type and sub-type.
5. Click **OK**.





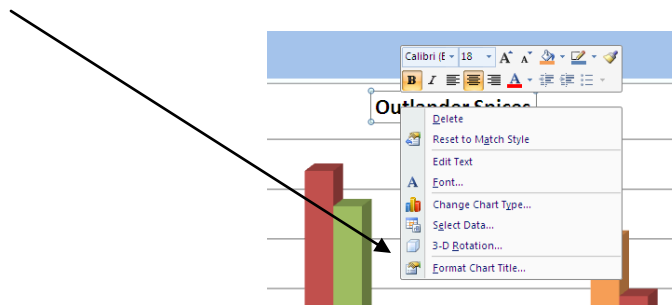
## Applying “Quick” Styles and Layouts to a Chart

1. Click the chart to select it.
2. Click on the **Design** contextual tab.
3. In the *Chart Layout* group, click on the *More* arrow to display the gallery.
4. Click on a layout.
5. In the *Chart Styles* group, click on the *More* arrow to display the gallery.
6. Click on a style.

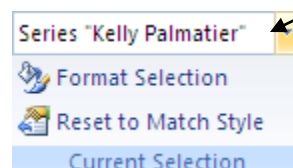


## Formatting Chart Objects

1. The various parts of a chart are called objects. To format a chart object, right-click it and choose a formatting option.



2. You can also use the *Format* contextual tab and the Current Selection group. Once an object has been selected, you can apply different formatting.



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3. Click on the *Layout* contextual tab to add and format the labels in a chart. This ribbon is used to add/modify the chart title, legend and data labels.

