

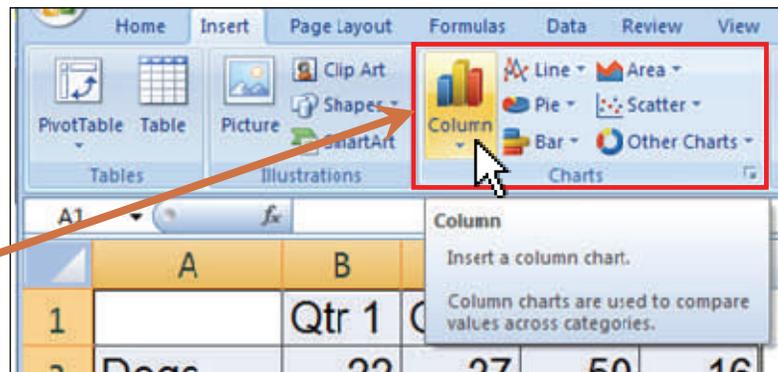
Excel Charts, Part 1: Creating a Chart

Charts are graphic displays of the information in Excel spreadsheets. They allow the range and distribution of numeric values to be appreciated and comprehended as visual images. In this and subsequent Quick Guides, we'll show you the wide range of options available in Excel to create, configure, and enhance the effectiveness of charts.

1.) Creating a chart starts with an open Excel file, with data already entered in it, like the "Pet Store Sales" table shown here. My first step is to select the data I wish to include in the chart. Here, I've left-clicked my cursor in cell **A1**, and then dragged it to cell **E7**, thereby selecting all the shaded cells.

	A	B	C	D	E
1		Qtr 1	Qtr 2	Qtr 3	Qtr 4
2	Dogs	22	27	50	16
3	Cats	16	15	23	9
4	Fish	45	70	44	22
5	Reptiles	20	20	15	10
6	Misc.	30	31	35	24
7	Total	133	163	167	81

2.) In the **Charts** section of the **Insert** tab of the **Ribbon**, I have a choice of many different types of graphs. I'm clicking on the "Column" icon to choose a graph of that type. A menu will then open up with selections in that category.

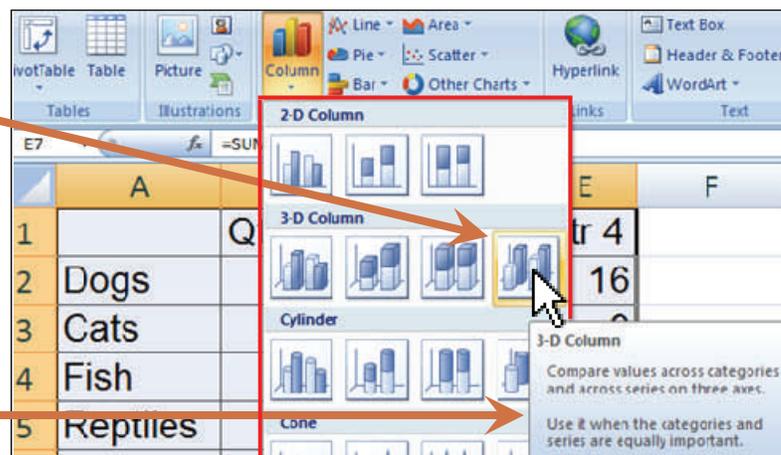


3.) I'm choosing a "3-D Column" graph, by clicking on the appropriate icon.

I make this choice as I have data in three categories which I want reflected on the graph:

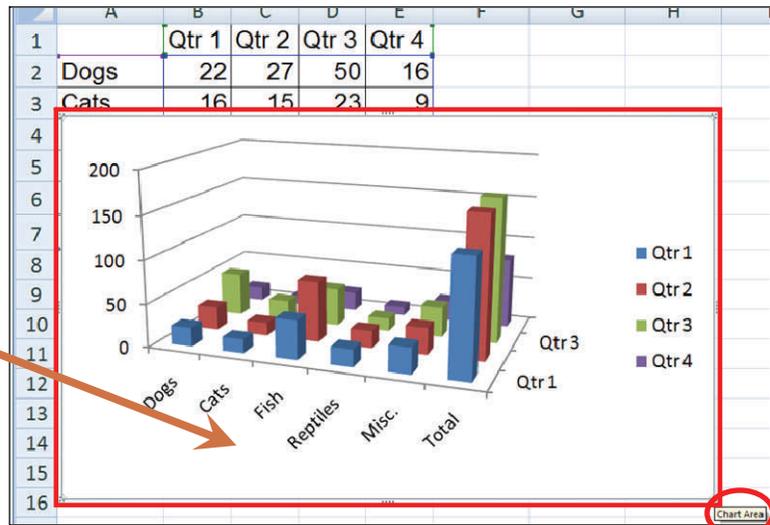
- Type of pet;
- Quarter of the year; and
- Unit volume of sales.

Note the helpful legend here:

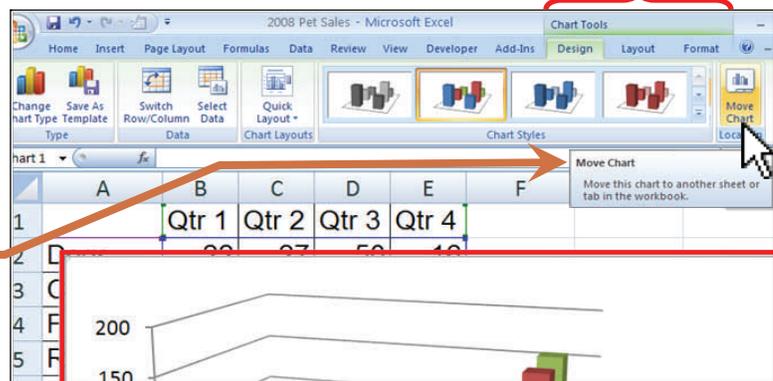


4.) Excel created the chart at right from the selected data and the format I chose. The chart is initially placed on the same worksheet that the data came from.

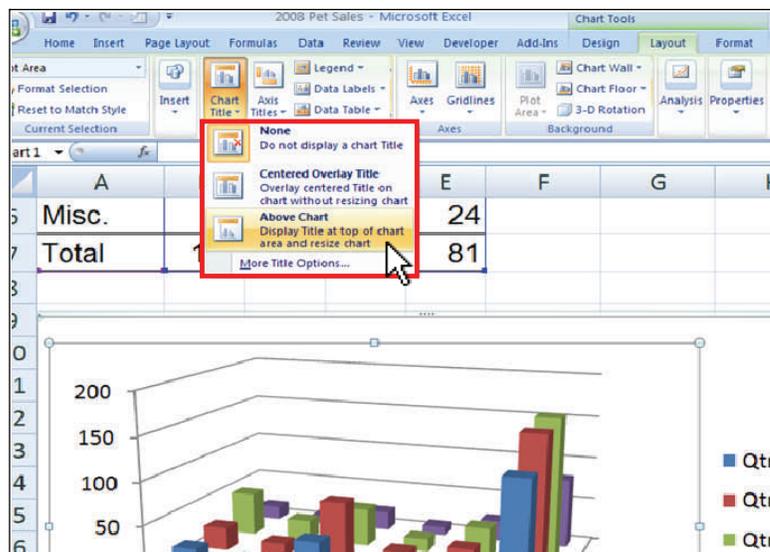
Clicking anywhere in the “Chart Area” opens a new tab on the Ribbon, entitled “**Chart Tools**”, containing three subdivisions: **Design**, **Layout** and **Format**, as shown below.



5.) On the first of these “sub-tabs”, **Design**, I can specify whether the chart will, by default, be left attached to Worksheet 2007 (where the data it’s based on came from) or be sent to its own separate worksheet: I’ll leave it here, but move it to below the figures, by clicking on the outline, and dragging it the same way I would a text box.



6.) Under the second **Chart Tools** tab, **Layout**, I can choose to title the chart, and place that title either on or above the chart itself. In the latter case, the size of the chart will be reduced in order to fit the title in over it. This title will appear in a text box which can be configured like any other such box. Here, I’m choosing to put the title over the chart; see next page for result.



7.) Here is the complete titled chart, together with the Excel table of values from which the raw data were drawn.

Subsequent Quick Guides will explore additional ways of presenting this information in chart form.

