

Coastal Carolina University CETL Center TEAL Lab Excel: Charts and Graphs Tracy Gaskin


Charts allow you to present data entered into the worksheet in a visual format using a variety of graph types. Before you can make a chart you must first enter data into a worksheet.

Chart Wizard

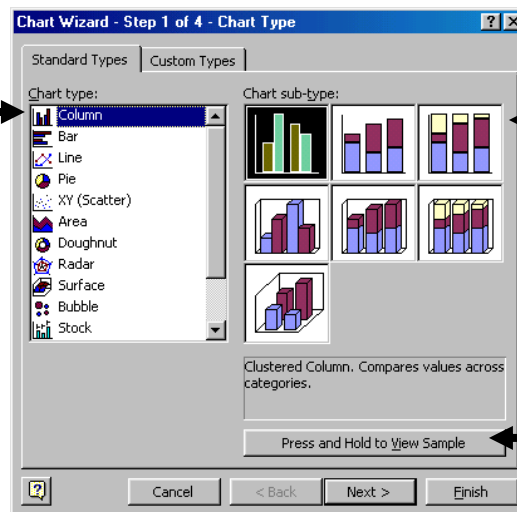
The Chart Wizard brings you through the process of creating a chart by displaying a series of dialog boxes.

- Enter the data into the worksheet and highlight all the cells that will be included in the chart including headers.

	A	B	C
1		Students	
2	English	34	
3	Biology	32	
4	Calculus	26	
5	Physics	28	
6	History	39	
7			

- Click the Chart Wizard button  on the standard toolbar to open the **Chart Wizard** dialog box.
- **STEP 1: Chart Type** - Choose the **Chart type** and the **Chart subtype** if necessary. Click **Next**.

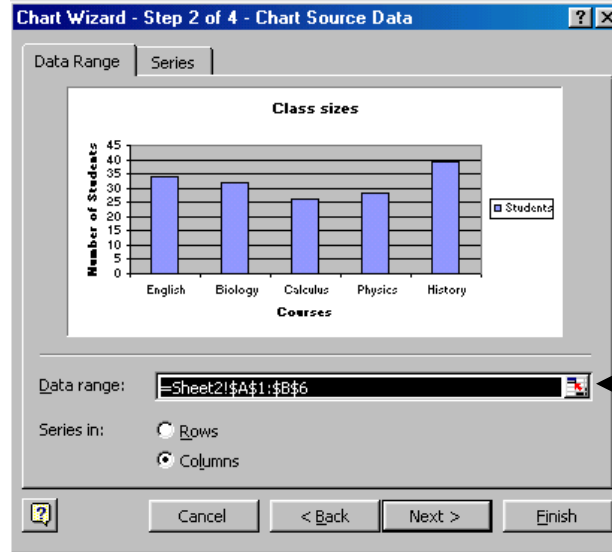
Select the type of chart you want to create. Keep in mind the chart type will depend on the kind of data you need to illustrate.



Variations on the basic chart type are available

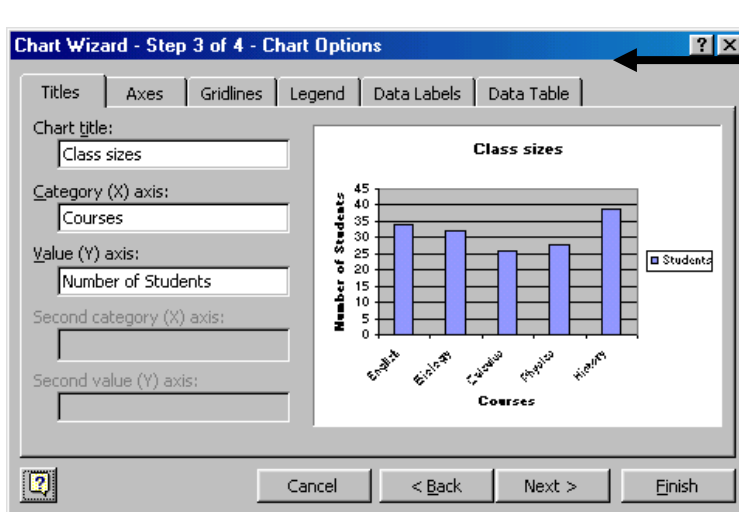
View a preview of the chart based on your selections. Make changes if necessary before proceeding.

- **STEP 2: Chart Source Data** - Select the data range (if different from the area highlighted in step 1) and click **Next**.



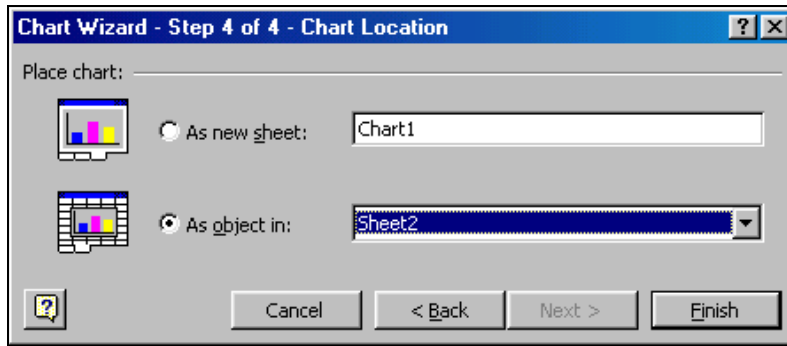
If you need to reselect the data you want to graph, click here to open worksheet, then click and drag over cells to reselect data for graphing.

- **STEP 3: Chart Options** - Enter the name of the chart and titles for the X- and Y-axes. Other options for the axes, grid lines, legend, data labels, and data table can be changed by clicking on the tabs. Press **Next** to move to the next set of options.

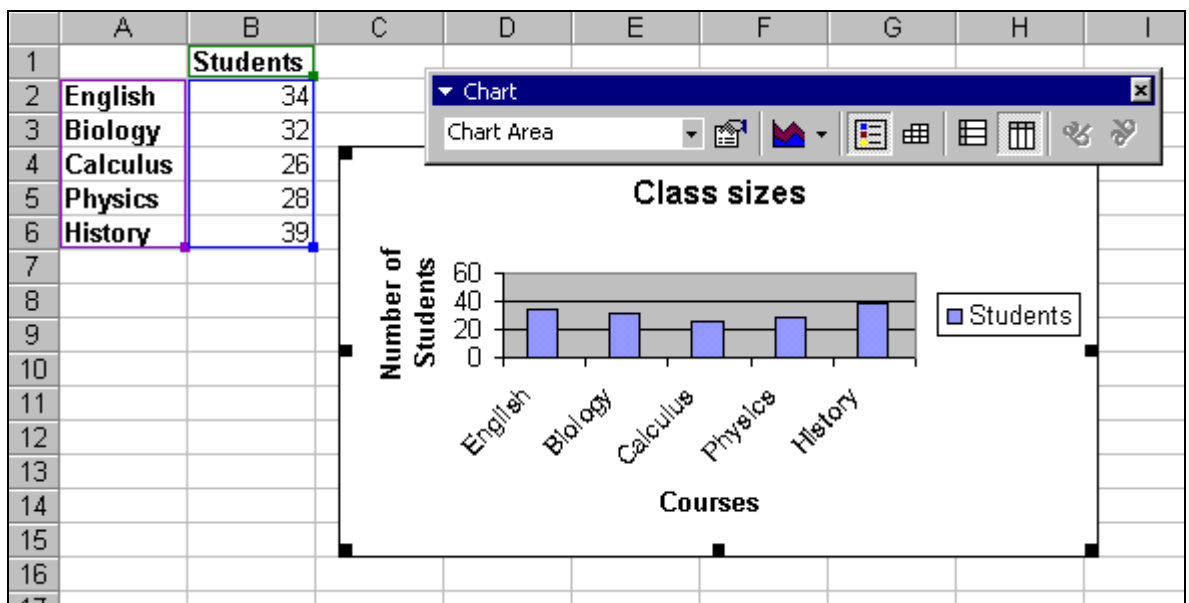


The other options (tabs) within this step of the wizard allow you to choose the placement of the legend, the type of labels for your data, and whether or not you want to display the data table on your graph.

- **Chart Location** - Click **As new sheet** if the chart should be placed on a new, blank worksheet or select **As object in** if the chart should be embedded in an existing sheet and select the worksheet from the drop-down menu.



- Click **Finish** to create the chart.



Resizing the Chart

To resize the chart, click on its border and drag any of the nine black handles to change the size. Handles on the corners will resize the chart proportionally while handles along the lines will stretch the chart.

Moving the Chart

Select the border of the chart, hold down the left mouse button, and drag the chart to a new location. Elements within the chart such as the title and labels may also be moved within the chart. Click on the element to activate it, and use the mouse to drag the element to move it.

Chart Formatting Toolbar

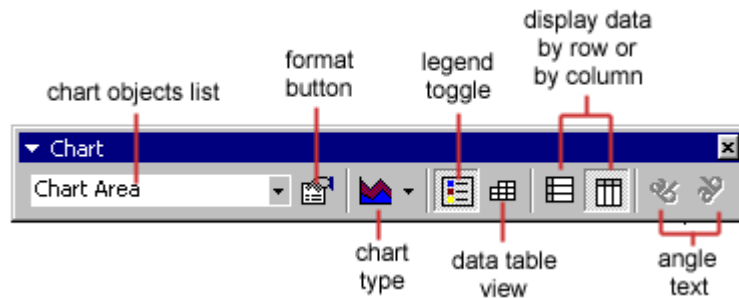


Chart Objects List - To select an object on the chart to format, click the object on the chart or select the object from the **Chart Objects List** and click the **Format button**. A window containing the properties of that object will then appear to make formatting changes.

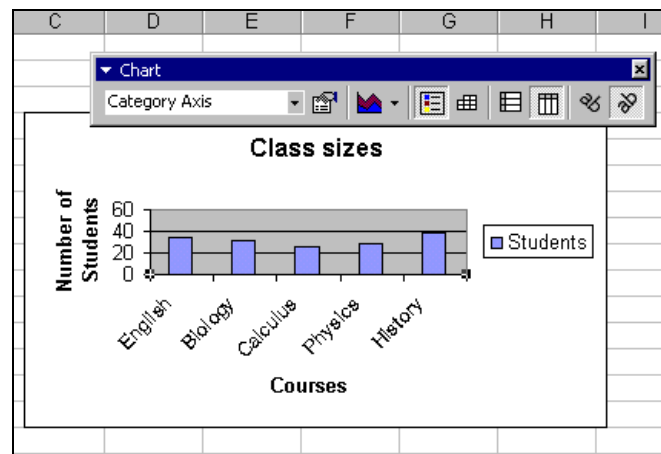
Chart Type - Click the arrowhead on the chart type button to select a different type of chart.

Legend Toggle - Show or hide the chart legend by clicking this toggle button.

Data Table view - Display the data table instead of the chart by clicking the Data Table toggle button.

Display Data by Column or Row - Charts the data by columns or rows according to the data sheet.

Angle Text - Select the category or value axis and click the **Angle Downward** or **Angle Upward** button to angle the the selected by +/- 45 degrees.



Copying the Chart to Microsoft Word

A finished chart can be copied into a Microsoft Word document. Select the chart and click **Copy**. Open the destination document in Word and click **Paste**.