Charts

Charts are excellent tools for communicating the data collected in a spreadsheet. Visually appealing charts allow users to easily make comparisons, and view patterns and trends in data represented on the spreadsheet. They help highlight significant and/or unique data sets and they allow you to see specific types of data at a glance.

Chart Type

Before you decide to insert a chart, it is important to think about the type of chart you should use for your data set. Most typically, you would use a bar or line graph to represent more than one series of data from a worksheet. Whereas you would use a pie chart for a single series of data.

Example

This chart is comparing a town’s expenditures for all public services over a two-year period. A bar chart would be an appropriate choice.

This chart represents the town’s expenditures for all public services for a single year. A pie chart would be an appropriate choice.

Note: Notice the selection of the data for each chart and how it is represented in the chart. You cannot have a well-organized chart if you do not have well-organized data.
To create a chart:

1. Enter the data for the chart on the worksheet.

2. Select the data that will appear in the chart. If you do not select specific data, as shown at right, Excel will select your entire worksheet to include in the chart.

3. You can initiate the chart creation process by:
   - Clicking on the Insert tab ➔ Charts section

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Expenditures</td>
<td>$19,965,491</td>
<td>$19,533,150</td>
</tr>
<tr>
<td>3</td>
<td>Police</td>
<td>$10,899,063</td>
<td>$11,199,501</td>
</tr>
<tr>
<td>4</td>
<td>Fire</td>
<td>$8,160,748</td>
<td>$13,732,166</td>
</tr>
<tr>
<td>5</td>
<td>Public Works</td>
<td>$1,212,007</td>
<td>$1,921,055</td>
</tr>
<tr>
<td>6</td>
<td>City Attorney</td>
<td>$706,320</td>
<td>$790,135</td>
</tr>
<tr>
<td>9</td>
<td>Total</td>
<td>$43,584,780</td>
<td>$52,116,720</td>
</tr>
</tbody>
</table>

Chart Types—
Select the type of chart you want. The options are Column, Line, Pie, Bar, Area, Scatter, and other

After you select the chart type it will automatically pop up in the worksheet. You can move it around to anywhere you would like by click on the chart then go by any border of the chart, once you get the 4 crosshairs you can move it.

Note:
You can also copy and paste charts into Microsoft Word and PowerPoint documents.

Modifying an existing chart

Use the Chart Tools toolbar, which will appear if you click on the chart appear when you click on the chart.

The Chart toolbar, has various components you can change of the chart. To edit a component within your chart:

1. Select the appropriate item in the menu.
2. Click on the **Format** button immediately to the right of the menu.

3. The appropriate formatting window appears for the area of the chart you selected in the menu.

4. You can make a variety of modifications to the chart, ranging from changing the font to changing the order of data.

**Note:**
You can also make changes to different parts of a chart by double-clicking that area directly within the chart. Excel will launch an editing menu with options for that particular area.

**Example:**

I want to change the font and size of the labels for my data.

⇒ Double-click any of the labels on the chart.

⇒ The options for editing labels appear in a window.

⇒ Select the **Font** tab.

⇒ Select the preferred font and size.

⇒ Click **OK**. The changes are now reflected in the chart.