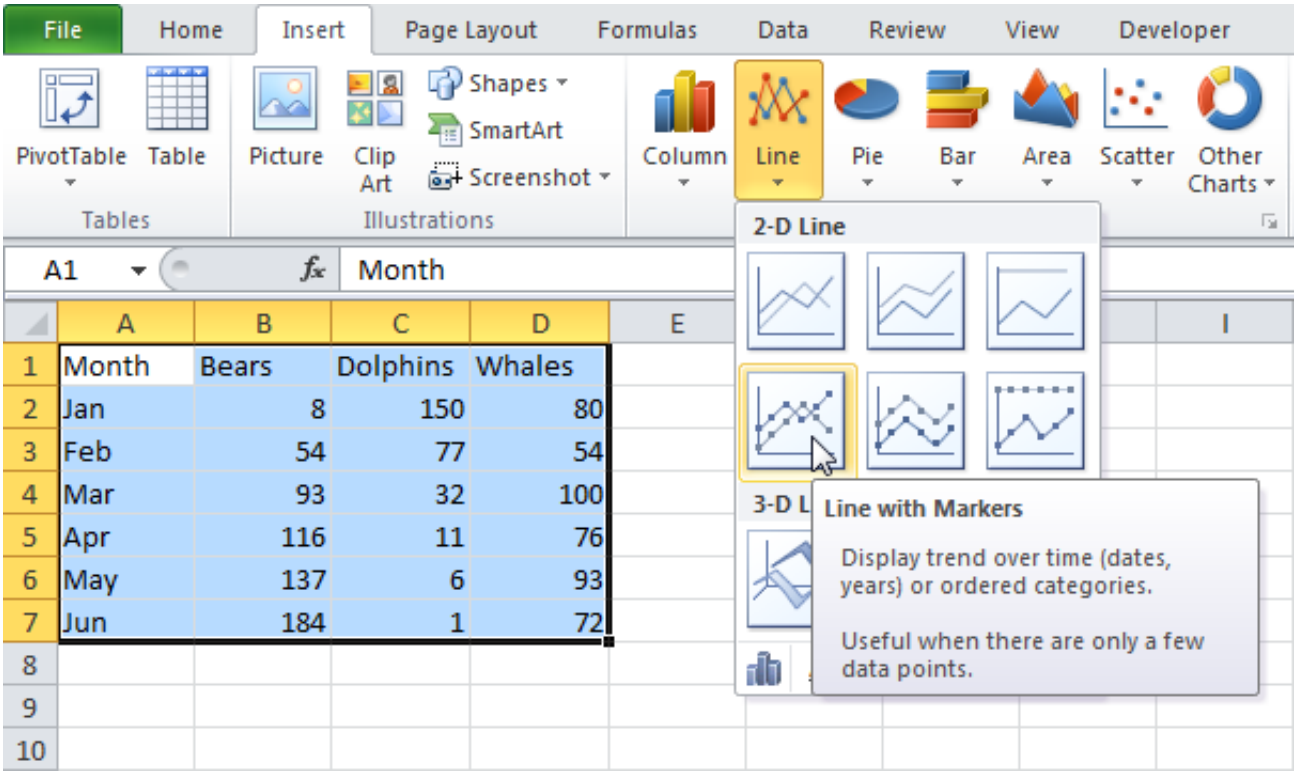
A simple chart in Excel can say more than a sheet full of numbers. As you'll see, creating charts is very easy.

Create a Chart

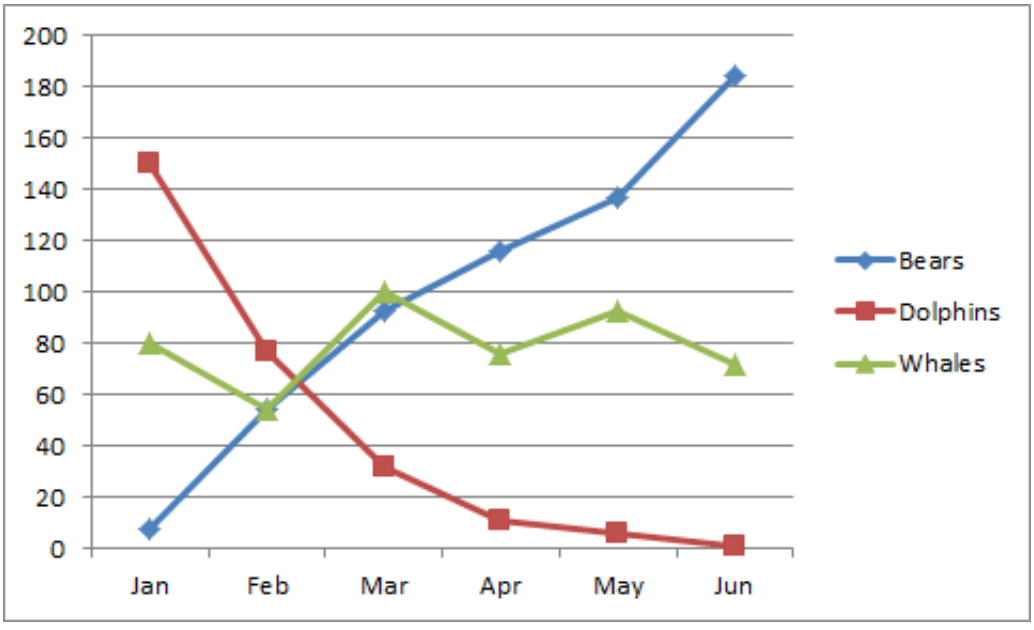
To create a line chart, execute the following steps.

1. Select the range A1:D7.

2. On the Insert tab, in the Charts group, choose Line, and select Line with Markers.



Result:

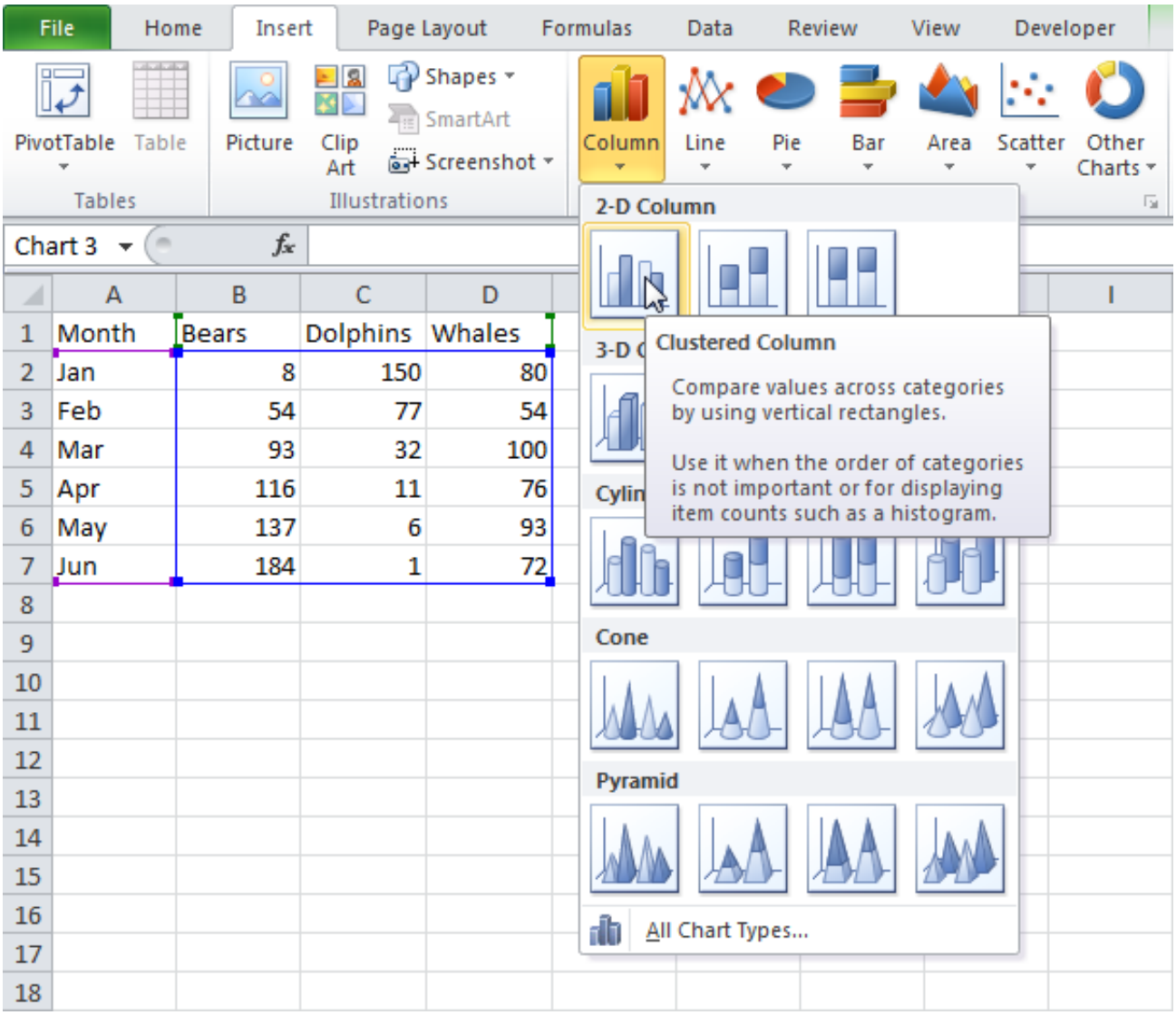


Change Chart Type

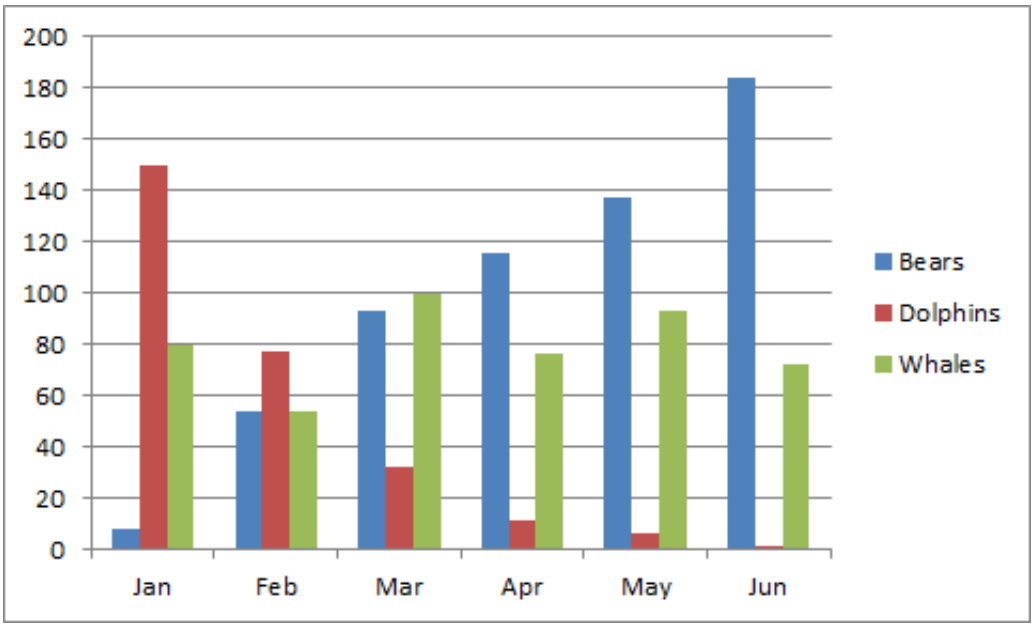
You can easily change to a different type of chart at any time.

1. Select the chart.

2. On the Insert tab, in the Charts group, choose Column, and select Clustered Column.



Result:

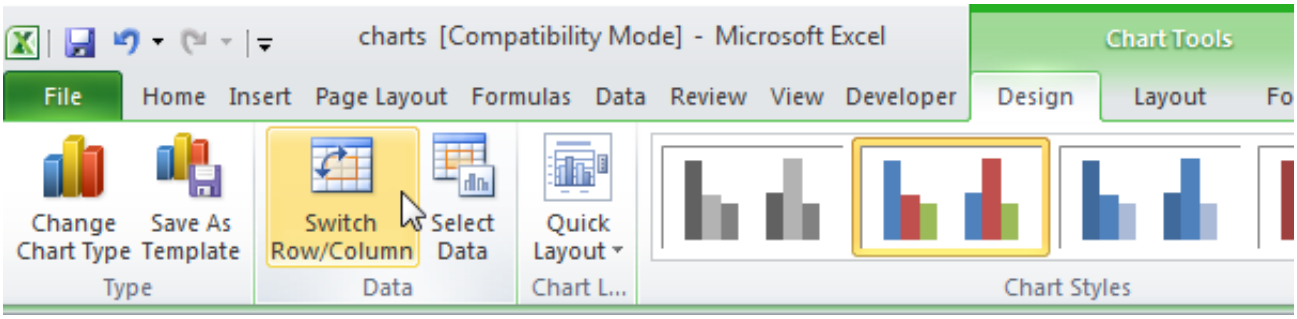


Switch Row/Column

If you want the animals, displayed on the vertical axis, to be displayed on the horizontal axis instead, execute the following steps.

1. Select the chart. The Chart Tools contextual tab activates.

2. On the Design tab, click Switch Row/Column.



Result:

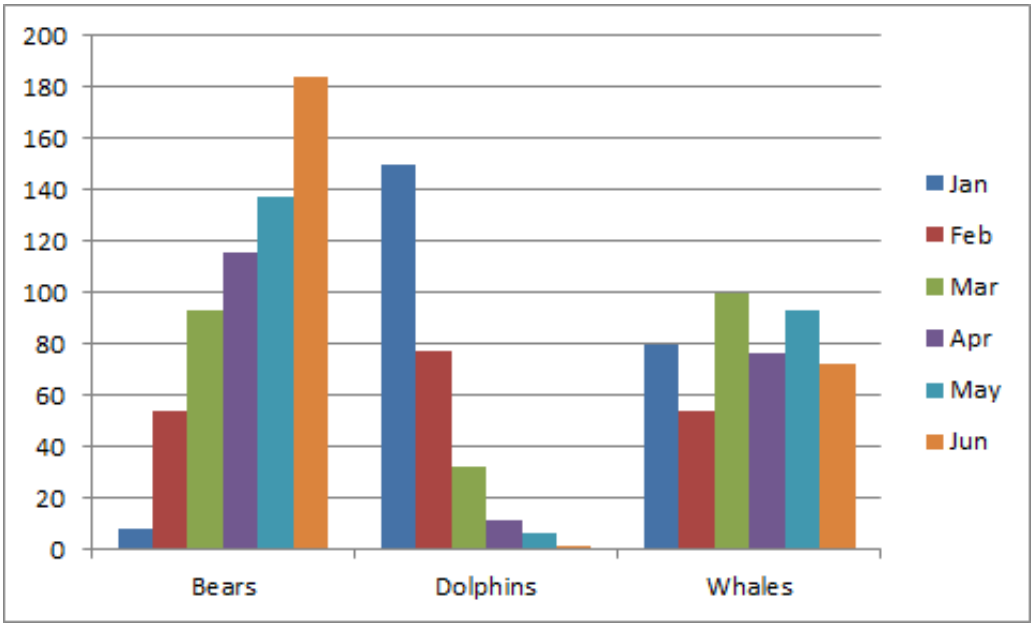
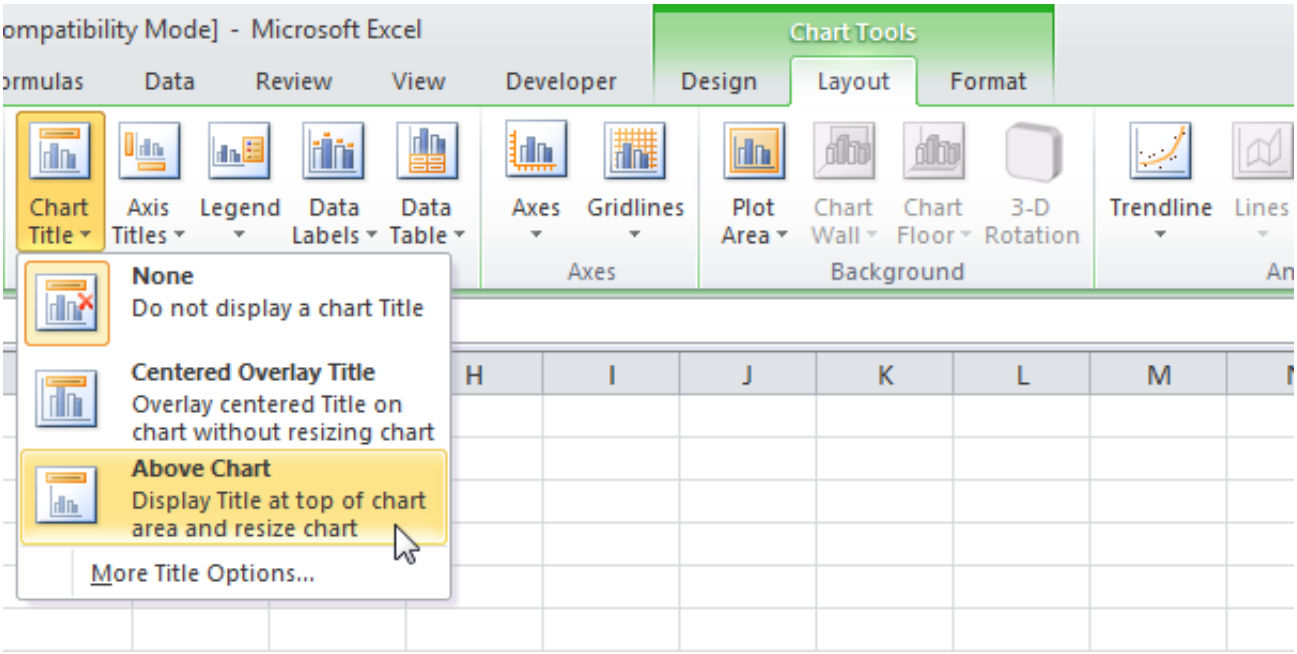


Chart Title

To add a chart title, execute the following steps.

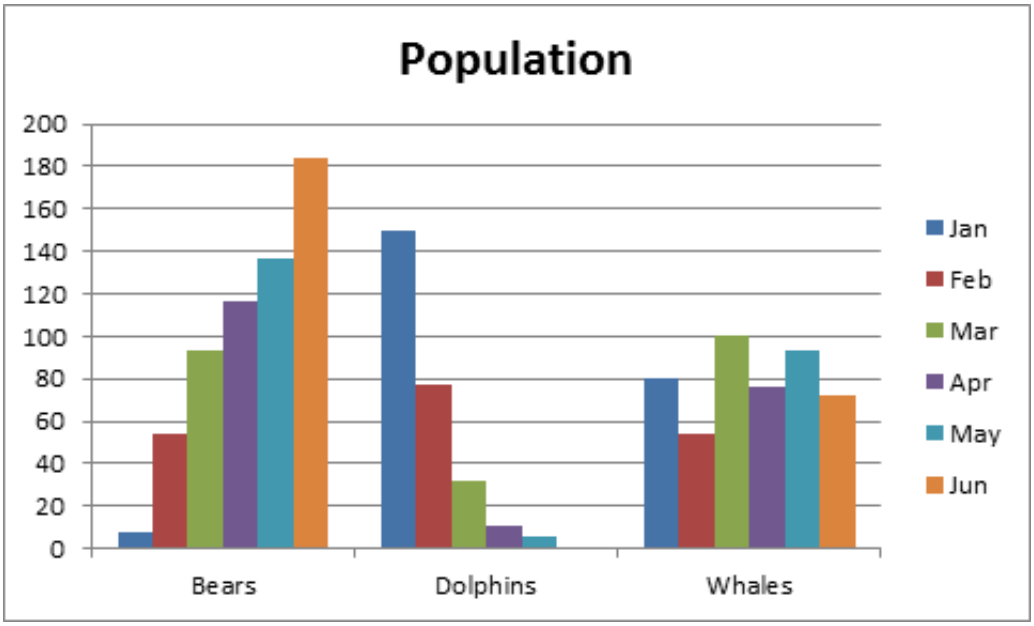
1. Select the chart. The Chart Tools contextual tab activates.

2. On the Layout tab, click Chart Title, Above Chart.



3. Enter a title. For example, Population.

Result:

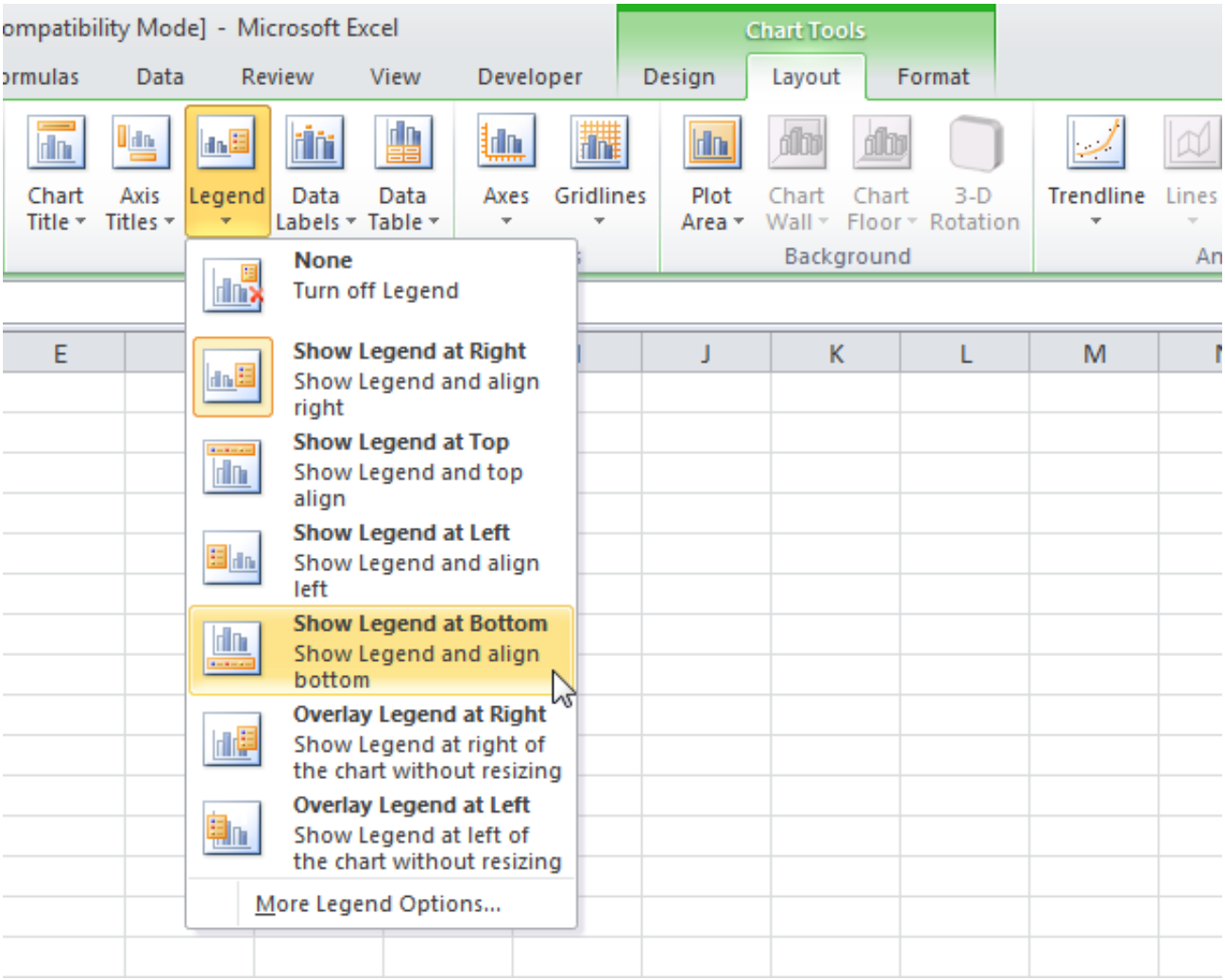


Legend Position

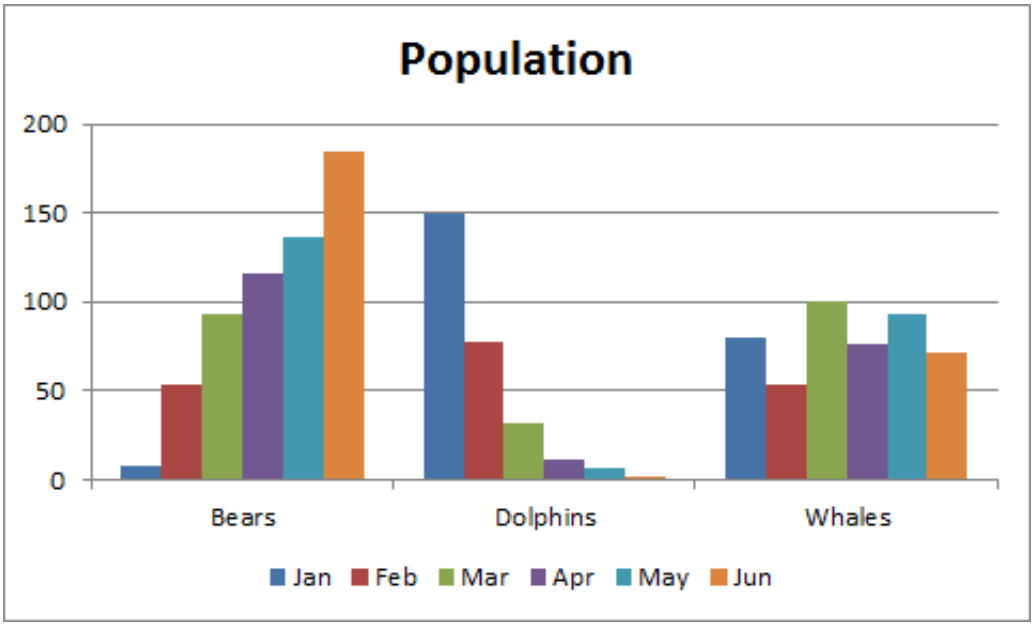
By default, the legend appears to the right of the chart. To move the legend to the bottom of the chart, execute the following steps.

1. Select the chart. The Chart Tools contextual tab activates.

2. On the Layout tab, click Legend, Show Legend at Bottom.



Result:



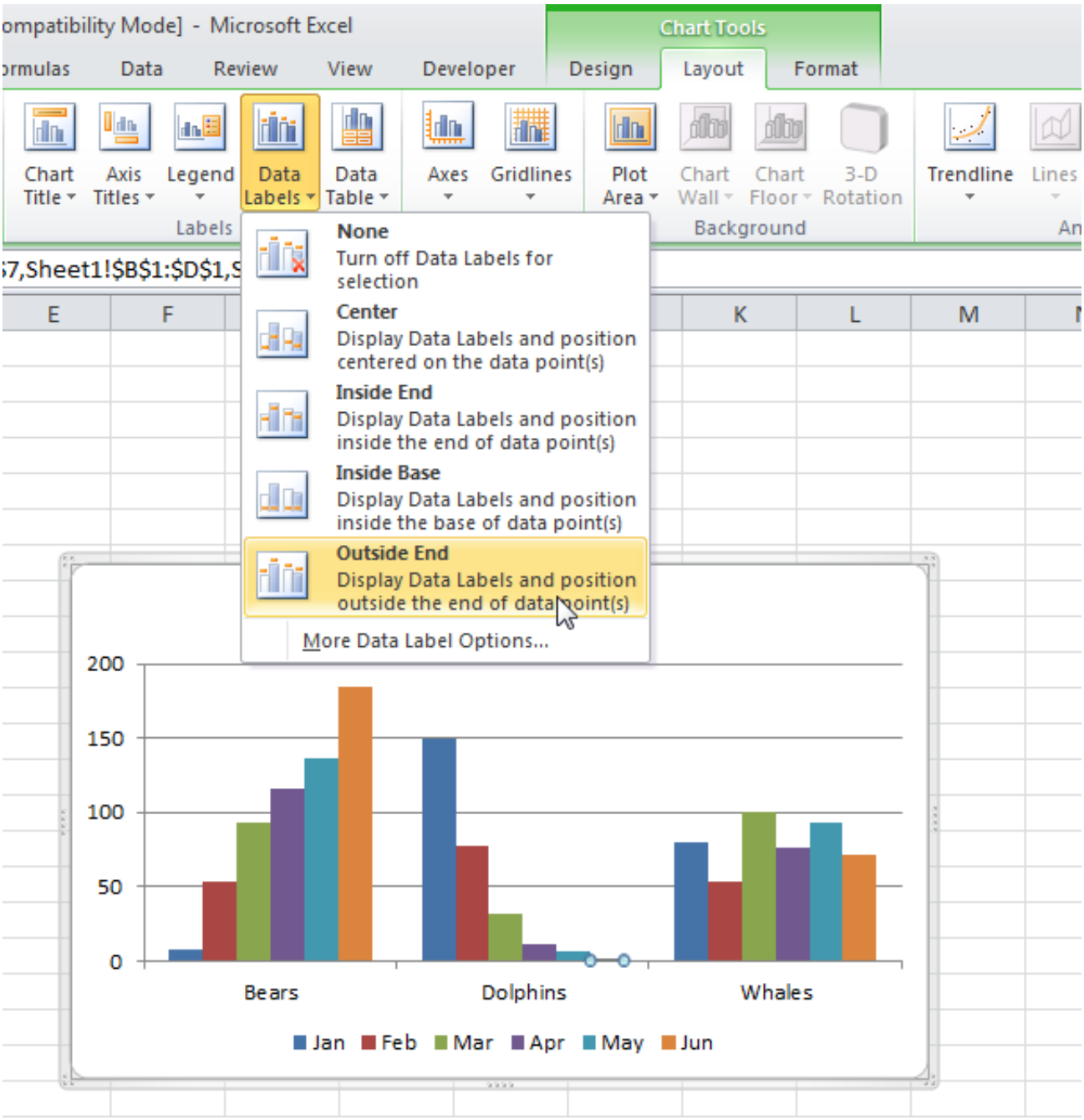
Data Labels

You can use data labels to focus your readers' attention on a single data series or data point.

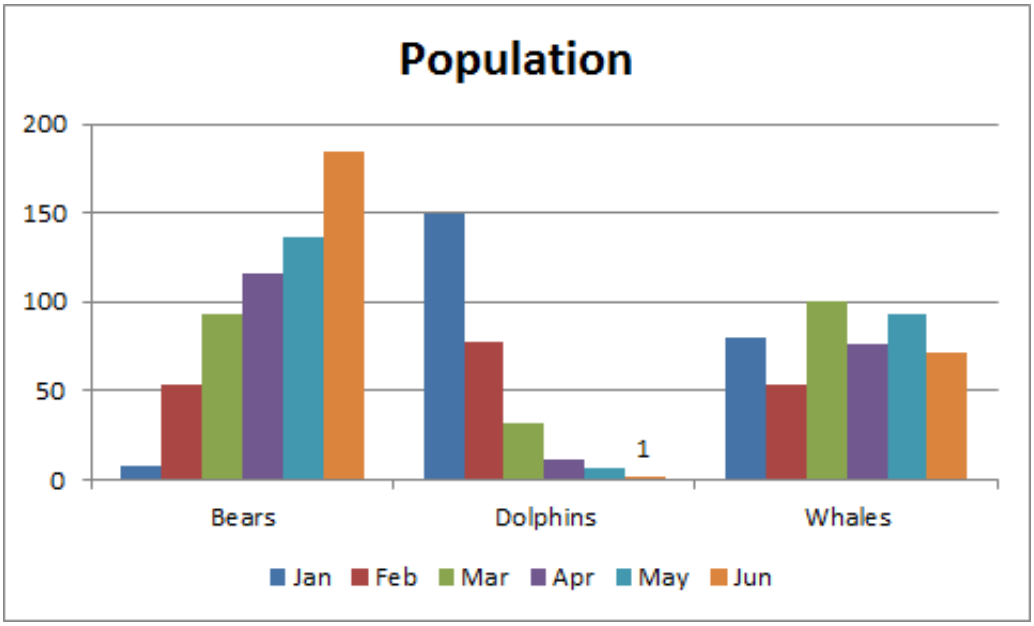
1. Select the chart. The Chart Tools contextual tab activates.

2. Click an orange bar to select the Jun data series. Click again on an orange bar to select a single data point.

3. On the Layout tab, click Data Labels, Outside End.



Result:


Population
200
150
100
50
0
1
Bears
Dolphins
Whales
Jan
Feb
Mar
Apr
May
Jun