* **Clustered Column Chart** – Select the data->Insert->Insert column or bar chart->Clustered column.

1. **Change chart type from column to horizontal** – Rt. Clk on the chart->Change chart type->Bar.**(Column chart is vertical whereas bar chart is horizontal)**
2. **Reduce gap width between 2 bars** – Rt. clk on a series(bar)->Format data series->gap width->Reduce the %.
3. **Categories in reverse order** – Rt. Clk on category axis->Format axis->Categories in reverse order
4. **Add data labels(nos**.) – Clk. On + sign(chart elements)->Data labels->Outside end.
5. **Change color of all the series** – Rt. Clk on the series->Fill->Select the color.
6. **Change color of one the series** – Clk. On the series(2)->Rt. Clk on the series->Fill->Select the color.
7. **Add a thin border, dashed line(for estimated amounts)** – Rt. Clk on the series->Outline->Select the color->dashes->dash.
8. **Change value axis labels –** Rt. Clk on value axis->Format axis->Units->Major->Type new value.
9. **Remove Gridlines –** Select gridlines->Delete.
10. **Add gridlines –** Clk. On the + sign->Gridlines->Primary Major Vertical.
11. **Changing the name of the chart dynamically–** Clk. On the chart title(/name)->In the formula bar, write =(then clk. On a cell which contains data)
12. **Change Display units –** Rt. Clk on value axis->Format axis->Display units->Select Thousands from dropdown(u can choose any).
13. **Why bar chart is popular over a pie chart? –** Lengthy category labels, easier to compare nos. in the same range(rank-wise).

* **Treemap chart** –

1. **Add data labels(nos**.) – Clk. On + sign(chart elements)->Data labels->More data label options->Value.
2. Treemap is used for categories and sub-categories. Treemap doesn’t show % like a pie chart.

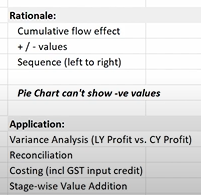
* **Combo chart** - Select the data->Insert->Insert column or bar chart->Clustered column->Rt. Clk on the chart->change chart type->combo->Custom combination->Change chart type of 1 series to line with markers->Select secondary axis.

1. **Why is two-axis chart needed?** – To compare 2 variables on 2 different scales.
2. **Change markers** – Rt. Clk on a marker->Format data series->Fill & Line->Marker->marker options->Built-in->Change the type.

* **Thermometer chart** -Used to compare LY vs CY sales, Actual vs Target sales.
  1. Select the data->Insert->Insert column or bar chart->Clustered column->Rt. Clk on series->Format Data series->Series Overlap->100%->Rt. Clk on series->Fill->No Fill->Outline->Black->Rt. Clk->Outline->Weight->1(1/2)pt->Rt. Clk on underlying series->Fill->Orange->Select the data->Data->Sort->Sort by->Column name->Order->Largest to Smallest.
  2. Select the data->Insert->Insert column or bar chart->Clustered column-> Rt. Clk on series->Change series chart type->Combo->Custom combination->Clk. On secondary axis(For the series which needs to be put on top)->Rt. Clk on secondary value axis->Format axis->Axis options->Bounds->Maximum->Maximum value of primary axis->Rt. Clk on primary data series(series at the back)->Format data series->Series options->Gap width->50%->Rt. Clk on secondary series->Fill->white-> Rt. Clk on primary series->Fill->light gray->Clk. On secondary axis->delete.
* **Column Chart with Average Line** –

1. Select the data->Insert->Insert column or bar chart->Clustered column->create an average series->Rt. Clk on series->select data->Series->Add->Select series name and series values->Rt. Clk on series->Change series chart type->Select chart type to line for average series

* **Automatic Negative Color –** 
  1. Select the data->Data->Sort->Options->Sort left to right->Sort by->Select the row by which u want to sort->order->Largest to Smallest-> Select the data->Insert->Insert column or bar chart->Clustered column->Rt. Clk on data series->Format data series->Fill & Line->Fill->Solid fill->Invert if negative->Color->Fill color->white->Inverted fill color->Dark red->Rt. Clk on horizontal axis->Format Axis->Labels->Label position->High.
* **Waterfall Chart –** Select the data including total->Insert->Insert Waterfall, Funnel, Stock, Surface or Radar Chart->Waterfall->Select total twice->Rt. Clk on total->Set as total.



* **Time series chart** - Select the data->Insert->Insert column or bar chart->Clustered column->Rt. Clk on series->select data->Select the year from series->remove->Clk. Edit on category axis labels->Select the year in axis label range.
* **Stacked Column Chart** - Select the data->Insert->Insert column or bar chart->Stacked Column->Rt. Clk on series->Select data->Switch Row/Column->In series, clk on years->remove->In category axis labels, edit->In axis label range, select years.
* **100% Stacked Bar Chart -** Select the data->Insert->Insert column or bar chart->100% Stacked Bar->Rt. Clk on series->select data->Select series which u want to move up->Move up(^)
* **Normalize Line Chart –** Run the Normalize python module and get the data in an excel file->Take the data and normalize it(Rebase it to 100)->Select the transformed data->Insert->Insert Line or Area Chart->Line.