* **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.