

# ■ Excel Charts Notes

Charts in Excel are visual representations of data that help identify patterns, comparisons, and trends. They make it easier to analyze and communicate insights effectively.

## **Column Chart**

Path: Insert → Column or Bar Chart → Clustered Column

Details: Best for comparing values across categories

*Example: Compare monthly Paper vs Printer sales*

## **Bar Chart**

Path: Insert → Bar Chart

Details: Like Column chart but horizontal; useful for long category names

*Example: Compare product sales*

## **Line Chart**

Path: Insert → Line → 2D Line

Details: Best for showing trends over time

*Example: Paper sales trend Jan–Dec*

## **Pie Chart**

Path: Insert → Pie Chart → Add Data Labels

Details: Shows proportion/percentage of whole

*Example: % share of each product in annual sales*

## **Doughnut Chart**

Path: Insert → Doughnut

Details: Like pie chart but with a hole; can show multiple series

*Example: Product contribution*

## **Area Chart**

Path: Insert → Area

Details: Line chart with filled area; shows cumulative trend

*Example: Monthly sales growth*

## **Scatter Plot**

Path: Insert → Scatter

Details: Shows relationship between two numeric variables

*Example: Compare June vs July sales*

## **Combo Chart**

Path: Insert → Combo Chart → Custom  
Details: Mix two chart types (e.g., Column + Line)  
*Example: Paper as Column + Year-End Total as Line*

## ■ Chart Elements & Customization

- Chart Title: Layout → Chart Title → Above Chart - Axis Titles: Layout → Axis Titles - Legends: Show categories and colors - Data Labels: Right-click → Add Data Labels - Gridlines: Can be removed for cleaner look

## ■■ Useful Shortcuts

- Alt → N → C → Insert Column Chart - Alt → N → N → Insert Line Chart - Alt → N → Q → Insert Pie Chart - Right-click → Format Chart → Customize styles and elements

## ■ Cheat Sheet: Excel Charts

Chart Type	Use Case	Steps	Shortcut
Column	Compare categories	Insert → Column	Alt → N → C
Bar	Long category names	Insert → Bar	Alt → N → C
Line	Trends over time	Insert → Line	Alt → N → N
Pie	Percent of total	Insert → Pie → Add Labels	Alt → N → Q
Doughnut	Percent (multi-series)	Insert → Doughnut	Alt → N
Area	Cumulative trend	Insert → Area	Alt → N
Scatter	Relationship (2 variables)	Insert → Scatter	Alt → N
Combo	Mix chart types	Insert → Combo → Custom	Alt → N