

■ 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