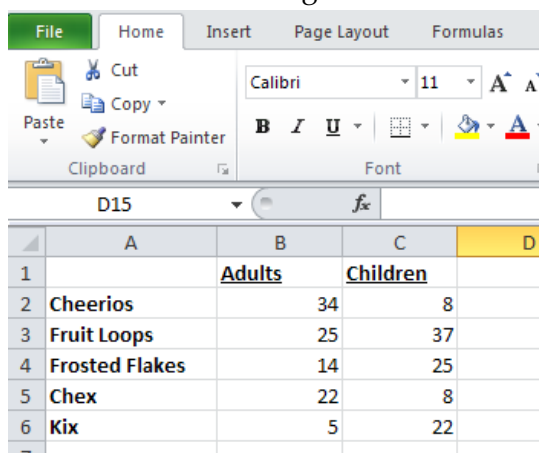


## Creating and Formatting Charts in Microsoft Excel

This document provides instructions for creating and formatting charts in Microsoft Excel, which makes creating professional-looking charts easy. The chart type, chart layout, and chart style are all within easy reach on the Ribbon. You will have instant professional results every time you create a chart. And as the data changes in the datasheet, the chart will automatically update to reflect the changes.

### Creating a Chart

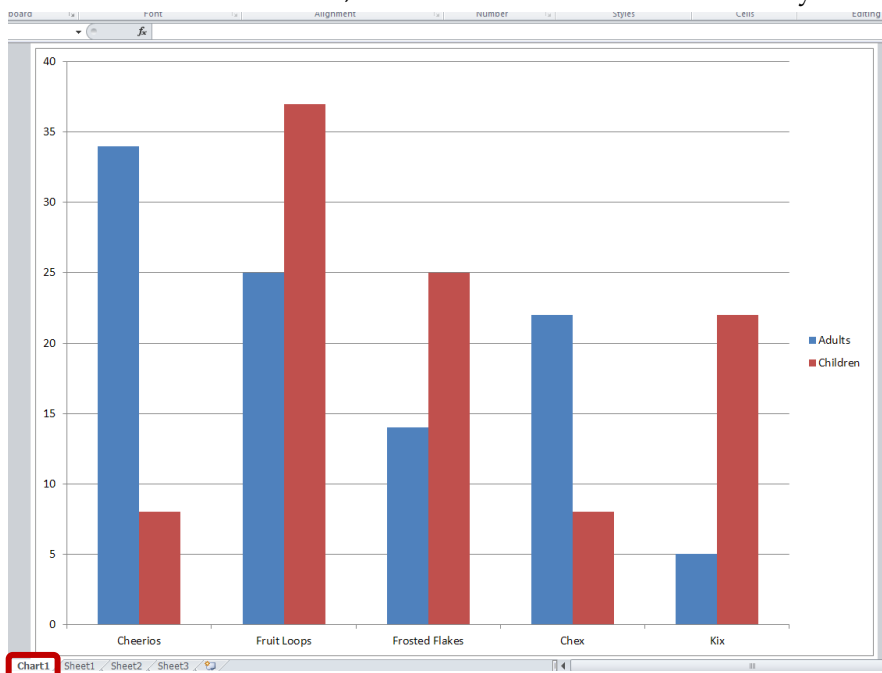
1. To create a basic chart in Excel that you can modify and format later, start by entering the data for the chart on a worksheet. It is important to include titles in the datasheet so that Excel can create legends and labels for the chart.



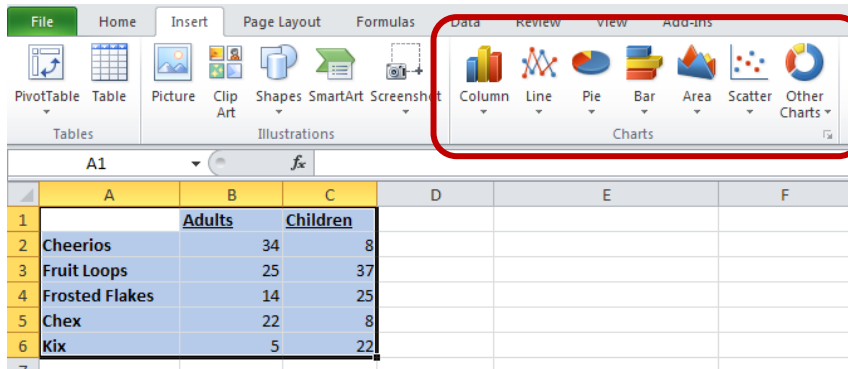
The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected on the ribbon. Below the ribbon, a worksheet is visible with the following data:

	A	B	C	D
1		<u>Adults</u>	<u>Children</u>	
2	Cheerios	34	8	
3	Fruit Loops	25	37	
4	Frosted Flakes	14	25	
5	Chex	22	8	
6	Kix	5	22	

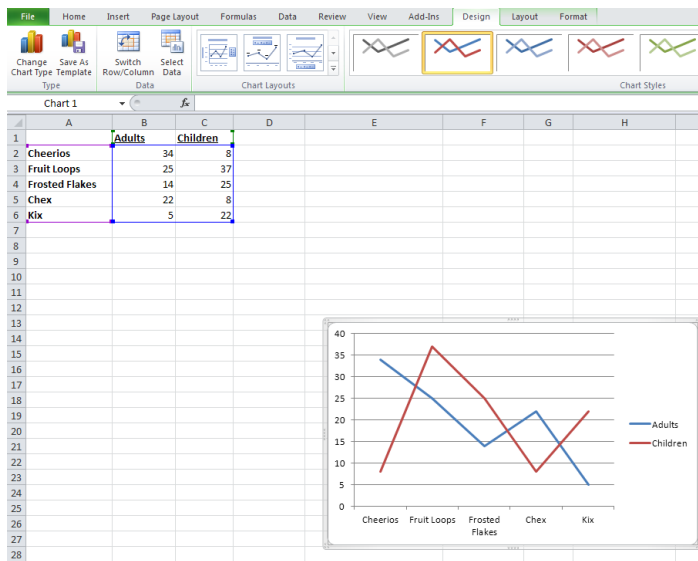
2. Then simply select that data (including titles) and press **F11**. This creates an instant column chart in a new tab, which can be customized to meet your needs.



- Or, instead of pressing F11, go to the **Insert** tab and select the type of chart you would like to create.



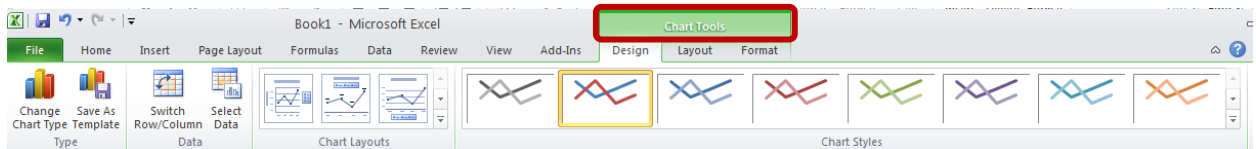
- This creates a chart embedded in the datasheet.



## Formatting a Chart

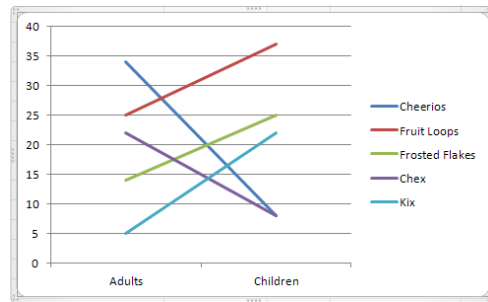
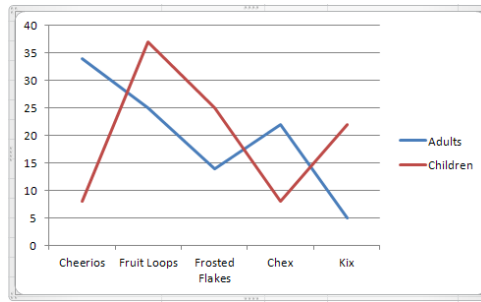
Once a chart has been created, there are a multitude of formatting options that can be applied.

- Select the chart. This activates the **Chart Tools** on the Ribbon.

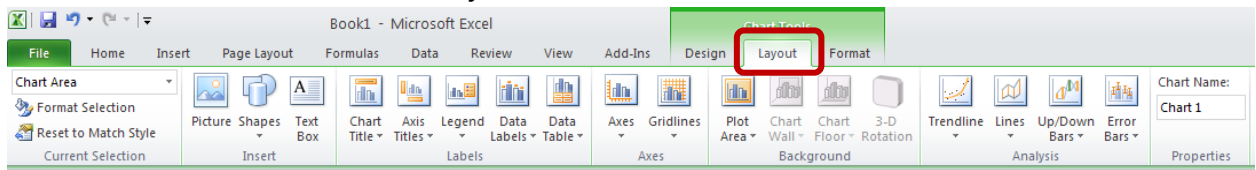


- Use the features available on the **Design** tab to:
  - Change the chart type.
  - Swap the rows and columns or adjust what data is charted. For example, switching the columns and rows changes the look of the chart, even though the

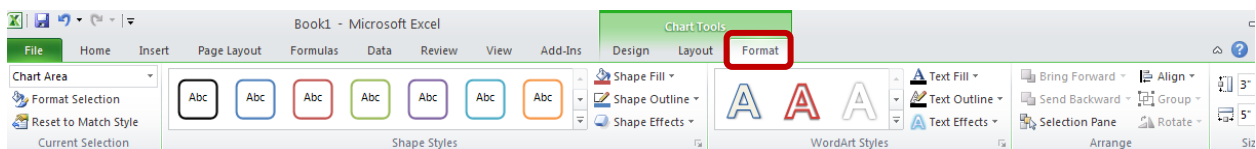
raw data has not changed:



- c. Apply a Chart Style.
  - d. Move the chart (from the datasheet to its own tab or vice versa).
3. Use the features available on the **Layout** tab to:



- a. Insert a picture, shape, or text box.
  - b. Adjust the labels, including moving the legend, editing titles, and adding data labels (like values).
  - c. Adjust the axes and gridlines (for example, showing numbers on the axis in millions or adding or removing gridlines).
  - d. Format the background.
  - e. Add trendlines to forecast future data or error bars to show potential error amounts.
4. Use the features available on the **Format** tab to:

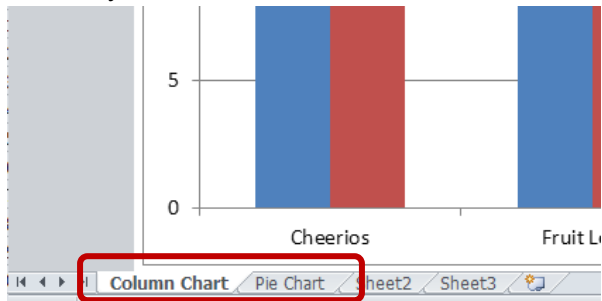


- a. Apply a style, fill, outline, or effect. (For example, to change the color of the bars.)
- b. Apply and format WordArt.
- c. Use the dropdown list in the **Current Selection** group to quickly adjust which area of the chart you want to format.

## Working with Charts

1. Keep in mind that as data changes in the worksheet, the chart will automatically update.

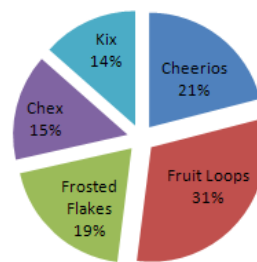
2. You may want to name the tabs at the bottom of the workbook to ease in navigation.



- To rename a tab, **double-click** its name.
  - Or **right-click** and choose **Rename**.
  - You can also **right-click** and choose **Tab Color** to change the color of the tabs.
3. There may be times when you want to chart summary data rather than individual instances. For example, you may want to chart total expenditures for each quarter as opposed to each monthly expenditure.
- Use formulas to create the summary data.
  - Use the CTRL button on the keyboard to select non-adjacent data. Remember to select titles so that Excel can appropriately label the chart.

File Home Insert Page Layout Formulas Data				
Clipboard Font				
D2 =SUM(B2:C2)				
	A	B	C	D
1		Adults	Children	Totals
2	Cheerios	34	8	42
3	Fruit Loops	25	37	62
4	Frosted Flakes	14	25	39
5	Chex	22	8	30
6	Kix	5	22	27

Chart Title

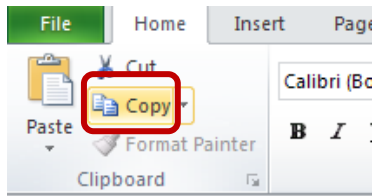


After selecting one group of cells, hold CTRL while selecting additional groups of cells.

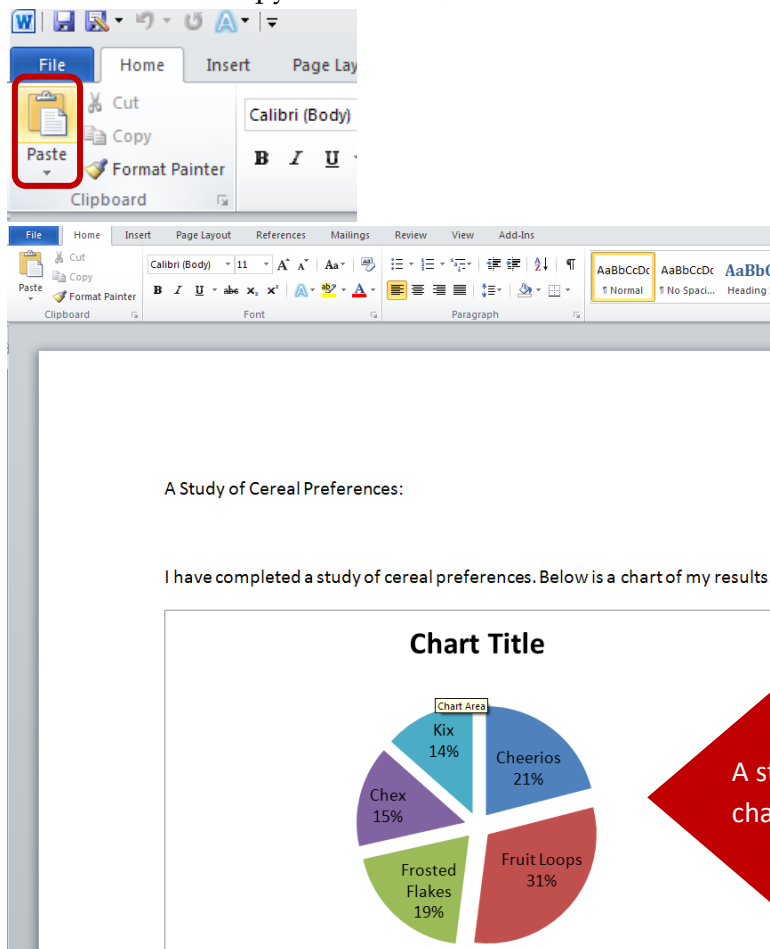
## Adding Excel Charts to Word or PowerPoint

Now that you have created the charts in Excel, you may want to add them to a Word document or PowerPoint presentation. There are two options – inserting a static copy of the chart or inserting a linked copy of the chart. A static copy does not change; it will NOT be updated if the chart is updated in Excel. A linked copy will update if the chart is updated in Excel.

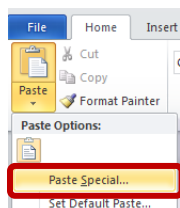
1. Select the chart in Excel.
2. From the **Home** tab, select **Copy**.



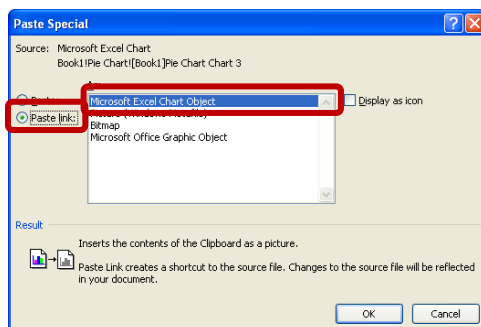
3. Open the document or presentation in which you want to insert the chart.
4. Place the cursor in the desired location.
5. To insert a static copy of the chart, select **Paste** from the **Home** tab.



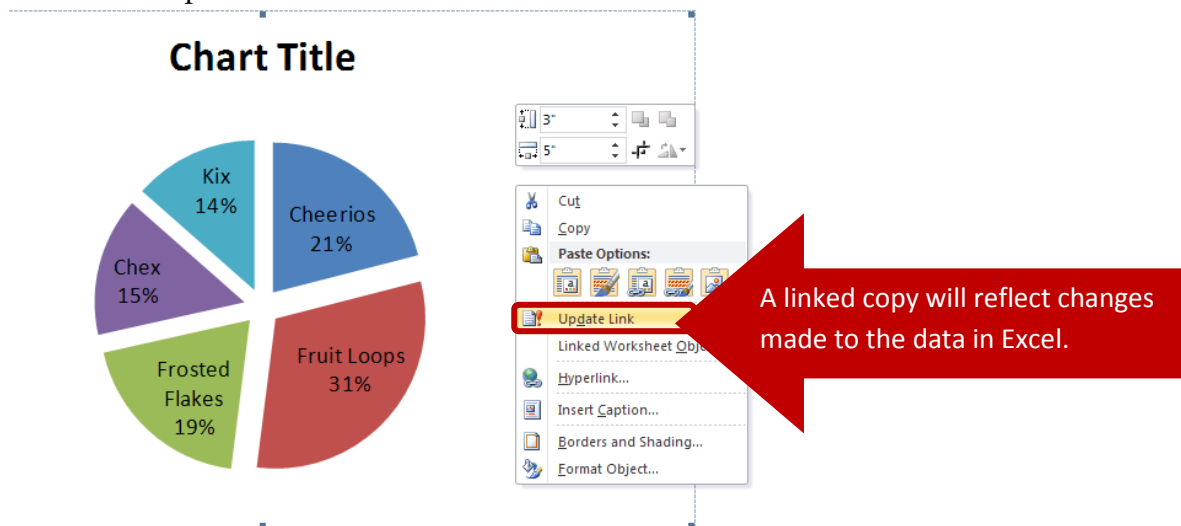
6. To insert a linked copy of the chart, click the **dropdown arrow underneath the Paste button** and choose **Paste Special**.



- Select **Microsoft Office Excel Chart Object**.
- Select **Paste Link**.
- Click **OK**.



- The chart in the document or presentation will update as the chart is updated in Excel. **Right-click** on the chart and choose **Update Link** to force the application to check for updates.



- Note: To ensure that the entire chart is seen when pasted, before you click the Copy button in Excel, go to the **View** tab, and click the **100%** button to set the Zoom level to 100%.

