

Charts

Lesson Extension



To create a chart:

1. Launch MaxCount.
2. Enter information into your worksheet where you will create a chart.
3. Next, select the cells, which contain the data that you want to include in your chart.
4. Click on the ☐ Insert chart button.
5. Select the type of chart you wish to make.
6. Click on the ☐ Chart labels button.
7. Enter the chart Title as well as the y Axis and x Axis labels.

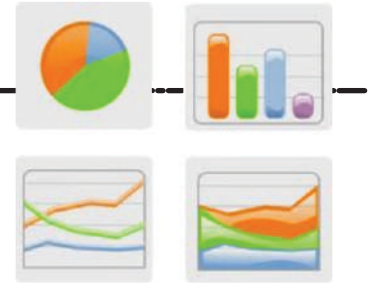
Example:

Title : Fruits
category (x) Axis : Name
value (y) Axis : Number

8. Select whether you wish to graph the data by rows or columns.
9. Click on the ☐ Chart Options button.
10. Choose whether to Show a Legend, Data Value, Data table, or Gridlines by turning the check boxes on or off.
11. Choose whether to Auto-generate Scale or Scale increment 1.
12. Click OK to show the table on the spreadsheet.

Charts

Lesson Extension



To format data points:

Format Data Points enables you to change the color of your chart data or add a picture to your chart.

1. Select your chart by clicking on it.
2. Click on the ☐ Format Data Point button. The Format Individual Data Points dialog box appears.
3. You can choose to change the color of the data point by clicking on a Data Label button, then by clicking on the ☐ Choose Color button.
4. Alternatively, you can click on the ☐ Add Picture Browse button and select a picture from the Clipart Gallery.
5. Click on the ☒ OK button to apply the changes.