



5.2.1 to 5.2.3 Modify Charts

Now that you've completed this lecture, you should be able to use the data in your worksheets to create charts.

Try the techniques on your own using the following steps

1. Open the workbook named 52123 provided as a resource with this TIY. Create a Line Chart which shows the Expenditure Categories and the planned amount to be spent in each category. Do not include any totals.
2. Position the chart to the right of the data.
3. Change the Chart Title to Planned Expenditure 2017 – 2022
4. Switch the rows and columns.
5. Add the Total for each category to the data used to generate the chart.