



# Presenting Data Effectively with Excel Charts

## CREATING EXCEL CHARTS

- Select the data range needed for Chart.
- Go to the **INSERT tab** – select the type of chart for the data.

### SHORTCUT KEY

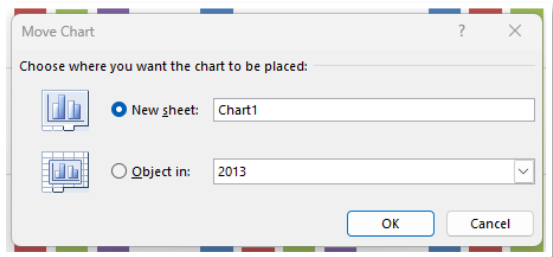
- Select the data range needed for Chart.
- Press function key F11



Using the shortcut key will place the chart on a new Chart Sheet

## MOVING CHARTS

- Select the Chart
- Go to the **CHART DESIGN tab** – **MOVE CHART**
- Select to place the Chart on a **New Sheet** or on an **existing sheet (Object In)**



## ADDING CHART ELEMENTS

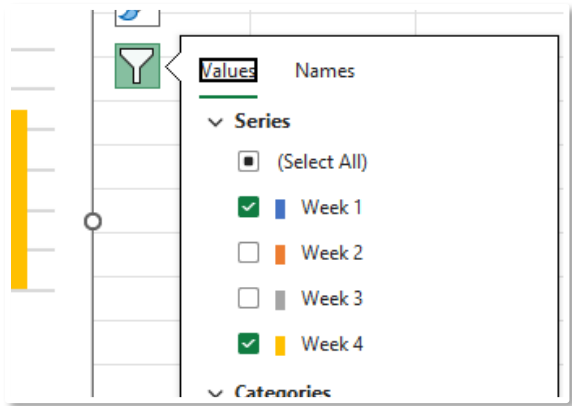
Chart Elements include; Axes Labels/Titles, Legend, Chart Title, Data Labels/Table and more.

- Select the Chart
- Go to the **CHART DESIGN tab** – **ADD CHART ELEMENT**

## FILTERING CHART DATA

Filters will allow you to remove content temporarily from the chart.

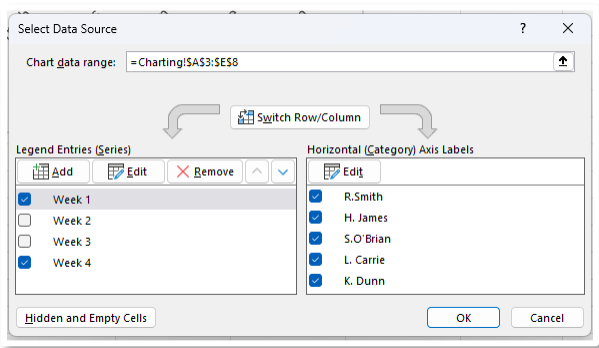
- Select the Chart
- Top Right corner of chart you will find the **FILTER** button.



## MODIFY CHART DATA SOURCE

After a chart has been created, you can modify the range used in the chart.

- Select the Chart
- Go to the **CHART DESIGN tab** – **SELECT DATA**
- In this window you can deselect/select Series and Category elements to add or remove from the chart.
  - The entire data range can be modified as well.



## CREATING CHART TEMPLATES

Chart templates allow you to quickly apply a prior chart design to a newly created chart.

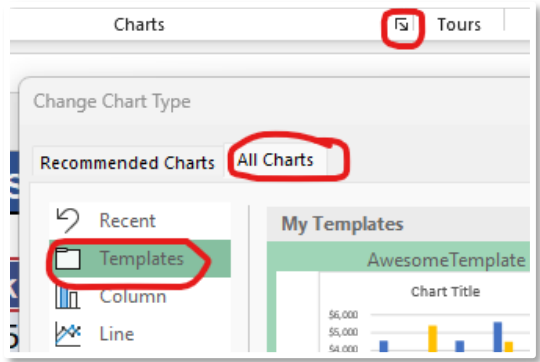
### Create Template

- Right Click the existing chart – **SAVE AS TEMPLATE**
- Give the Chart Template a name and click **SAVE**.

By default, the Chart Template will be saved in the Chart Templates folder location on your computer.

### Apply Template

- Go to the **INSERT tab** – **CHART OPTIONS** – **ALL CHARTS** – **TEMPLATES**



## PRINTING CHARTS

An Excel chart can be printed independently of the sheet or with the rest of the content on the sheet.

### Chart Only

- With the chart selected, go to the **FILE tab** – **PRINT**.

### Chart and Worksheet

- With the chart **NOT** selected, go to the **FILE tab** -- **PRINT**.

Printing a chart has all the same options as printing a normal Excel worksheet. You can modify the margins, Header/Footer, Scaling and Orientation.