

EXCEL MODULE 4 – CHARTING

Off-Cycle Interns Program

2023

AGENDA

The **Insert** tab and inserting charts

Improving Excel's defaults, 1 – labels and axes

Improving Excel's defaults, 2 – title and palette

Do's and don't s of charting

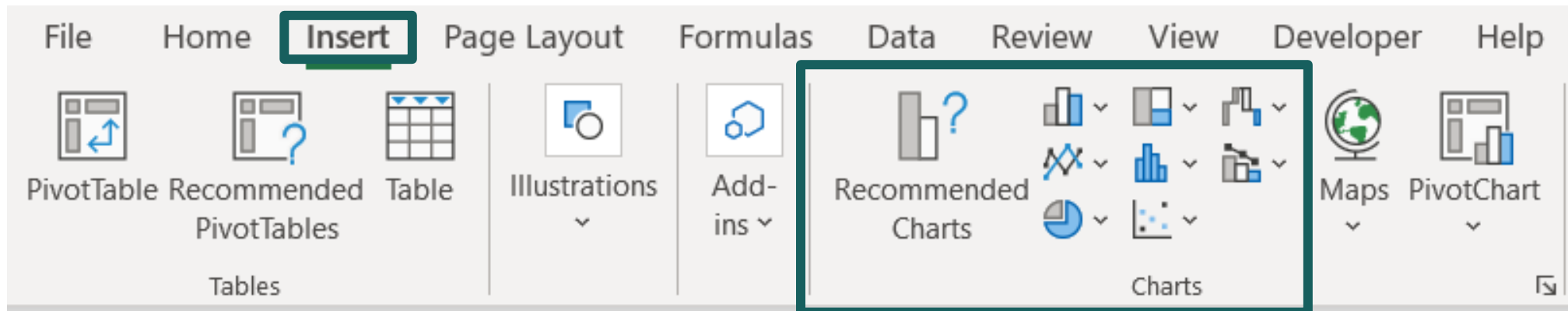
Exercise

THE **INSERT** TAB AND INSERTING CHARTS

1 Select the data range you want to chart.

2 Click the **Insert** tab.

3 Choose the type of chart you want to use.



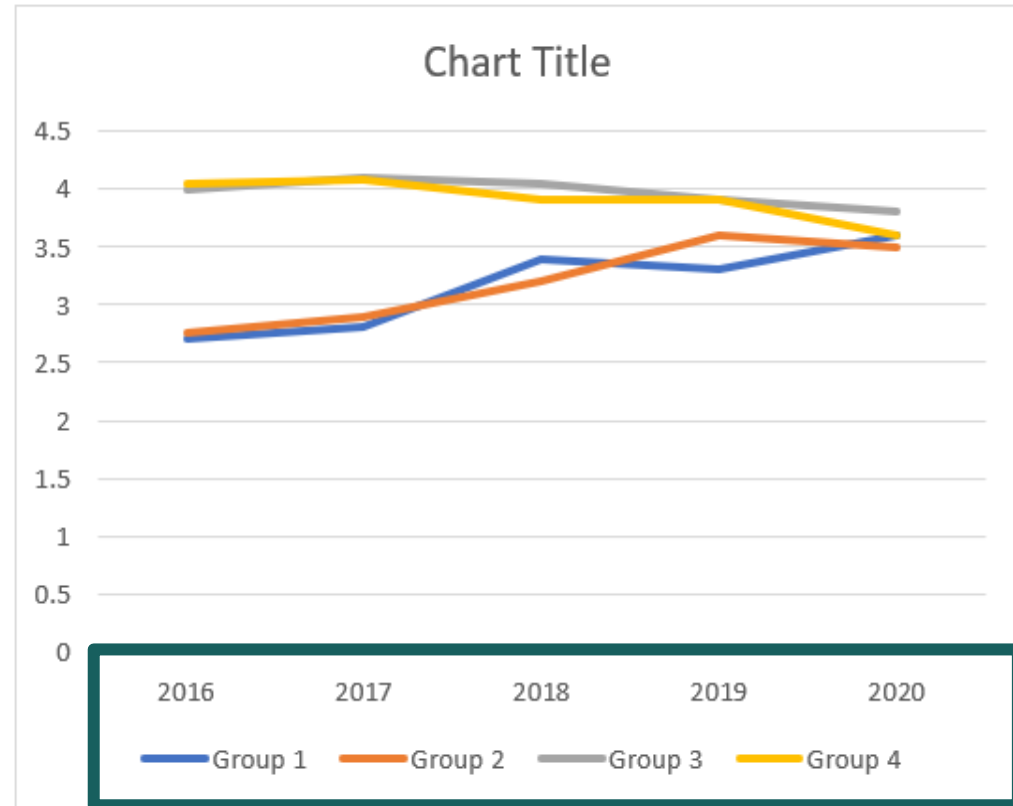
4 Alternatively, create a chart in the same worksheet with **ALT + F1**.

IMPROVING EXCEL'S DEFAULTS, 1: LABELS AND AXES

	Group 1	Group 2	Group 3	Group 4
2016	2.7	2.75	4	4.05
2017	2.8	2.9	4.1	4.08
2018	3.4	3.2	4.05	3.9
2019	3.3	3.6	3.9	3.9
2020	3.6	3.5	3.8	3.6

Here, the default labels provided by Excel are too far away from the data line.

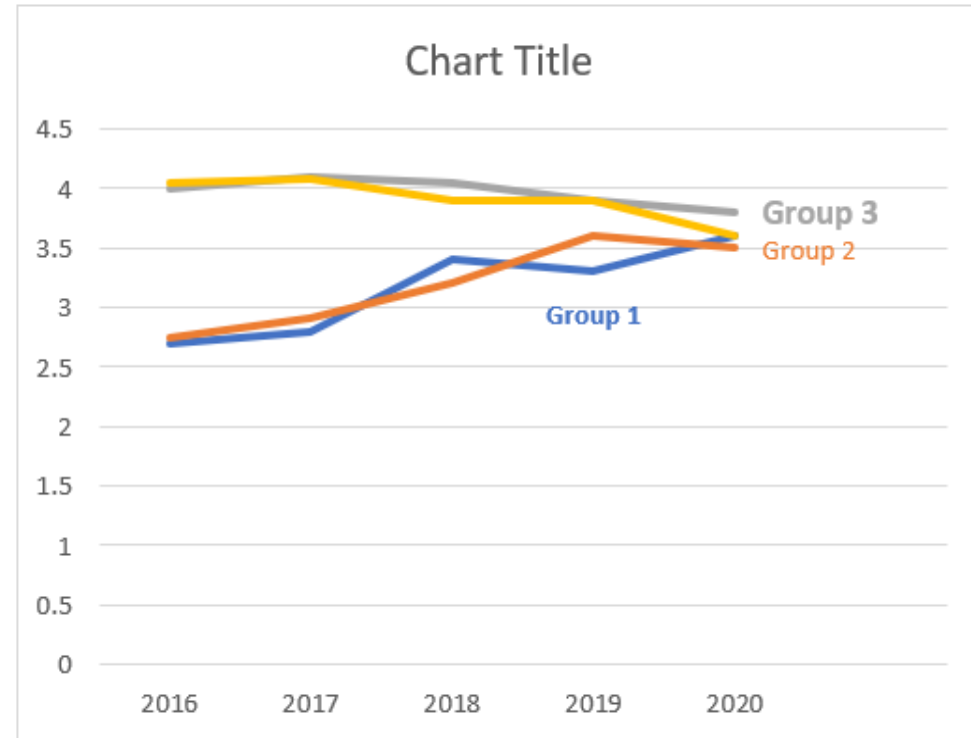
We can solve this by labelling individual data points.



IMPROVING EXCEL'S DEFAULTS, 1: LABELS AND AXES

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2020	3.6	3.5	3.8	3.6

Placing and colour makes the connection far clearer.

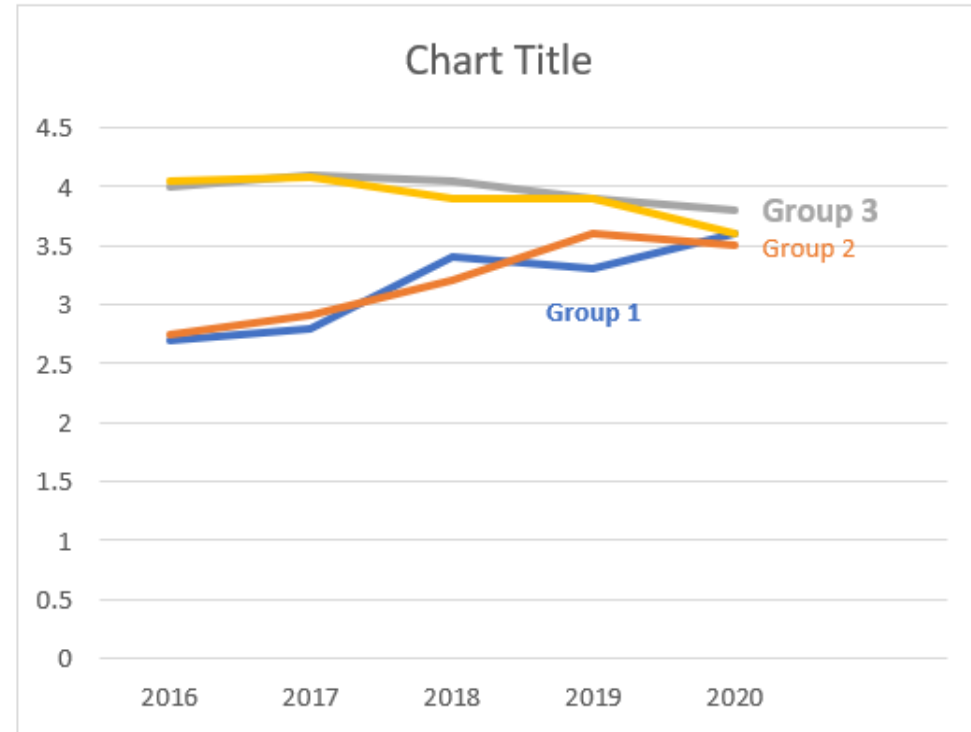


IMPROVING EXCEL'S DEFAULTS, 2: TITLE AND PALETTE

	Group 1	Group 2	Group 3	Group 4
2016	2.7	2.75	4	4.05
2017	2.8	2.9	4.1	4.08
2018	3.4	3.2	4.05	3.9
2019	3.3	3.6	3.9	3.9
2020	3.6	3.5	3.8	3.6

The default chart title tells us nothing about the chart.

We can click on it and manually write in the title, or ...



IMPROVING EXCEL'S DEFAULTS, 2: TITLE AND PALETTE

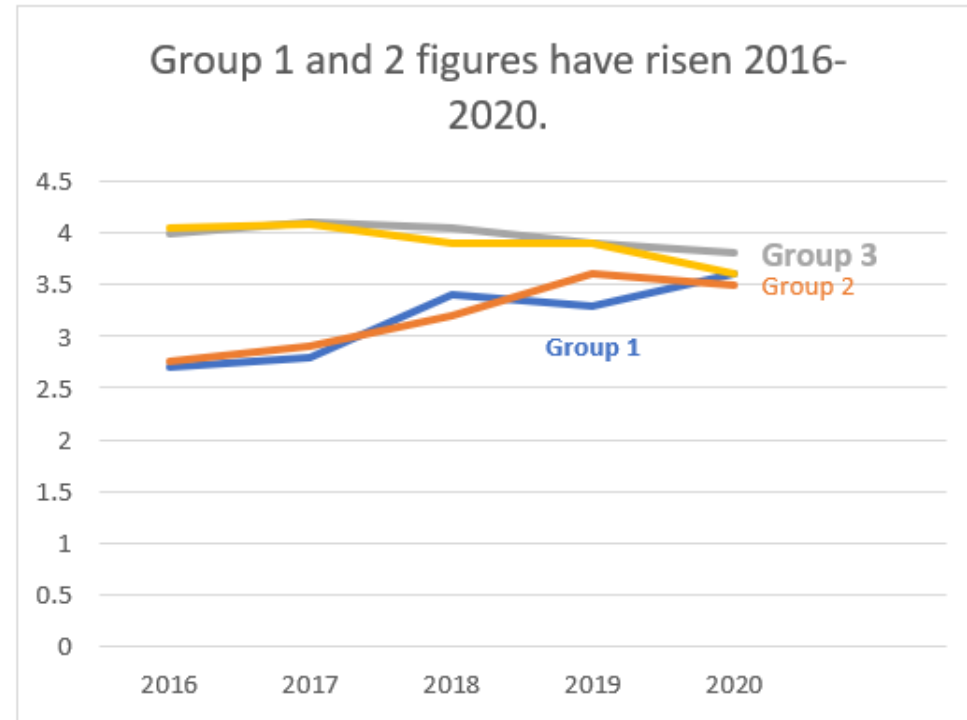
	Group 1	Group 2	Group 3	Group 4
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2019	3.3	3.6	3.9	3.9
2020	3.6	3.5	3.8	3.6

Key Message

Group 1 and 2 figures have risen 2016-2020.

... use a formula.

This method is more flexible and allows the chart to be re-used.



DOS AND DON'TS OF CHARTING

DO

Keep the number of variables in your chart manageable. If necessary, make 2 charts.

Keep key and labels close to the data so the eye does not have to 'roam'.

Make titles explain the graph and bring out the key point.

DON'T

Use the outdated Excel 3D templates.

Assume the suggested chart is always the right one for your data.

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