

***Microsoft Excel
2000
Creating
Charts/Graphs***

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Creating a Chart (Graph)

You can easily create charts from the data in your excel spreadsheet. A chart is a representation of worksheet data. Values from worksheet cells, or *data points*, are displayed as bars, lines, columns, pie slices, etc. Data points are grouped into *data series*, which are distinguished by different colors or patterns.

First we will open the Excel file called *My First Excel Workbook 9-05*.

- Click on the command *File*, or select the *Open* icon on the toolbar.
- Select the file *My First Excel Workbook* from drive *A*:

	A	B	C	D	E	F
1	ABC Company					
2		1998	1999	2000		
3	Fiction	\$ 125,647.45	\$ 256,755.88	\$ 250,000.00		
4	Non-fiction	456,789.00	567,890.32	70,897.44		
5						
6	Total	<u>\$ 582,436.45</u>	<u>\$ 824,646.20</u>	<u>\$ 320,897.44</u>		
7	Average	<u>\$ 291,218.23</u>	<u>\$ 412,323.10</u>	<u>\$ 160,448.72</u>		
8						
9						

Using the Chart Wizard

The *Chart Wizard* is used to create charts. It has a series of dialog boxes that simplify creating a chart. A Chart can be either embedded on the same worksheet containing the data or created as a separate sheet in the same workbook. Whenever the data is updated, so is the chart:

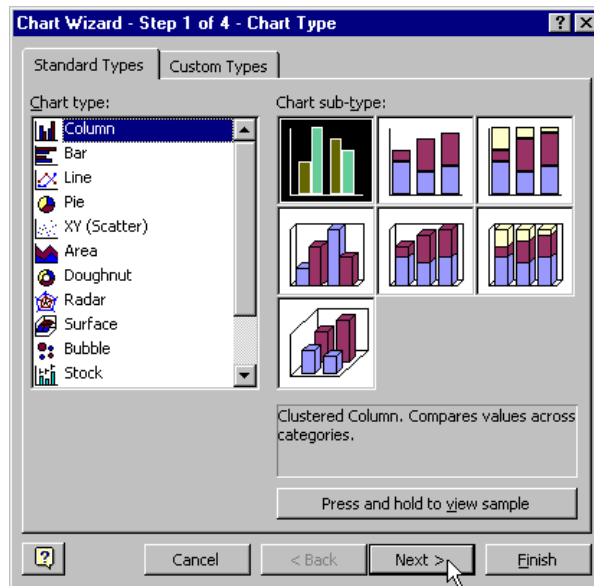
We are going to create a column chart. We will put the Years on the x-axis and the Dollars on the y-Axis.

- Select the cells *A2:D4*. These cells contain the data that will be used in a chart.
- Click on the *Chart Wizard* icon, or select the menu option *Insert*, then *Chart*.



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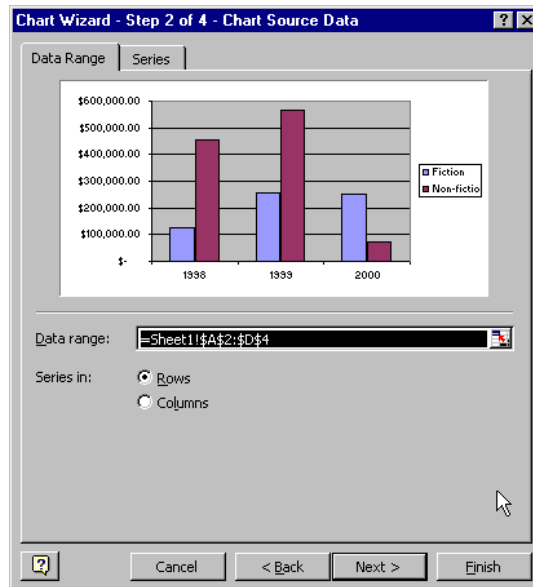
- The default chart displayed is called a *Column*. This is the most popular type of graph used by businesses.



- Click on the *Next* button.

The *Data Range* is the group of cells you selected to graph. The *Series* allows you to plot your data across rows or down columns. If we choose rows, we will get years on the x-axis and the dollars on the y-axis. If we choose columns, we will get dollars on the y-axis and fiction and non-fiction on the x-axis.

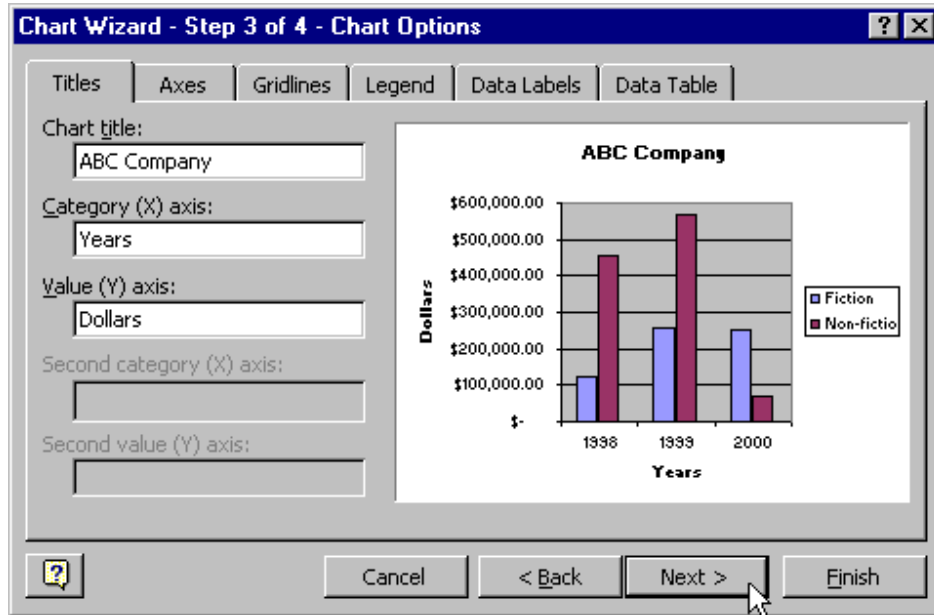
- Click on *Rows*.



- Click *Next*.

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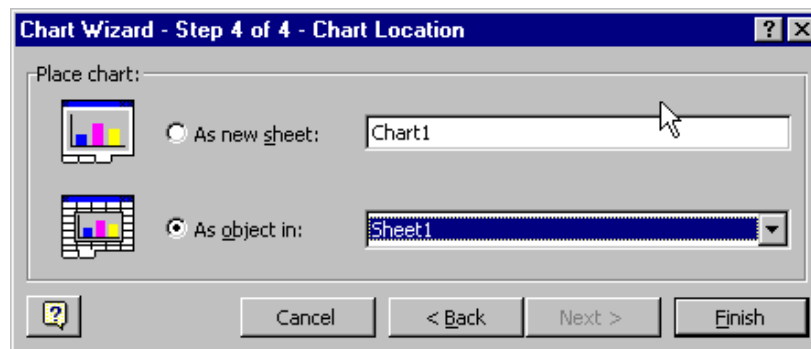
- Make sure the Titles tab is selected and click inside the box labeled *Chart title*. Enter the title *ABC Company*.
- For the Category (X) axis enter '*Years*', and for the Value (Y) axis enter '*Dollars*'.



- Click *Next*.

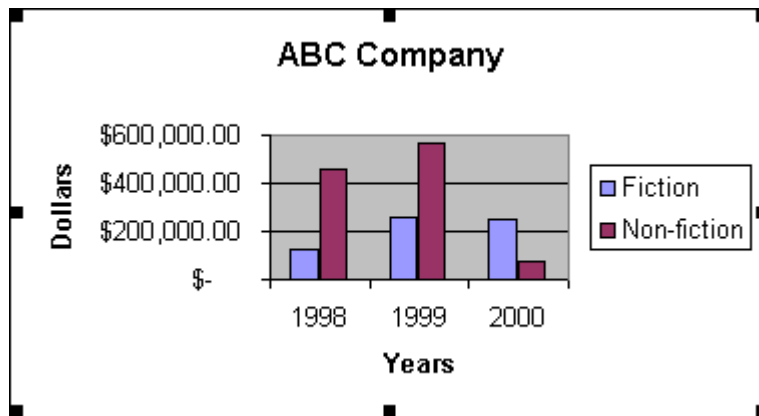
The last step is to decide if the chart should be displayed on the same worksheet as the data, or on a separate one. The difference is the size of the graph. In this example we will place the chart on the same worksheet as the data.

- Select *As object in* and click *Finish*.



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Your column chart should look like the following:



- Point inside the chart. Notice there are handles around the chart? Click and hold the left mouse button. Move the mouse so that the chart is not blocking the data. Release the mouse button.

The *data points* from rows 3 and 4 (Fiction and Non-fiction) are displayed as columns. The data points are then grouped into *data series*, each series represented by a different color. In our example, we have two series of *data points* – ***Fiction and Non-fiction***.

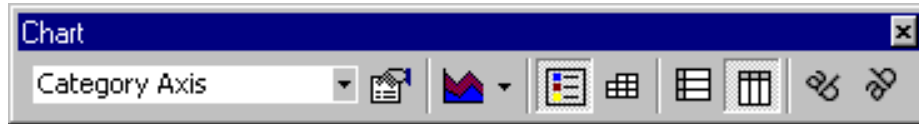
Point to each one of the columns and notice that Excel displays the name of the *series* the *data point* represents as well as its value.

- Change one of the values in row 3 or 4, then look at the chart. The chart automatically reflects the new change.

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Formatting a Chart

After you use Chart Wizard to create your chart, you can go back and make changes to the chart. Maybe you want to change the font or size of the chart. The Chart Toolbar becomes visible when your chart is selected. You can use this toolbar to make many changes to your chart.




(If this toolbar is not visible, select View, Toolbars, Chart)

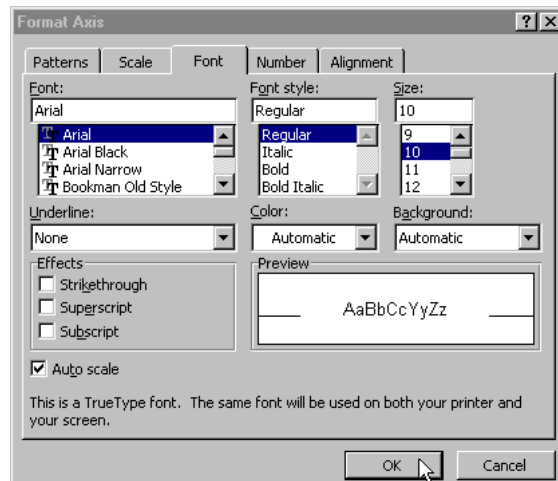
Changing the Chart Size

- Click once inside the chart box. Handles will appear around the chart.
- Put your mouse on the top left handle located on the corner of the chart. Click and hold your left mouse button while dragging your mouse up to the left.

Modifying the Font

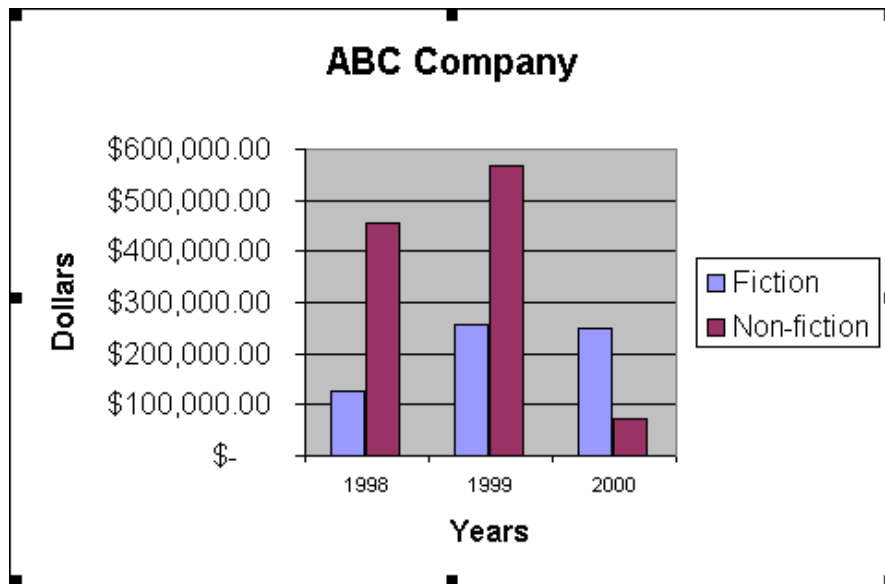
At times, you may need or want to modify the size of the font to view all of the titles on the Category (X) axis or the Value (Y) axis.

- On the *Chart Toolbar*, click on the black arrow to the right of the white box and select *Category Axis*. (This is the area of the chart that you want to modify)
- On the *Chart Toolbar*, click on the first icon to the right of Category Axis. This is the format button. 
- Select the *Font tab* and change the font size to *10*.
- Click on *OK*.



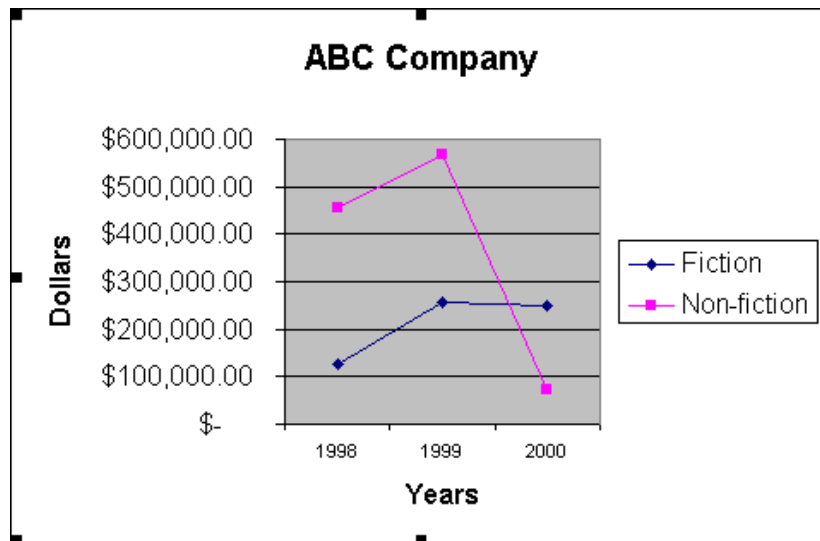
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The font size for the Category (X) axis have been changed.



Changing the Chart Type

- To change the type of chart displayed, first select the chart by clicking inside the chart once. Select the *Chart* command from the menu of commands. Choose *Chart Type*.
- Select *Standard Types* and choose *Line*. Click **OK**.




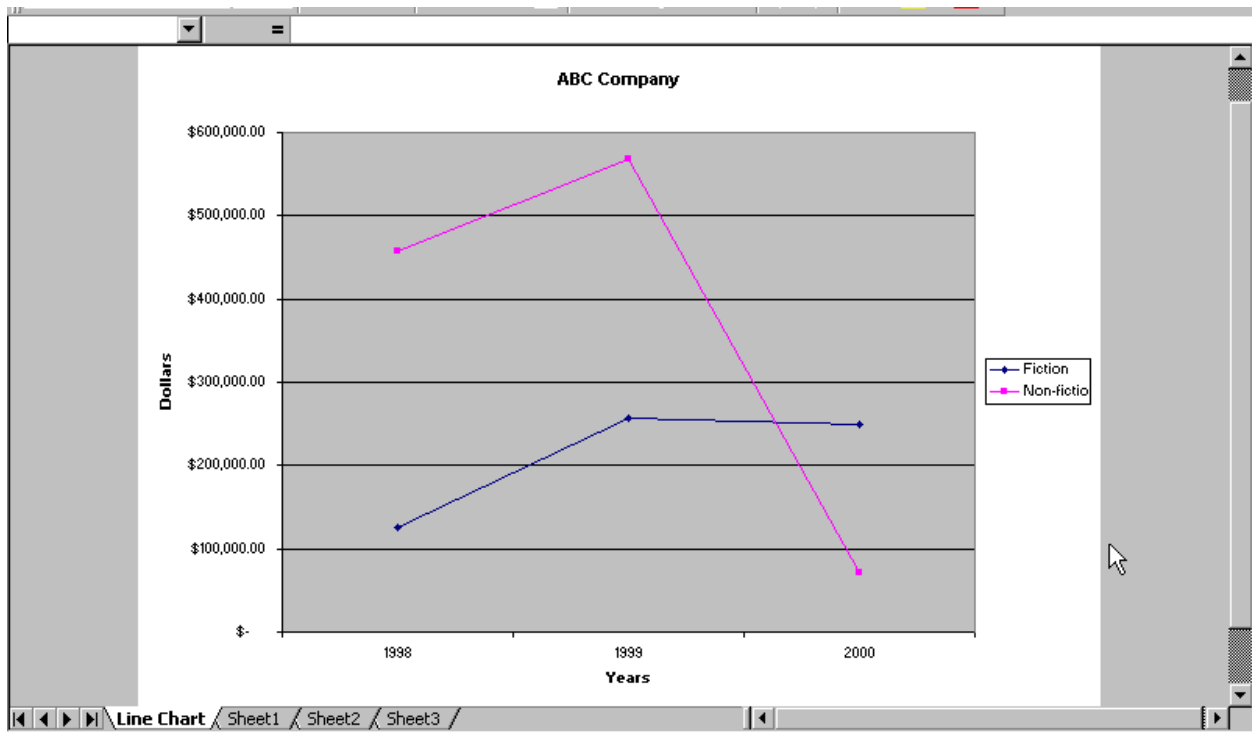
- Change the Chart Type back to *Column*.

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Inserting a Chart onto a New Worksheet

At times you may want to create a chart on a separate spreadsheet. Let's create a line chart and put it onto a new worksheet.

- Select the cells A2:D4.
- Click on the *Chart Wizard* icon, or select the menu option *Insert*, then *Chart*. 
- Select *Line*. Click *Next*.
- Select *Rows* for the Series. Click *Next*.
- Enter *Title* information. Click *Next*.
- Select the option *As new sheet*.
- Enter '**Line Chart**' as the sheet name.
- Click *Finish*.
- A new worksheet is created that contains the line chart.



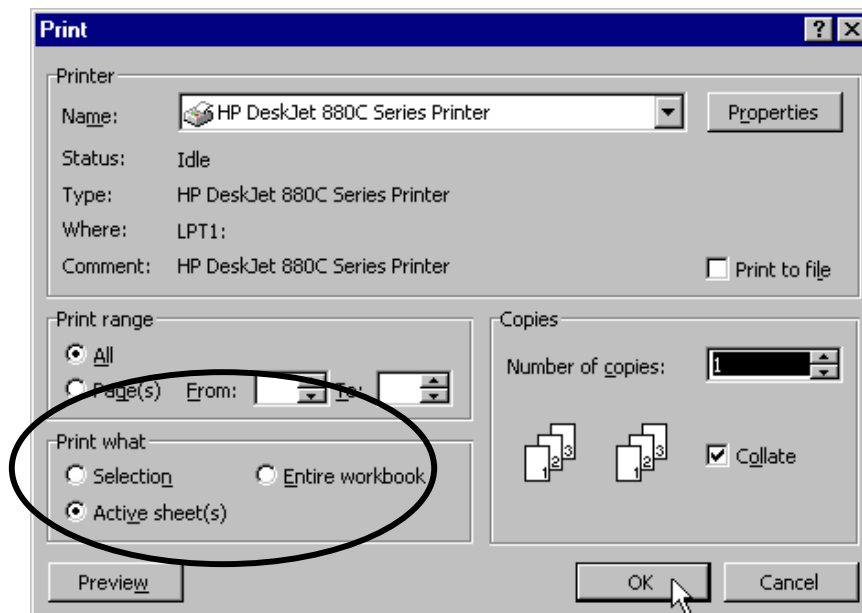
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Printing a Chart

You can print an Excel workbook with or without the charts.

Printing Chart with Data

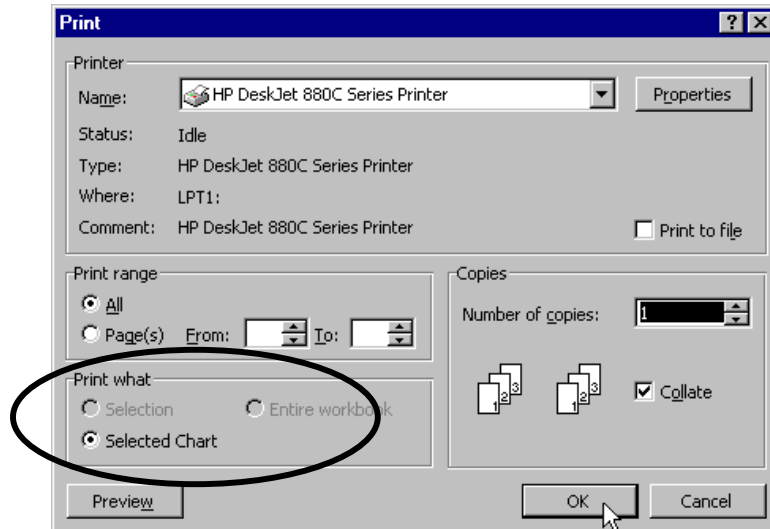
- To include the column chart that is inside the worksheet with the data, first make sure there are no handles around the chart. To do this, click the left mouse button inside one of the worksheet cells.
- Select the command *File*, then *Print*. Notice that under the *Print what* section, *Active sheet(s)* is selected. This means that both the worksheet data and column chart will print. Click on the *OK* button.



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Printing a Chart without Data

- To print just the column chart, click inside the chart once to get the handles to display around it.
- Select *File*, then *Print*. Under the *Print what* section, *Selected Chart* is selected.



- When you click the *OK* button, only the chart will be printed.

Printing a Different Worksheet in the Same Workbook

To print out a different worksheet in the same workbook, you need to first select that sheet by clicking on the sheet tab located on the bottom of the screen.

We are going to print our worksheet labeled *Line Chart*.

- Click on the sheet tab labeled *Line Chart*.
- Select *File*, then *Print*.
- Notice that under the *Print what* section, *Active sheet(s)* is selected.
- Click on *OK*.

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Renaming a Worksheet

- Click on the sheet tab labeled *Sheet 1*.
- Select *Format* from the menu bar. Select *Sheet*, then *Rename*.
- The name of the worksheet is highlighted in black. Enter a new name for the worksheet, such as *ABC Company Data*.
- Press **Enter**.

Inserting New Rows and Columns

Rows

- Place the cell pointer in any cell in row **2**.
- Click the *Insert* menu command and choose *Rows*.
- Place the cell pointer in any cell in row **4**.
- Click the *Insert* menu command and choose *Rows*.

Columns

- Place the cell pointer in any cell in column B.
- Click the *Insert* menu command and choose *Columns*.
- Enter the Title *1997* and enter some numbers.
- To update the chart with the new column, click once on the chart and select the menu option *Chart*, then *Source Data*.
- Select the data you want for the chart. (Click in cell A3 and drag your mouse down to E6)
- Click on OK.

Note: *If you have a chart inserted on a separate worksheet and you add a new column of data, you must also go to that worksheet and modify the source data.*

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Deleting Columns and Rows

Rows

- Select row 4 by clicking on the row number on the left side of the screen.
- Click the *Edit* command, then choose *Delete*.

Columns

- Select column *B* by clicking once on the letter.
- Click the *Edit* command, then choose *Delete*.