

Excel Charts

Why use charts?

Charts show trends or relations in data that are more difficult to see by simply looking at numbers. The chart image can be copied into other Office programs for use in presentation.

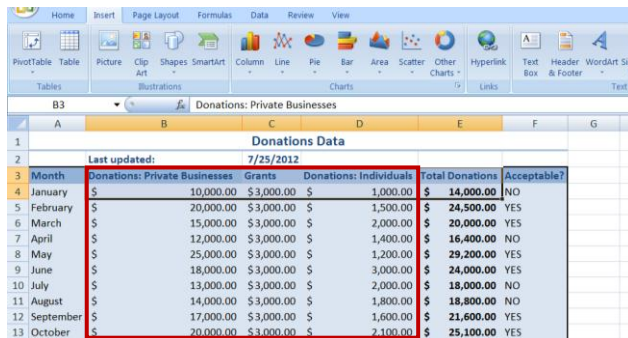
What type of chart to use?

The type of chart you use depends on the type of information you are trying to display. The table below gives some guidance on choosing charts types.

Type of Chart	Use
Bar	Displays the comparison between different items
Pie	Displays a part to whole relationship
Scatter	Displays correlation between data points
Line	Displays changes in data over time

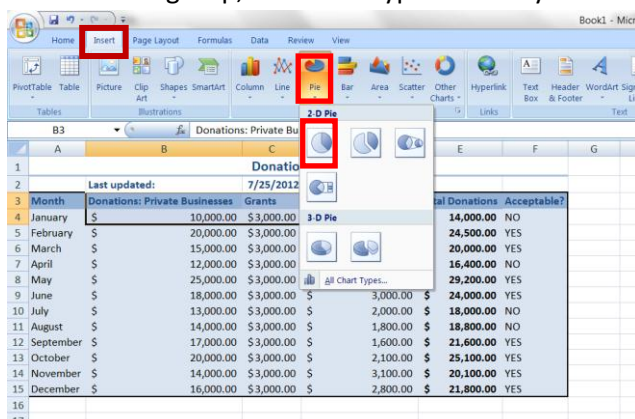
Instructions

1. Open the workbook you have your data in.
2. Go to the worksheet that contains data you will use for your chart.
3. Select the range of cells you want to use for your chart (e.g. B3:D15 to make a chart about the types of donations).

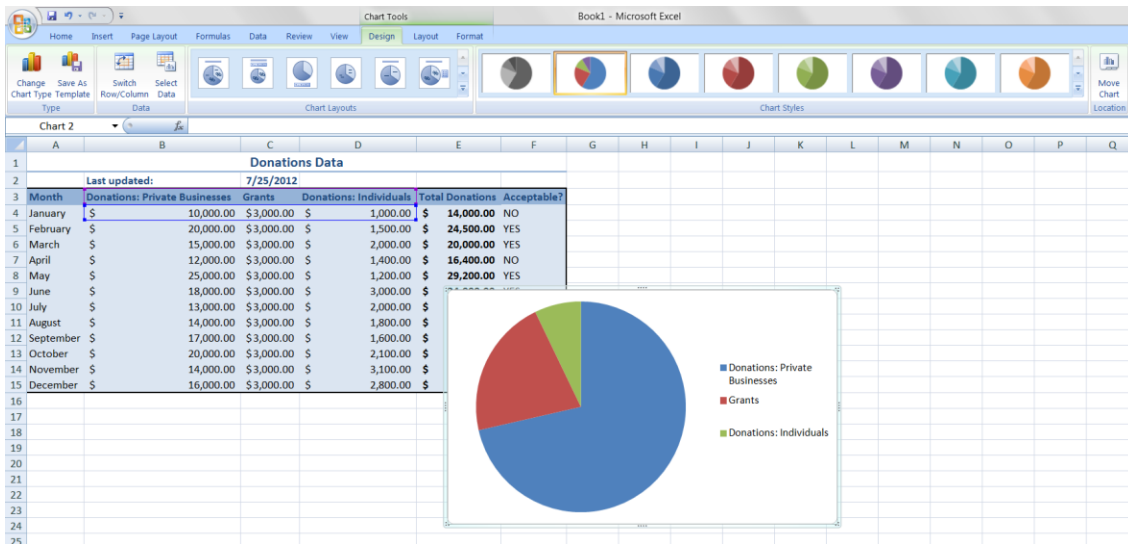


Donations Data					
Last updated: 7/25/2012					
Month	Donations: Private Businesses	Grants	Donations: Individuals	Total Donations	Acceptable?
January	\$ 10,000.00	\$ 3,000.00	\$ 1,000.00	\$ 14,000.00	NO
February	\$ 20,000.00	\$ 3,000.00	\$ 1,500.00	\$ 24,500.00	YES
March	\$ 15,000.00	\$ 3,000.00	\$ 2,000.00	\$ 20,000.00	YES
April	\$ 12,000.00	\$ 3,000.00	\$ 1,400.00	\$ 16,400.00	NO
May	\$ 25,000.00	\$ 3,000.00	\$ 1,200.00	\$ 29,200.00	YES
June	\$ 18,000.00	\$ 3,000.00	\$ 3,000.00	\$ 24,000.00	YES
July	\$ 13,000.00	\$ 3,000.00	\$ 2,000.00	\$ 18,000.00	NO
August	\$ 14,000.00	\$ 3,000.00	\$ 1,800.00	\$ 18,800.00	NO
September	\$ 17,000.00	\$ 3,000.00	\$ 1,600.00	\$ 21,600.00	YES
October	\$ 20,000.00	\$ 3,000.00	\$ 2,100.00	\$ 25,100.00	YES

4. Click the Insert tab on the Ribbon.
5. In the Charts group, select the type of chart you want (e.g., 2-D pie).



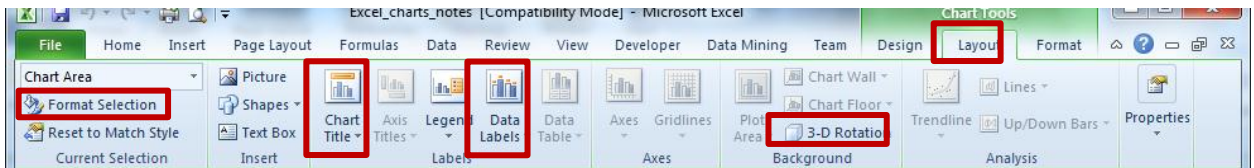
6. When selected, the chart is inserted in the DonationsData sheet.



Applying Formatting to the Chart

You can add labels such as a Chart Title and values on the data markers (e.g., the actual dollar amounts on the pie slices) to the chart. You can also change the format of data on the chart.

1. Click the Chart Tools Layout tab on the Ribbon.
2. Click on the appropriate buttons in the Current Selection, Labels or Background groups to add or change information on the chart. Some commonly-used options are shown below.



Applying a Different Chart Style

Once you have made your chart, you may realize you want to change the chart style. For example, you may want your pie chart to be a bar chart. Excel allows you to change the chart style easily.

1. Click the Chart Tools Design tab on the Ribbon. The design options for charts appear on the Ribbon.
2. In the Chart Styles group, click the More button to open the Chart Styles gallery then click the style you want to use.

