

Creating a Basic Chart

Microsoft Excel 2007 makes creating charts simple. With a few clicks, Excel will create a basic chart you can edit and enhance to meet your needs. This document shows you how to create a chart and perform basic editing.

Creating a Chart

In Excel, charts are visual representations of data on a spreadsheet. There are many types of charts available, so you should find one that is right for your project.

1. Create the data to be charted for information about entering data in Excel, refer to Getting Started with Excel.
2. Select the data to be charted
NOTE: To select data from different areas of your worksheet or to select non-contiguous cells, hold down [Ctrl] and select the cells.
3. From the *Insert* command tab, in the *Charts* group, click the type of chart you prefer a pull-down list appears.
NOTE: For information on the various chart types, refer to [Guidelines for Charting](#).
4. Click the specific chart you want the chart appears on the spreadsheet.
The *Design*, *Layout*, and *Format* command tabs appear on the *Ribbon*.
5. OPTIONAL: If the information is represented on the incorrect axes, in the *Design*



Switch
Row/Column

command tab, from the *Data* group, click **Switch Row/Column**

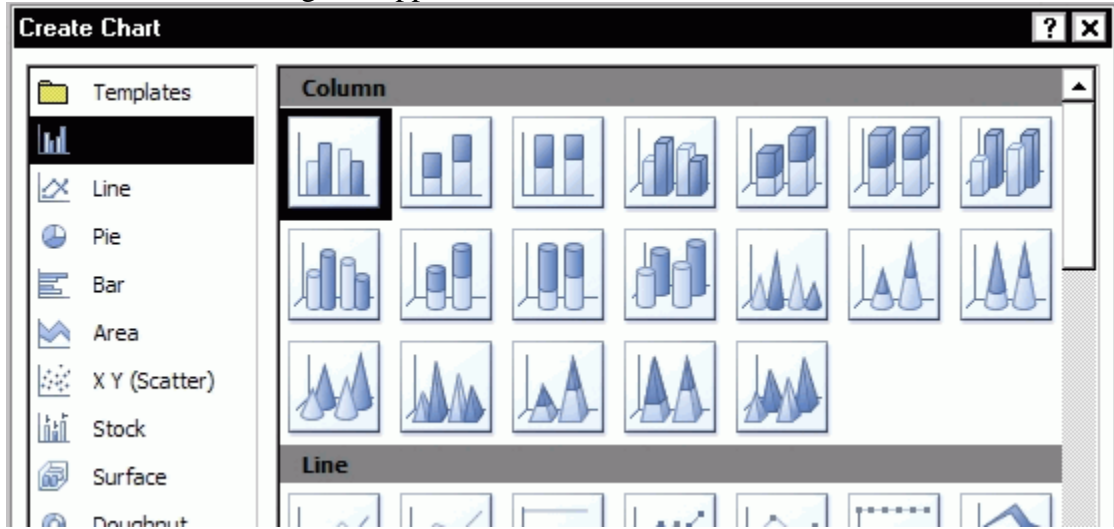
Modifying a Chart

Once your chart is created, you can modify it to fit your needs or any changes in your data. For more information, refer to Working with Chart Elements, Formatting Your Chart, or Charting Extras.

Changing the Chart Type

If the chart you selected is not appropriate for the information you are charting, you can change it by using the *Change Chart Type* selection from the *Quick Menu*.

1. Right click your chart » select **Change Chart Type...**
The *Create Chart* dialog box appears.



2. From the categories pane, select the type of chart you prefer
NOTE: For information on the various chart types, refer to Guidelines for Charting.
3. On the right, in the chart type section, select the specific chart you want
4. Click **OK** the chart is changed.

Working with Data Series and Data Ranges

A data series identifies the information charted. For example, a data series may contain the enrollment, by school, for the current academic year. Another data series may contain the forecasted enrollment for the next academic year. If you need to delete or change the references to the cells containing the information, you will need to edit the data series.

A data range is a range of cells that contain data in a data series. To type a range, enter the range's initial cell's ID, a colon, and the range's final cell's ID.

EXAMPLE: The data range B2:B5 references the cells B2, B3, B4, and B5.

Adding Data Series

You can add a data series to an existing chart with the *Edit Data Source* dialog box.

NOTES:

Before you begin, you should enter this added data into your worksheet.

Adding a data series to a chart does not move it to the information used to create the chart.

1. Right click the chart » click **Edit Data Source...**
ALTERNATIVELY, from the *Design* command tab, in the *Data* group, click **EDIT**

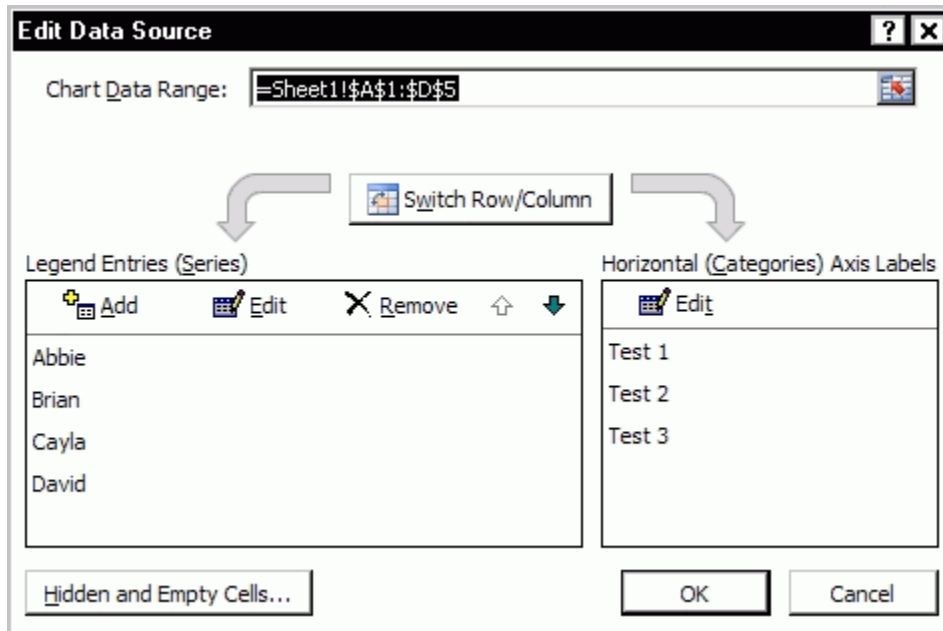


Edit Data
Source

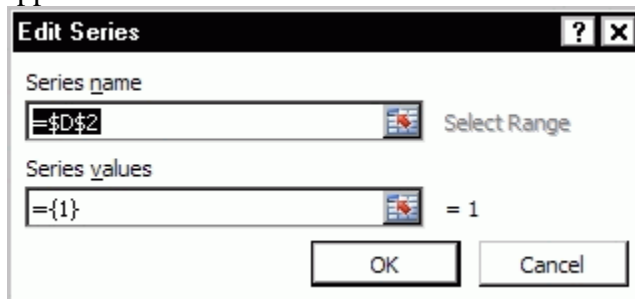
DATA SOURCE the *Edit Data Source* dialog box appears.

NOTE: You may add a data series only in the x-axis of your chart. To switch axes, click

SWITCH ROW/COLUMN 





2. Click **ADD** the *Edit Data Source* dialog box closes and the *Edit Series* dialog box appears.



3. In the *Series name* text box, type the name of the series.
EXAMPLE: In a line chart of students' grades, a series name would be the student's name.
4. In the *Series values* text box, type the appropriate data range to be added
EXAMPLE: In a line chart of student grades, the data range values would be the cells containing a specific student's grades specified in the chart.

OR

To select a data range

- a. Click **COLLAPSE DIALOG** 
 - b. Select the cells to be added
 - c. Click **RESTORE DIALOG** 
5. Click **OK** the *Edit Series* dialog box closes and the *Edit Data Source* dialog box appears.
 6. Click **OK** the data series is added to the chart.

Deleting Data Series


NOTE: Deleting a data series in a chart does not delete the data from the worksheet.

1. Right click the column, bar, line, or pie segment representing the data series to be deleted
2. Click *Delete* the data series is deleted.

Positioning and Resizing a Chart

Moving Your Chart

The chart is an object on your worksheet. While your chart may be placed on top of some worksheet information, the information still exists. The chart can be moved anywhere on your worksheet.

1. Select the chart by clicking it the cursor changes to include a four-headed arrow  .
2. Click and hold anywhere on the border except corners or centers

NOTES:



Clicking and dragging on a border's centers  or corners  will resize your chart.

Clicking and dragging inside the chart will move the contents within the chart border, but will not move the entire chart.

3. Drag the chart to the appropriate location
4. Release the mouse button the chart is repositioned.

Resizing Your Chart

As you resize the chart, the chart elements adjust proportionally.

1. Select the chart by clicking it
2. Click and hold one of the border centers  or corners  the cursor changes into a double arrow.
3. Drag the mouse to resize the chart
4. Release the mouse button the chart is resized.

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