

# Office 2001

## Excel Charts

A Quick Reference Guide



## Introduction

An Excel chart is a graphical representation of worksheet data. It is often much more effective and easier to understand than a table full of numbers. Excel allows you to create many different styles of charts, such as pie charts, column and bar charts, line charts and more. Different styles are more appropriate than others for certain concepts you're trying to convey. Charts can be embedded onto the worksheet data sheet, or they can be created and printed on their own pages in the workbook.

## Create a Chart

Charts always begin with worksheet data. You must create the worksheet before you can get a chart. There is more than one way to create charts. The One-Step method is the easiest, but the Chart Wizard is the most commonly used method.

### Create a Chart in One Step

- ❖ The absolutely easiest way to create a chart is to select the data you want to plot, and then press F11. This will give you a chart in the default style (column chart, unless you've changed it).
- ❖ To create an embedded chart that uses the default chart type, select the data you want to plot, and then click the Default Chart Icon. If the Default Chart button is not available, add it to a toolbar (see last page).



### The Chart Wizard

The Chart Wizard helps to create a chart. This four-step process asks questions about what you want on your chart and when you've answered all four steps, the chart appears. You have much more control over the appearance of your chart using the Chart Wizard than you did using the F11 method.

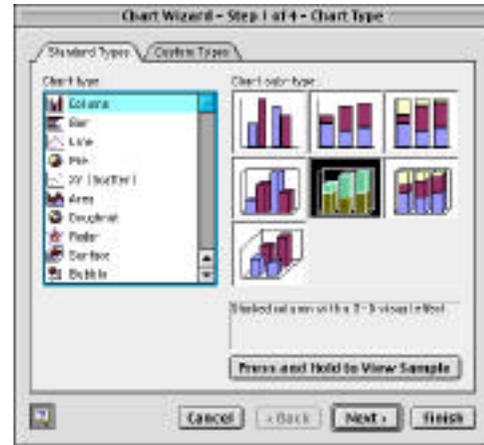


1. Open a new worksheet and type in the data seen below:

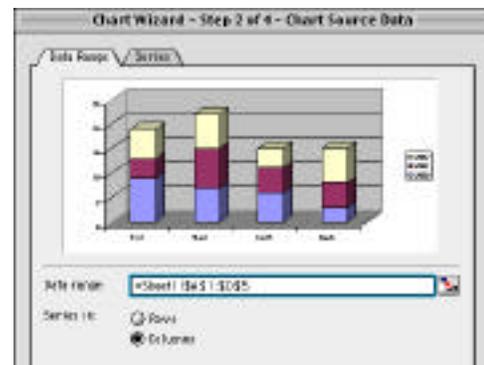
	A	B	C	D
1		2000	2001	2002
2	East	9	4	6
3	West	7	8	7
4	North	6	5	4
5	South	3	5	7

2. Select the data and click on the Chart Wizard (located on the Standard Toolbar).

3. The first Chart Wizard dialog boxes opens up. This is where you choose a chart style. Click on the middle picture to select a stacked 3-D chart. If you'd like to see a preview of your chart, click on the Press and Hold to View Sample button. Then click on the Next button at the bottom of the window.



4. Chart Wizard Step 2: just make sure that the range of data being charted is what you want. Since you selected your data in step 1, this is probably correct already.

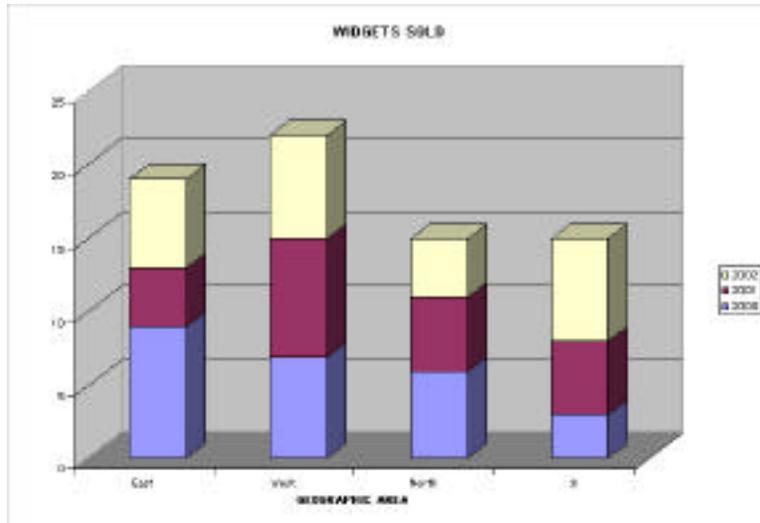


5. Chart Wizard Step 3: Type the Chart Title here. Also, you can name your axes here. That's all we'll do for now, but notice that there are 5 more tabs here that allow you to adjust the legend, axes, gridlines and more. When you create charts, if you know what you want, you can make adjustments here in Chart Wizard. However, you can easily make these changes once your chart is created and you're no longer in Chart Wizard.



6. The final Chart Wizard step just asks if you want your chart to be on a separate page of the workbook, or if you'd like it to be embedded into the same sheet as the data. For this exercise, make it a separate sheet. You can give it a name or not. Then click on the Finish button.





Your chart should now look similar to this

Save it! (Remember that it's a separate page of your workbook.)

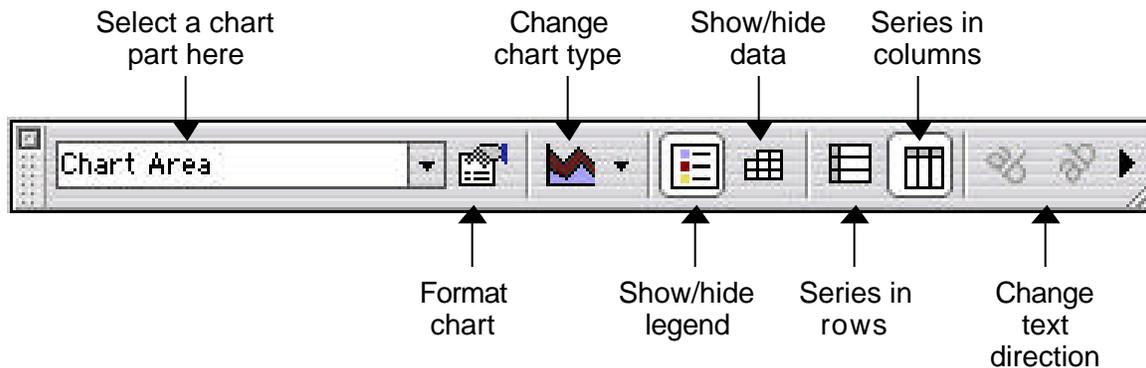
## Charting Details

### The Formatting Palette



The Formatting Palette, a feature new to Office 2001 programs, is available when you're working on charts in Excel. From the Formatting Palette you can select many often-used features, such as changing the chart style, adding, deleting or moving the legend, sorting data, and many other features. The Formatting Palette replaces the old Formatting Toolbar.

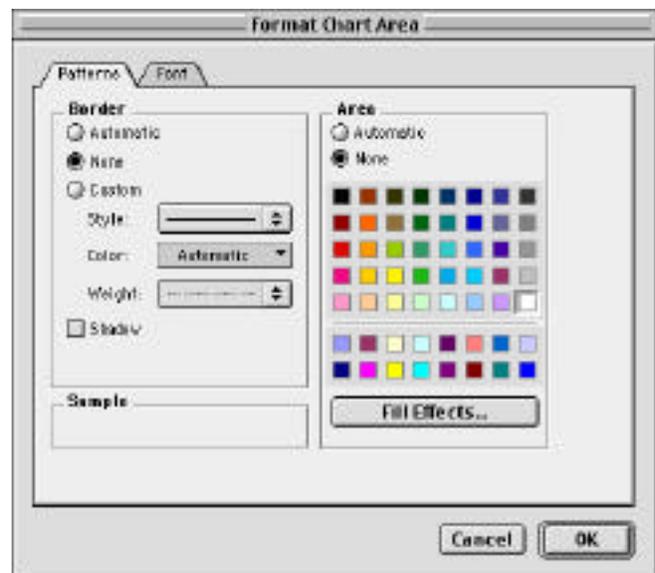
## The Chart Toolbar



Every part of your chart is a separate object that can be changed. You can make many of these changes in the Chart Toolbar. Select which part you want to modify from the white box (it's a drop-down menu) and then make your changes.

## Formatting a Chart

1. Select a chart part from the Chart Selection pull-down menu on the Chart Toolbar. That portion of your chart becomes selected (look for the black selection boxes around the part.)
2. Click the Format Chart icon on the toolbar.
3. Change to your heart's desire. In the Patterns tab, you can change the border and/or the background of areas. You can change the color, or choose a fill effect. You can even fill a part with a picture if you want.
4. On the Font tab you can change the font style, size, color and more! Give it a try! It's fun!
5. When you're happy with your choices, click the OK button to view the changes.

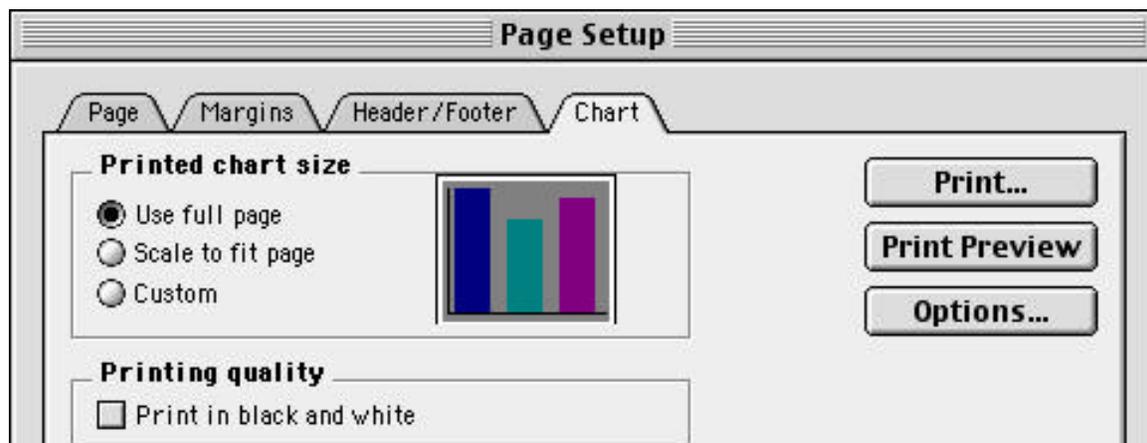




Here is my revised chart.

## How to Print a Single-Page Chart

To print your stand-alone chart, simply choose File ☰ Print. You may want to check out Page Set-up... first to make sure everything is the way you want (orientation, margins, header, footer, etc.) Page Set-up is almost the same for charts as for worksheets, except for the last tab, which is now called Chart. You have the opportunity to print your chart using the fullpage, scaled to fit the page, or a custom size. Scaled to fit page is the most like what you see on the monitor.

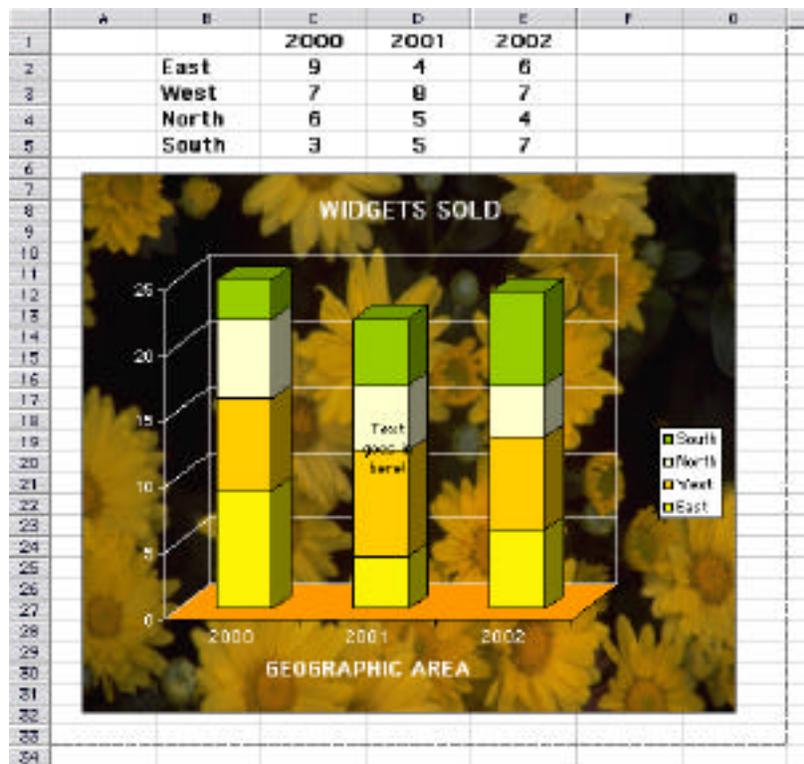


## Print an Embedded Chart

1. Move the chart to the desired location on the worksheet (click on it and drag into position).
2. Click on a cell outside the chart and drag diagonally to enclose the entire chart plus any data you also want printed.
3. Choose File  $\text{\textcircled{C}}$ Print Area  $\text{\textcircled{C}}$ Set Print Area. A dotted line appears around the cells which are part of the print area.
4. Click the Print icon on the toolbar, or choose File  $\text{\textcircled{C}}$ Print.

## Change an embedded chart to a chart sheet and back

1. Click the chart that you want to move or change.
2. On the Chart menu, click Location.
3. To place the chart on a new chart sheet, click As new sheet, and then type a name for the new chart sheet in the As new sheet box.
4. To place the chart as an embedded object on a worksheet, click As object in, click a sheet name in the As object in pop-up menu, and then click OK. Drag the embedded chart to where you want it on the worksheet.



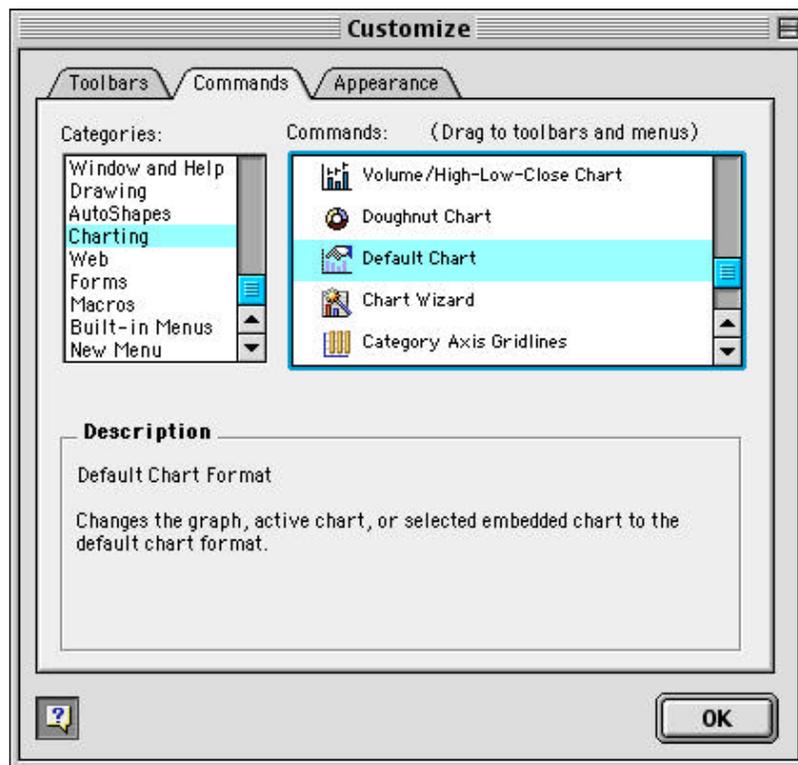
## Print Multiple Charts on a Page

To print charts together on a page, embed them as discussed above. If you are printing to a non-PostScript printer, you cannot print multiple chart sheets on a single page. To print two or more charts on a page, create embedded charts, and then resize them to fit on a single page. You can use the Page Break Preview command on the View menu to more closely see the location of the charts in the print area. If you are printing to a PostScript printer, you can print multiple worksheets or chart sheets on a page. On the File menu, click Print, click Layout on the pop-up menu, and then click a number in the Pages per sheet list.

## Adding the Default Chart Icon to a Toolbar

If the default chart icon is not on the Standard Toolbar, you can't create an embedded chart in one click. To put this icon onto the toolbar, follow these steps:

1. Make sure the Standard Toolbar is on.
2. Choose View Toolbars Customize...
3. Click on the middle Commands tab



4. In the Categories: box on the left, scroll down and select Charting.
5. In the Commands: box on the right, scroll down until you see the Default Chart icon.

6. Place your mouse on the Default Chart icon, hold down the button, and drag the icon up to the Standard Toolbar. Move it into position where desired. You'll see a black line where it will land. Release the mouse.
7. Click on the OK button at the bottom of the Customize window to close it.
8. Now when you highlight your worksheet data and click on the Default Chart icon, you'll instantly get a chart on your worksheet, which can then be custom formatted as desired.