

After completing this lesson, you will be able to:

- Create charts using the Chart Wizard.
- Move, resize, and delete charts.
- Modify chart titles and add axis labels.
- Move and format chart elements.
- Change chart types and organize source data.
- Update data and format the axes.
- Add gridlines and arrows.
- Preview and print charts.

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Creating a Chart

To create a chart

1. Select the range of cells to be represented.
2. On the Standard toolbar, click the Chart Wizard button.
3. In the Step 1 of 4 – Chart Type dialog box, click the chart type and chart sub-type and then click the Next button.

(continued)

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Creating a Chart

To create a chart (continued)

4. In the Step 2 of 4 – Chart Source Data dialog box, click Rows or Columns to specify whether the data is organized in the rows or columns, and then click the Next button.
5. In the Step 3 of 4 – Chart Options dialog box, type titles for the chart and axes and then click the Next button.

(continued)

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Creating a Chart

To create a chart (continued)

6. In the Step 4 of 4 – Chart Location dialog box, click As new sheet to create a chart sheet or As object in to create an embedded chart. Then click the Finish button.

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Moving a Chart

To move a chart

1. Click the Chart Area to select the chart.
2. Drag the chart to the desired location.

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Resizing a Chart

To resize a chart

1. Click the Chart Area to select the chart.
2. Drag the appropriate sizing handle until the chart is the desired size.

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Deleting a Chart

To delete an embedded chart

1. Click the Chart Area to select the chart.
2. Press the Delete key.

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Modifying Chart Titles and Adding Axis Labels

To edit chart titles and axis titles

1. Right-click the Chart Area and click Chart Options.
2. On the Titles tab, type the desired chart title or axis label and then click OK.

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Moving and Formatting Chart Elements

To move and format chart elements

1. Click the chart element that you want to move and drag it to a new location.
2. Right-click the chart element that you want to format and click Format <chart element>.
3. Make the desired changes and click OK.

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Changing the Chart Type

To change the chart type

1. Right-click the Chart Area and click Chart Type.
2. Select the chart type and chart sub-type and then click OK.

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Reorganizing the Source Data

To reorganize the source data

1. Right-click the Chart Area and click Source Data.
2. On the Data Range tab, click Columns or Rows and click OK.

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Changing the Scale of an Axis

To change the scale of an axis

1. Right-click the axis and click Format Axis.
2. On the Scale tab, type the desired values for minimum, maximum, major unit, and minor unit.
3. Click OK.

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Displaying Gridlines

To display gridlines

1. Right-click the Chart Area and click Chart Options.
2. On the gridlines tab, select the desired options and click OK.

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Adding an Object to a Chart

To add an object to a chart

1. On the Standard toolbar, click the Drawing button.
2. On the Drawing toolbar, click the desired object button.
3. Drag to create the object in the chart.

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Previewing and Printing a Chart

To preview and print an embedded chart

1. Click the Chart Area to select the chart.
2. On the Standard toolbar, click the Preview button.
3. On the Preview toolbar, click the Print button.

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Previewing and Printing a Chart Sheet

To preview and print a chart sheet

1. Click the chart sheet tab.
2. On the Standard toolbar, click the Preview button.
3. On the Preview toolbar, click the Print button.

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