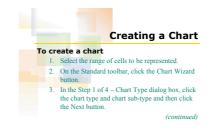
After completing this lesson, you will be able to:

- 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. •



Creating a Chart

- To create a chart (continued)
 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.
- In the Step 3 of 4 Chart Options dialog box, type titles for the chart and axes and then click the Next button.

(continued)

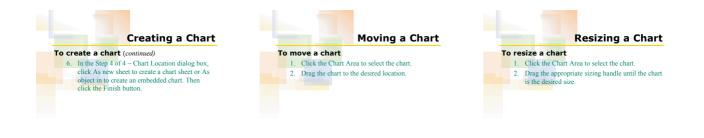






 Image the chart type

 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

ta Range tab, click Columns or Rows

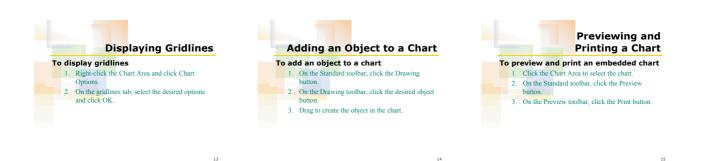
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2. On the Da

and click OK.



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





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