Microsoft Excel
Part 3: Chart

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Outlines

1. Creating a Chart
2. Changing the look of the chart with *Design* tab
3. Setting the organization of the chart with *Layout* tab

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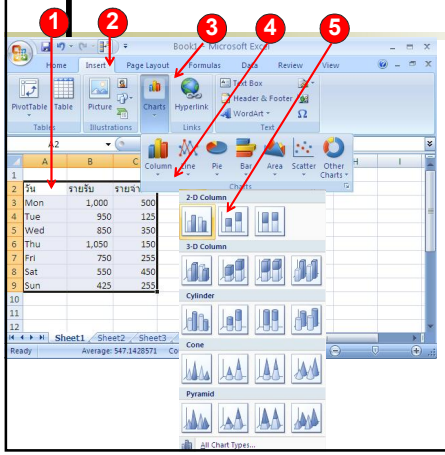
1. Creating a Chart



1. Highlight the data to create the chart
2. Click *Insert* tab
3. Click *Charts* button
4. Select type of chart you wish to create
5. Select the subtype

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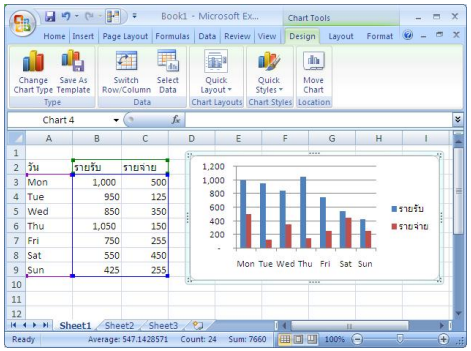
1. Creating a Chart – Result



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2. *Design* Tab for Charts

- 2.1 Change Chart Type
- 2.2 Switch Row/Column
- 2.3 Select Data — changing data range to put of the chart
- 2.4 Quick Layout
- 2.5 Quick Styles
- 2.6 Move Chart

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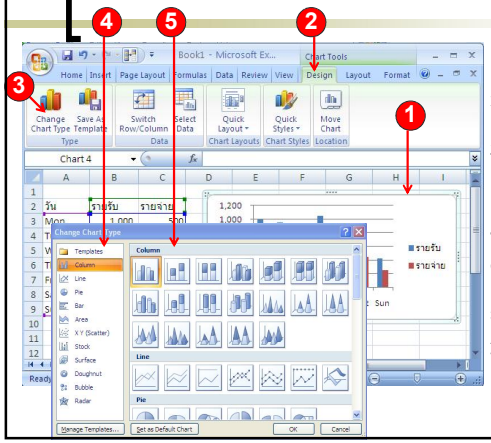
2.1 Changing Chart Type



1. Click to select the chart
2. Click *Design* tab
3. Click *Change Chart Type* button
4. Select a category of charts
5. The select the new chart you want

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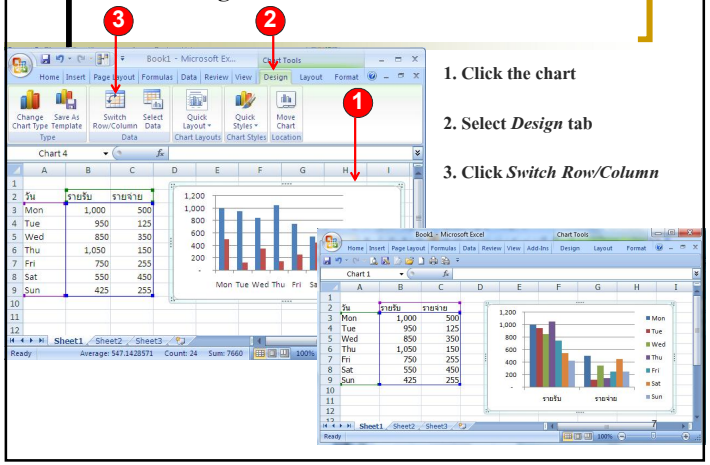
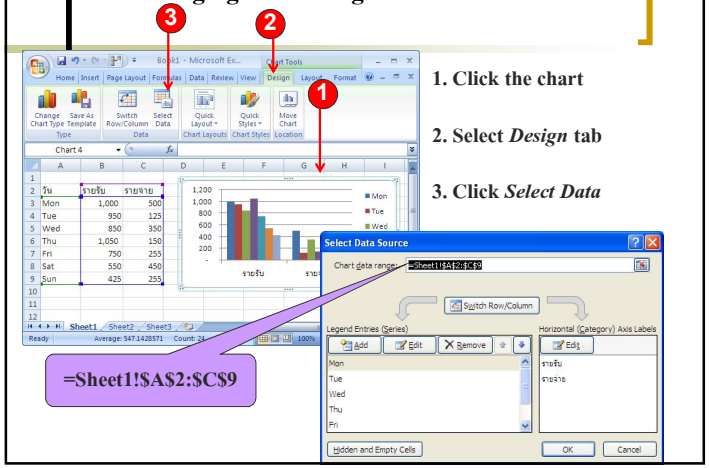
2.2 Switching Row and Column



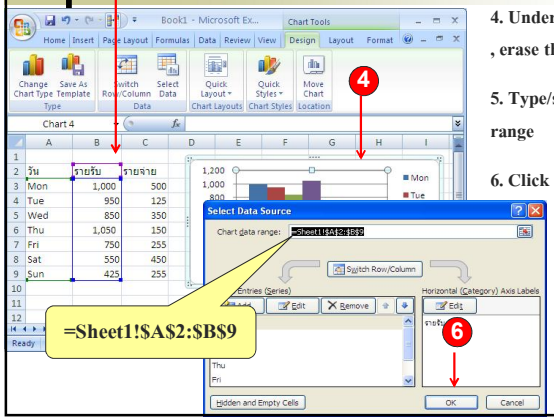
1. Click the chart
2. Select *Design* tab
3. Click *Switch Row/Column*

2.3 Changing Data Range



1. Click the chart
2. Select *Design* tab
3. Click *Select Data*

2.3 Changing Data Range (cont.)



4. Under *Chart data range:* , erase the old data range.

5. Type/select new data range

6. Click *OK*

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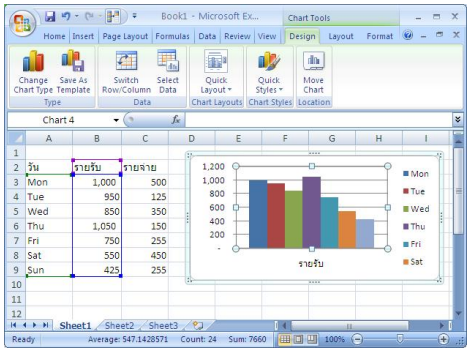
2.3Changing Data Range — Result



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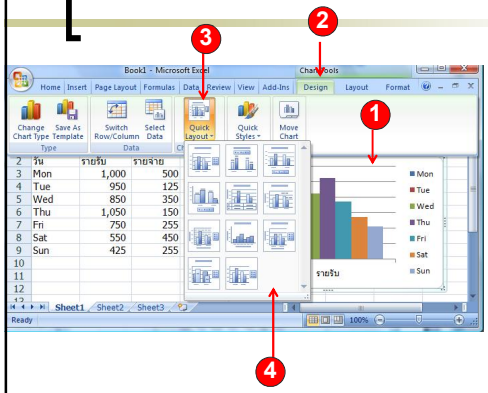
2.4 Quick Layout



1. Click on the Chart

2. Click *Design* tab

3. Click *Quick Layout* button

4. Select the layout you want

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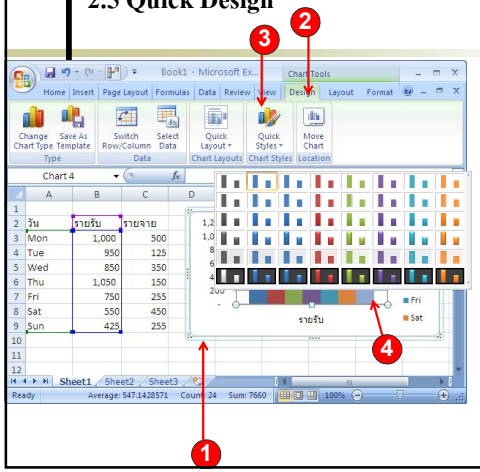
2.5 Quick Design



1. Click on the Chart

2. Click *Design* tab

3. Click *Quick Styles* button

4. Select the design you want

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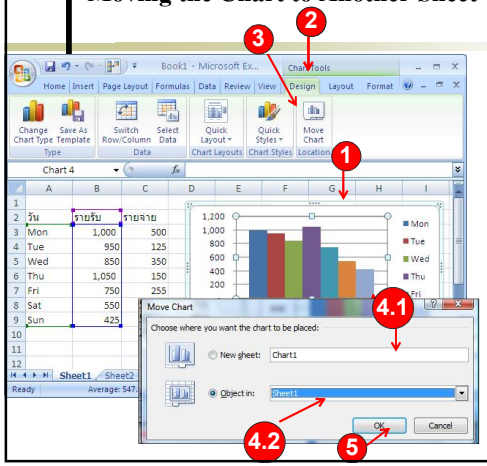
Moving the Chart to Another Sheet



1. Click on the Chart
2. Click *Design* tab
3. Click *Move Chart* button
4. Select the sheet you want to move the chart to

   4.1 New sheet: creating new worksheet and put the chart there.

   4.2 Object in: move chart to existing worksheet
5. Click *OK*

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3. Setting Chart Layout

- 3.1 Setting Chart Titles
- 3.2 Setting Axis Titles
- 3.3 Setting Legends
- 3.4 Setting Data Labels
- 3.5 Showing Data Table

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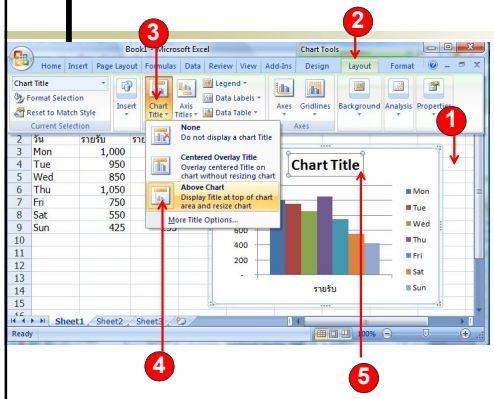
3.1 Chart Title



1. Click on the Chart
2. Click *Layout* tab
3. Click *Chart Title* button
4. Select where to put the chart title
5. Double click on the chart title to change the text

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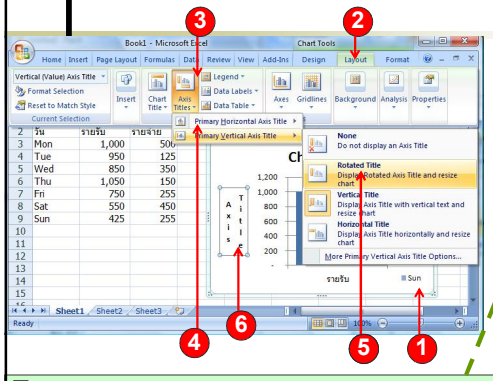
3.2 Axis Titles



1. Click on the Chart
2. Click *Layout* tab
3. Click *Axis Titles* button
4. Select the axis you want to name
5. Select where you want to put the axis title
6. Double click the title to enter the text

- ❑ Primary Horizontal Axis Title : X-axis Title
- ❑ Primary Vertical Axis Title : Y-axis Title

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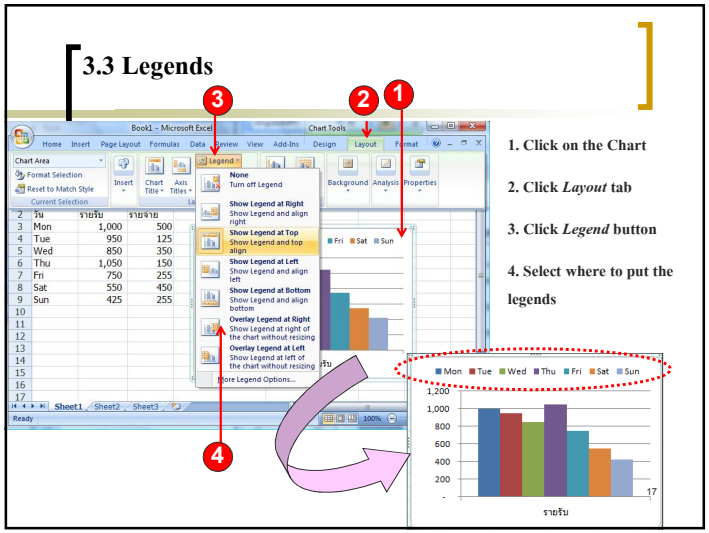
3.3 Legends
1. Click on the Chart
2. Click *Layout* tab
3. Click *Legend* button
4. Select where to put the legends
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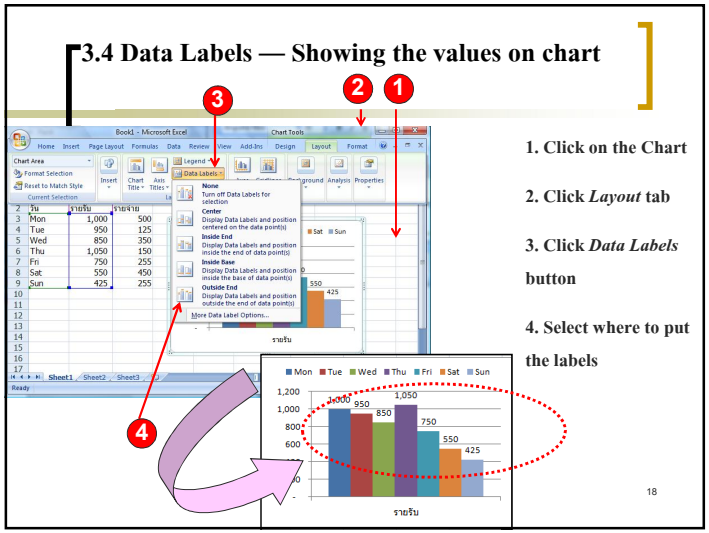
3.4 Data Labels — Showing the values on chart
1. Click on the Chart
2. Click *Layout* tab
3. Click *Data Labels* button
4. Select where to put the labels
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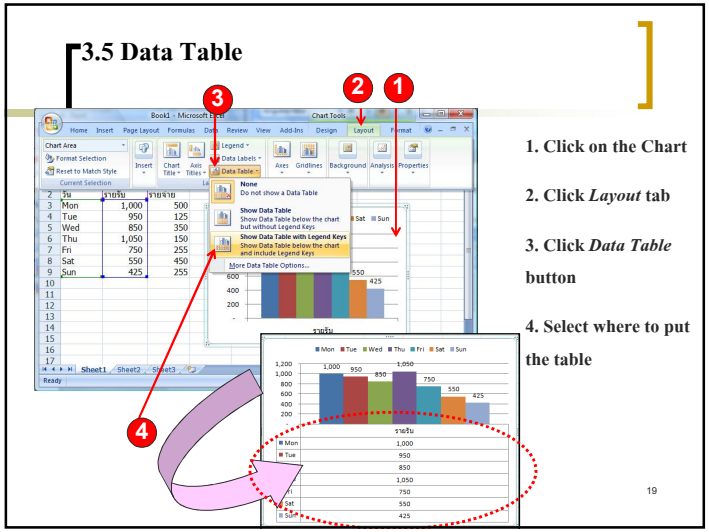
3.5 Data Table
1. Click on the Chart
2. Click *Layout* tab
3. Click *Data Table* button
4. Select where to put the table
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