



Microsoft Excel 2016

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204100 IT AND MODERN LIFE

Outline

1. **Excel Basics**
2. **Calculation and Formula**
3. **Charts**
4. **Other Spreadsheet Works on Excel**




3. Charts

- 1) **Inserting a Chart into the Worksheet**
- 2) **Customizing a Chart**
- 3) **Printing a Chart**




3.1 Inserting a Chart into a Worksheet

Example: Inserting a Column or Bar Chart (2-D Column)

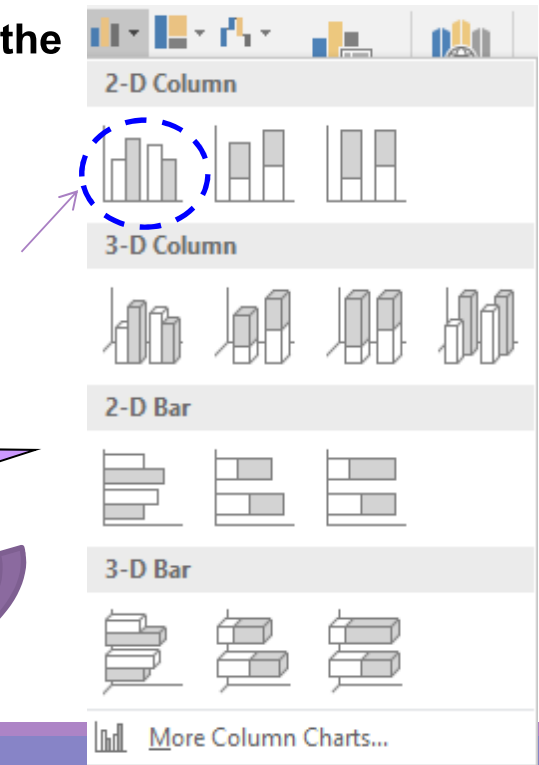


(1) Select Data Range

	1 st survey	2 nd survey
Book(s)	200	250
Media(s)	300	500

(2) Under Insert → Charts, click  to select Column or Bar Chart

(3) Select one of the chart under 2-D Column



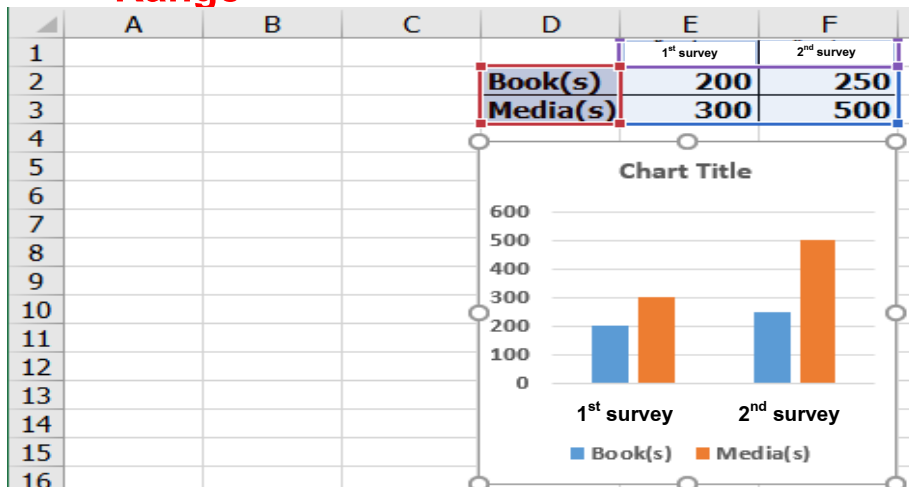
2-D Column

3-D Column

2-D Bar

3-D Bar

More Column Charts...



3.1 Inserting a Chart into a Worksheet

- ❖ After the chart has been inserted, two tabs, **Design** and **Format** will be add under **Chart Tools**

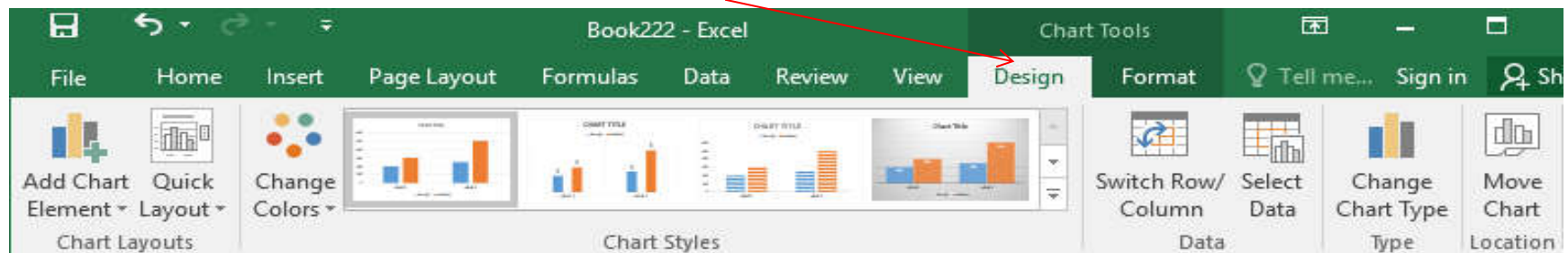


- ✓ **Design tab for changing chart's overall look, data range, and organization**
 - ✓ **Format tab for formatting individual components of the chart**
- ❖ **To get these two tabs to be available, you need to select the chart by click on a part of it first.**



3.2 Changing Chart's Design

Select the chart, then click **Design tab** under **Chart Tools**,



then select what you want to change about the chart:

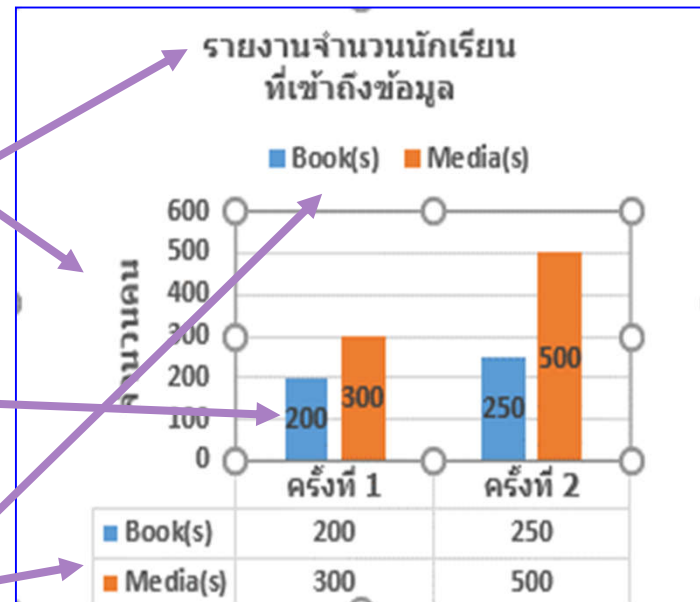
- 1) **Add Chart Element**: adding a component into the chart.
- 2) **Quick Layout**: selecting pre-made components organization for the chart.
- 3) **Change Colors**: change color scheme of the components.
- 4) **Chart Styles**: select pre-made design for the chart.
- 5) **Switch Row/Column**
- 6) **Select Data**: change data range for the chart.
- 7) **Change Chart Type**
- 8) **Move Chart Location**: move the chart to another worksheet.



3.2.1 Add Chart Element

This allow you to add Chart Element or a component of the chart

- a) **Axis Titles:** labels for of the horizontal (x) or vertical (y) axis
- b) **Chart Title:** name of the chart itself.
- c) **Data Labels:** the value of the data points
- d) **Data Table:** the table containing the data themselves
- e) **Legend:** label for each bar/line/pie



3.2.1 Add Chart Element - Example

1) Adding Vertical (Y) Axis Title

(1) Select the chart

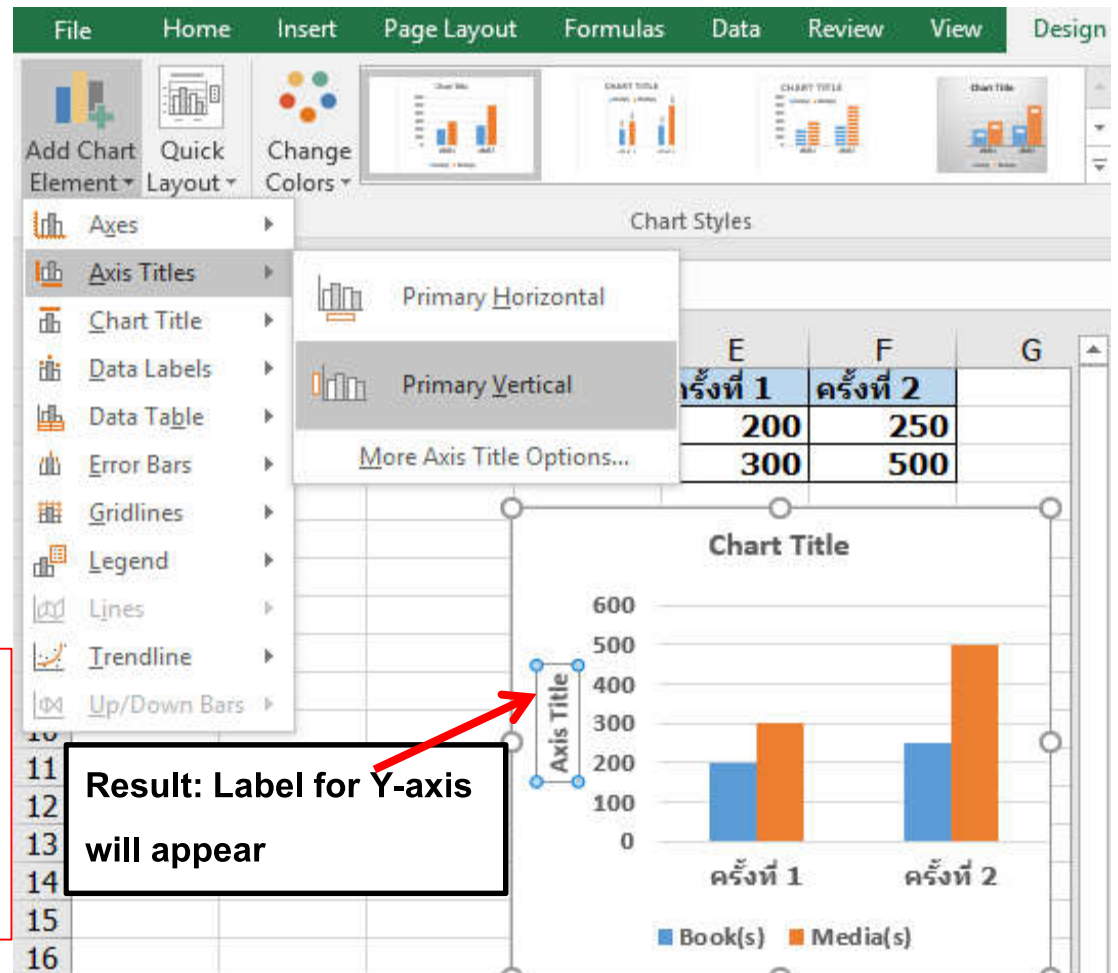
(2) Select what you want to add:

Under **Design** tab, click ▼
under **Add Chart Element**
command

(2.1) Select **Axis Titles**

(2.2) Select **Primary Vertical**

- **Primary Horizontal Axis Title:**
 - for X-axis
- **Primary Vertical Axis Title:**
 - for Y-axis



3.2.1 Add Chart Element (cont.)

You can edit the text on the chart, such axis titles or chart title, as followed:

- 1) **Changing the location of the textbox** such axis titles or chart title
 - Click the text box and drag it to the new location, or use **Add Chart Element** to set the new location
- 2) **Remove the element from the chart**
 - Click the text box and press **Delete** or use **Add Chart Element** and set the location to **None**

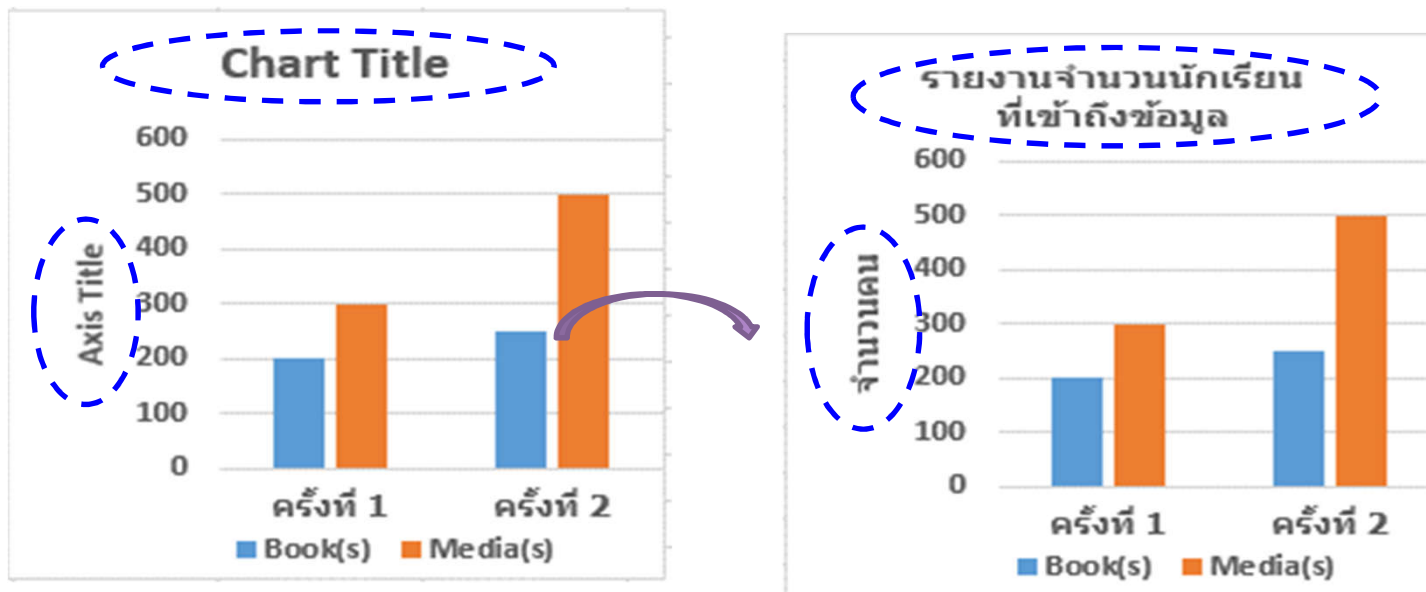


3.2.1 Add Chart Element (cont.)

3) Editing the text in the textboxes

- Click the textbox such as, **Chart Title** (or **Axis Title**) then type the new text

Example of changing chart title and y-axis title



3.2.1 Add Chart Element (cont.)

2) Adding Data Labels Example

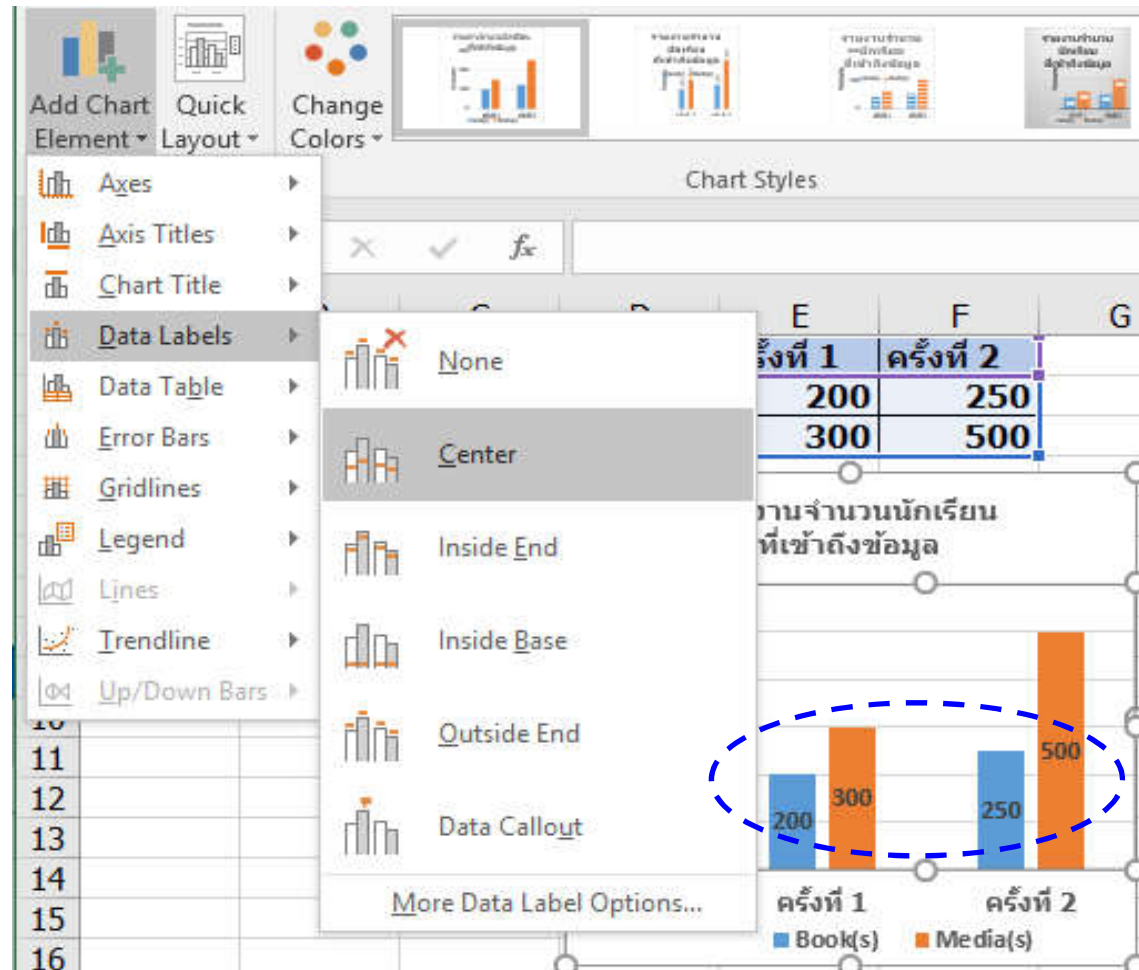
(1) Select the chart

(2) Select what you want to add:

Under **Design** tab,
click ▼ under **Add Chart Element** command

(2.1) Select **Data Labels**

(2.2) Select **Center** (putting it at the middle of each bar)



3.2.1 Add Chart Element (cont.)

3) Adding (Legend)

(1) Select the chart

(2) Select what you want to add:

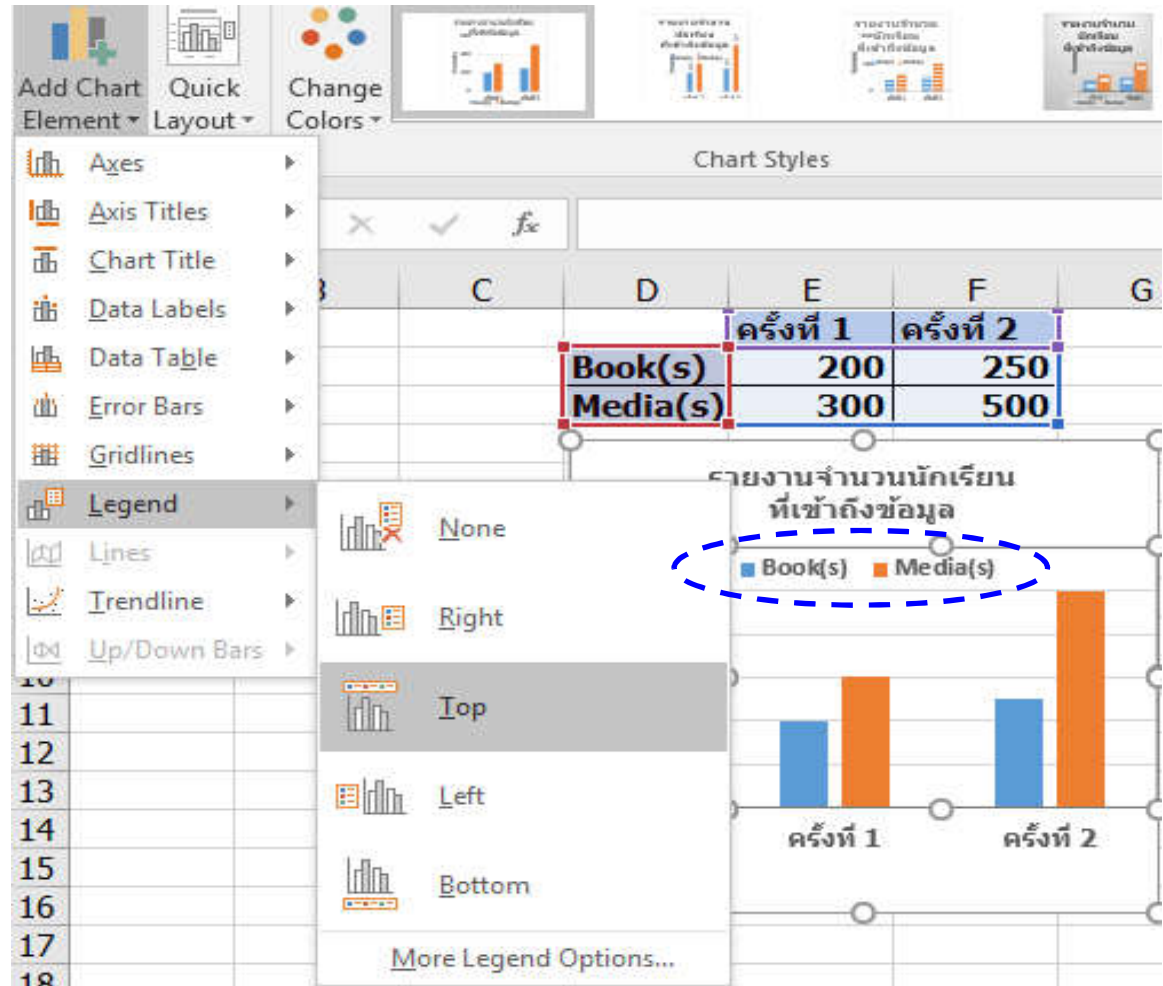
Under **Design** tab,

click ▼ under **Add Chart**

Element command

(2.1) Select **Legend**

(2.2) Select **Top** (putting it on top of the chart)



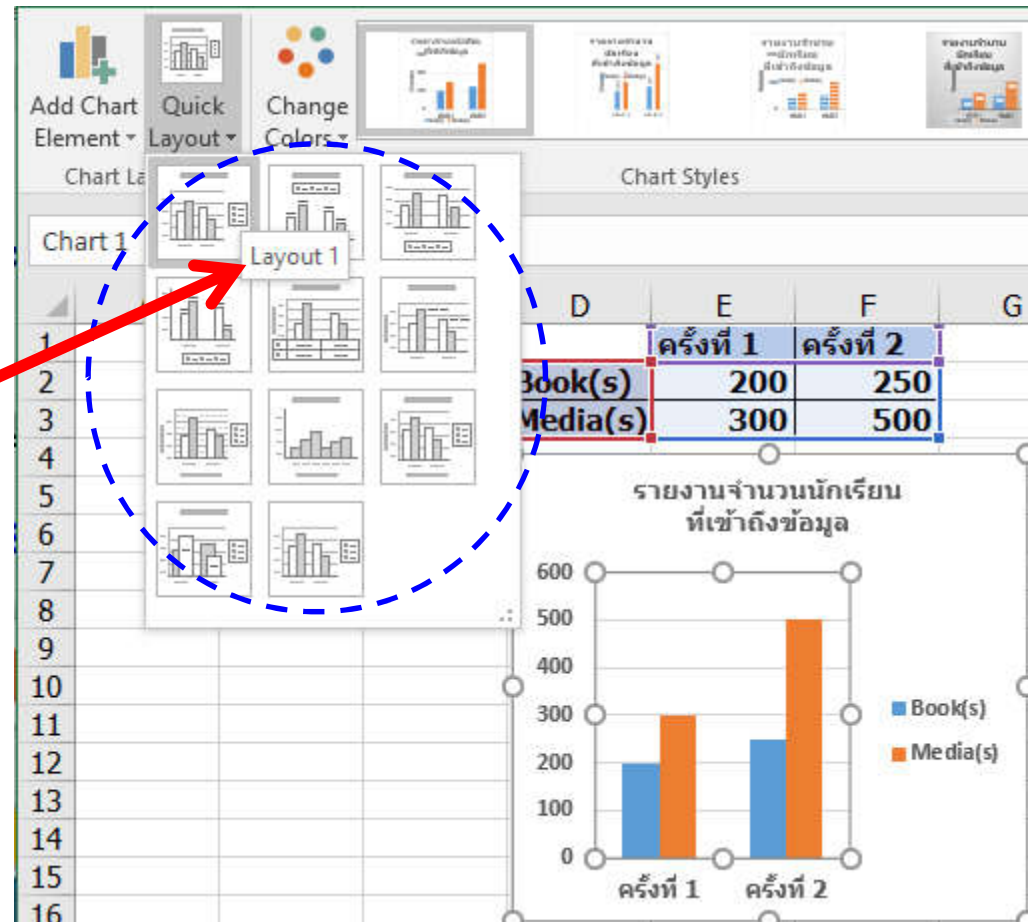
3.2.2 Using Quick Layout

Example: Assigning Layout1 to the bar chart

(1) Select the chart

(2) Select the chart design you want

Under **Design** tab,
click ▼ under **Quick Layout**, then select **Layout1**



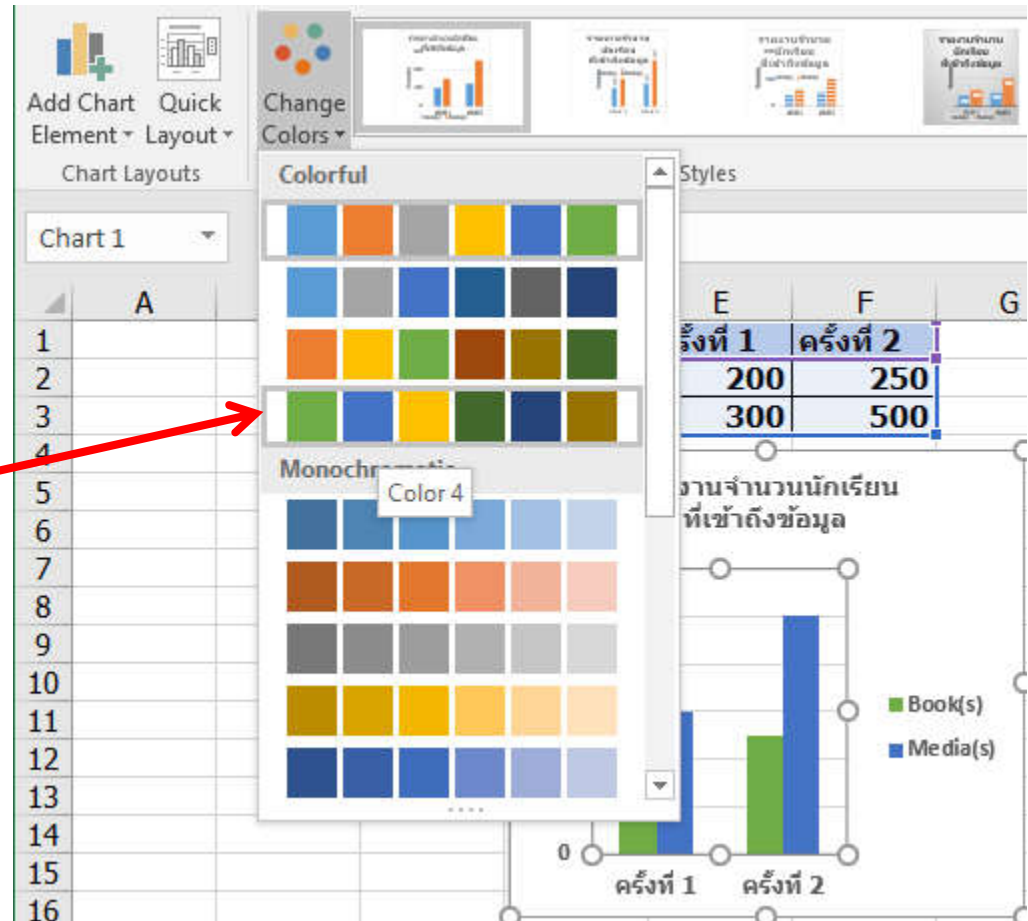
3.2.3 Using Change Colors

Example: picking a new color scheme

(1) Select the chart

(2) Select the color scheme

Under **Design** tab,
click ▼ under **Change Colors** command, then
select **Color4** under
Colorful group



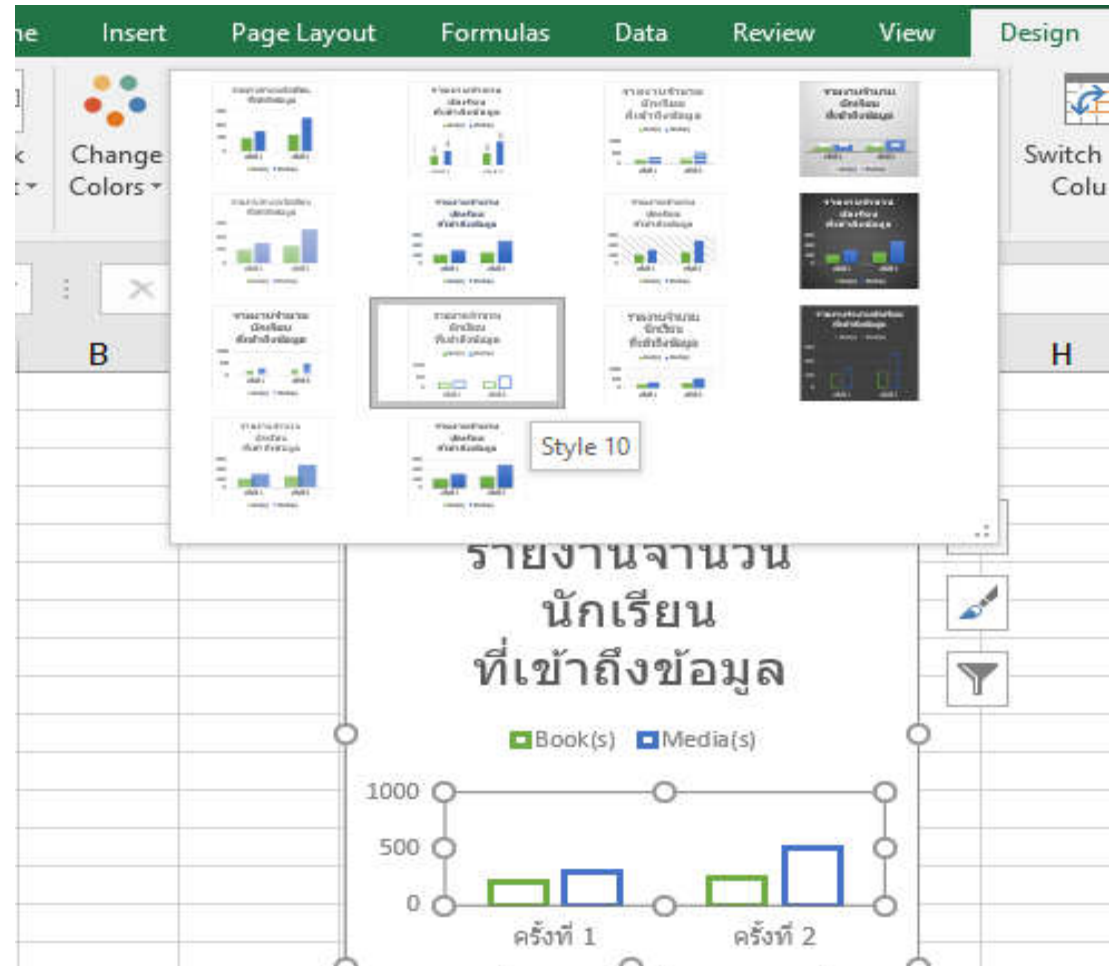
3.2.4 Using Chart Styles

Example, assigning chart style Style10 to the chart.

(1) Select the chart

(2) Select the style

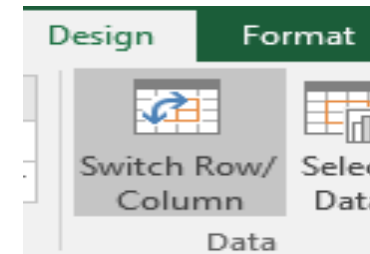
Under **Design** tab,
click **Style10** from the
Styles group.



3.2.5 Switch Row/Column

Example of switching row and column

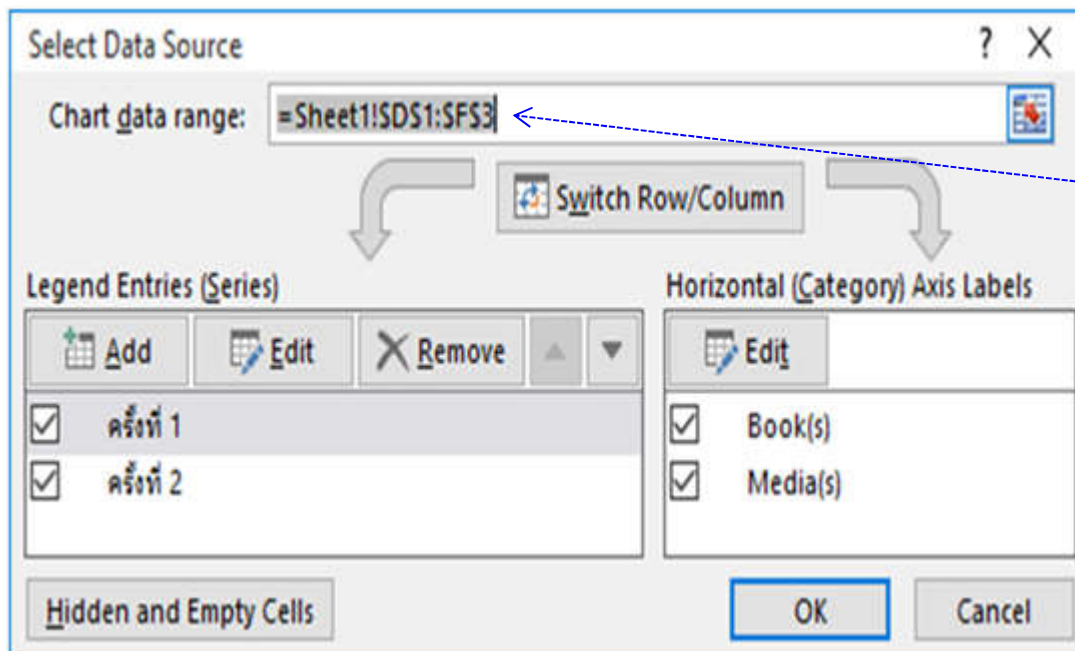
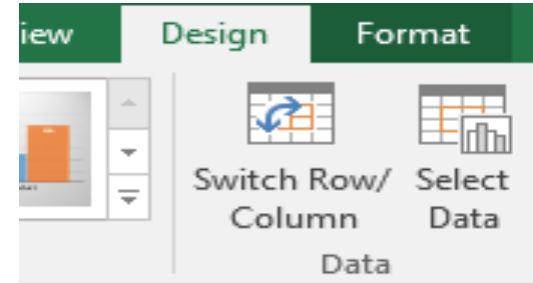
- (1) Select the chart
- (2) Under **Design** tab, click **Switch Row/Column**



3.3.6 Changing Data Range with Select Data

Example: changing data range form cells D1 to F3 to D1 to E3

- (1) Select the chart
- (2) Under **Design** tab, click **Select Data**



(3) Change the data range from cells D1:F3 to D1:E3

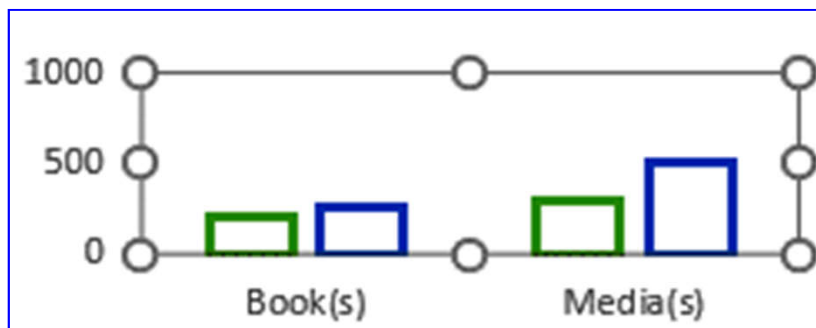
(4) Click OK



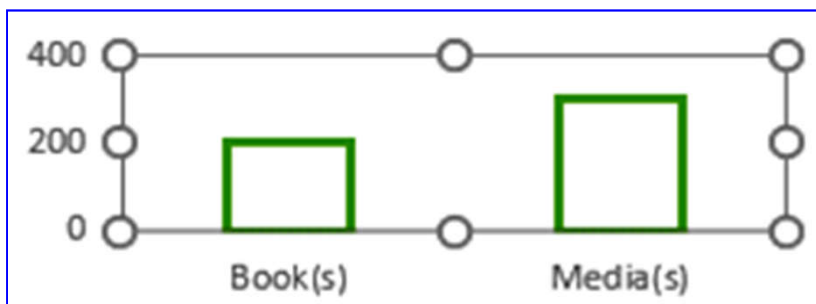
3.3.6 Changing Data Range with Select Data (cont.)

Example: changing data range form cells D1 to F3 to D1 to E3 (cont.)

	A	B	C	D	E	F
1					ครั้งที่ 1	ครั้งที่ 2
2				Book(s)	200	250
3				Media(s)	300	500



Old data range



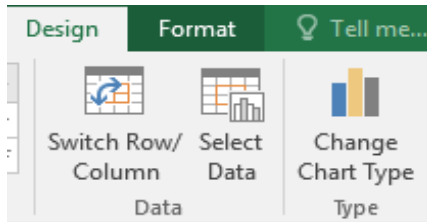
	D	E	F
		ครั้งที่ 1	ครั้งที่ 2
Book(s)		200	250
Media(s)		300	500

New data range



3.2.7 Changing Chart Type

Example changing from Column chart to Line chart

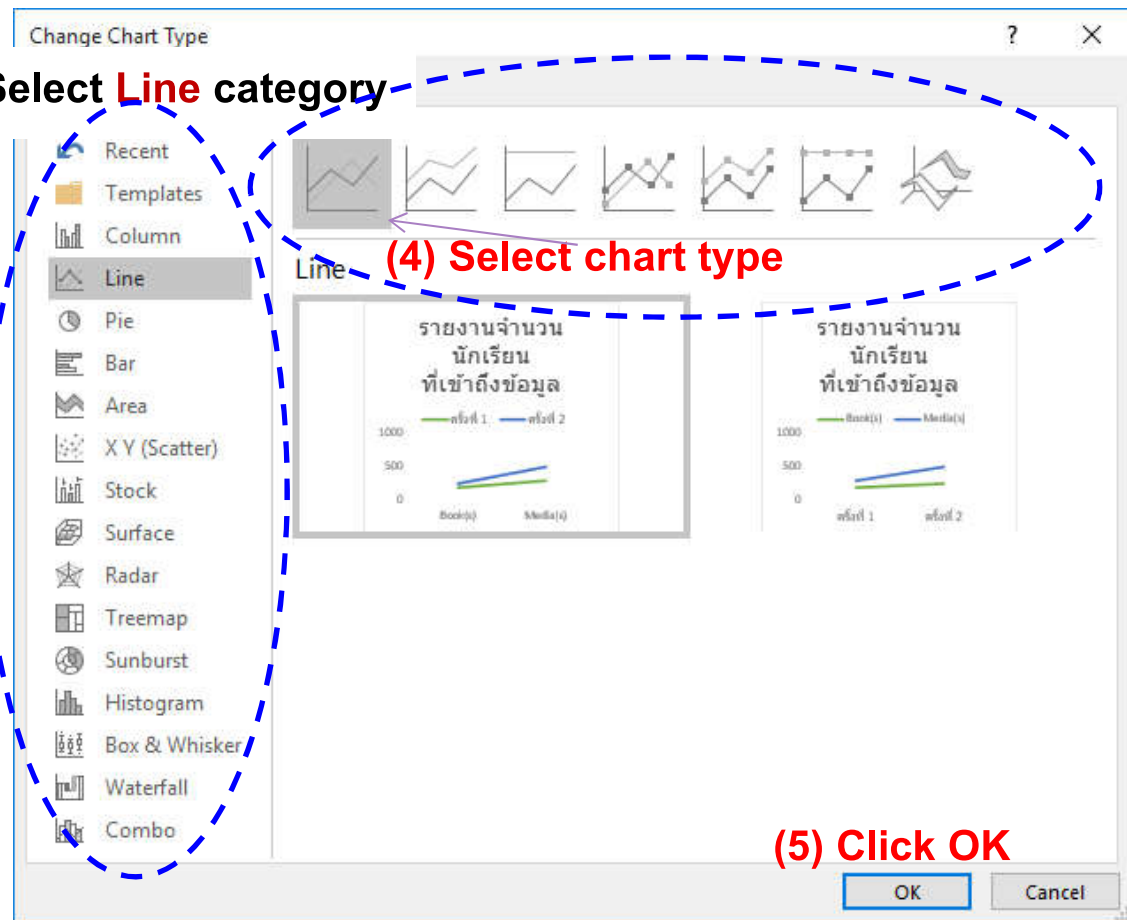


(1) Select the chart.

(2) Under **Design** tab, click **Change Chart Type**



(3) Select **Line** category



(4) Select chart type

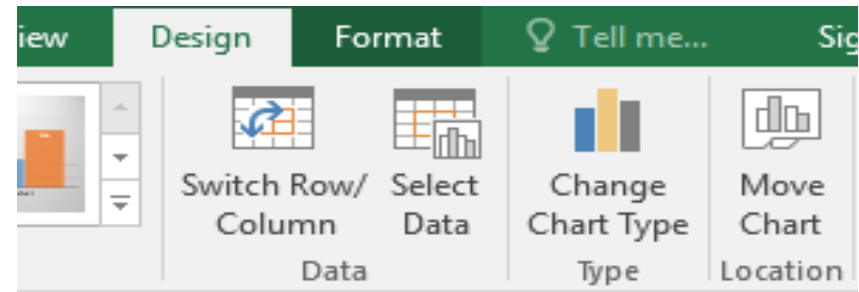
(5) Click OK



3.2.8 Moving Chart with Move Chart Location

To move a chart:

- (1) Select the chart.
- (2) Under **Design** tab, click **Move Chart**

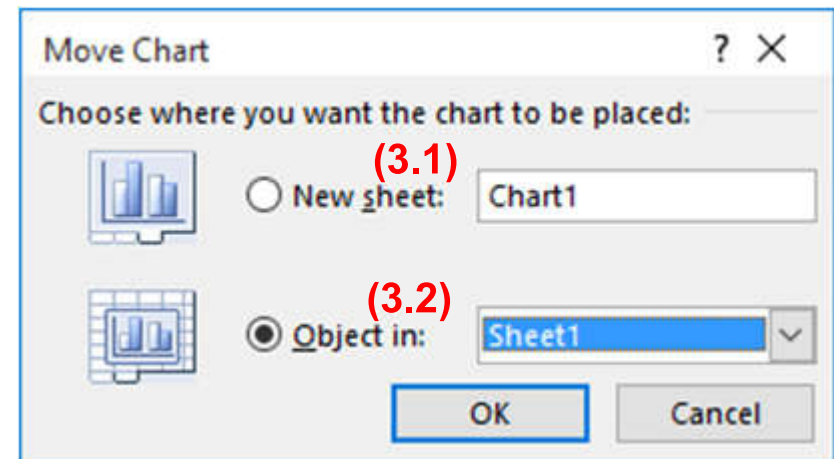


- (3) Select the worksheet to move the chart to

(3.1) New sheet : if you want to create a new worksheet, with just the chart in it. You need to provide the chart name

(3.2) Object in: if you want to move the chart to an existing worksheet

- (4) Click OK



You can also cut/copy and paste the chart!



3.3 Printing a Chart

- ❖ To print a chart
 - ✓ select the chart
 - ✓ Click **File** tab
 - ✓ Click **Print**

The screenshot shows the 'Print' dialog box in Microsoft Office. On the left is a green sidebar with options: Info, New, Open, Save, Save As, Print (highlighted), Share, Export, Publish, Close, Account, and Options. The main area is titled 'Print' and includes a 'Print' button, a 'Copies' dropdown set to 1, and a 'Printer' dropdown set to 'Canon iX6800 series WS Offline'. Below this are 'Settings' for 'Print Selected Chart', 'Pages', 'Print One Sided', 'Collated', 'Portrait Orientation', 'Letter 8.5"x11" 22x28cm', and 'Normal Margins'. On the right is a preview of a line chart titled 'จำนวนเงินรายเดือนที่เข้าครัวของ...' with two lines: 'ครั้งที่ 1' (blue) and 'ครั้งที่ 2' (orange). The chart shows an upward trend from Book(s) to Media(s). At the bottom right, it shows '1 of 1' pages and a 'Page Setup' button.

