


Excel Charts and Graphs

Definitions

Data Series	The row(s) or column(s) that will be used to generate the chart.
Labels	The names on the Category and Value axes
Legend	Contains a brief description of each data series
Category (X) axis	The X (horizontal) axis.
Value (Y) axis	The Y (vertical) axis.
Title	The chart name - usually displayed at the top of the chart.
Bar Chart	Uses horizontal or vertical bars to illustrate trends.
Line Chart	Uses dots (with optional lines) to illustrate trends.
Pie Chart	Displays a chart in a circular area. Best used to chart a single category or when you want to display a set of values as percentages.

Creating a chart

When creating a chart, make sure you select a chart type that accurately presents the information in an easy to read format.

1. Select the range of cells you want to chart by clicking and dragging over the cells. Make sure to include the row and column headings when you select the cells. To select non-contiguous cells/columns, select the first group, then hold the Ctrl key down while selecting the second group.
2. Click the Chart Wizard button  or go to Insert - Chart.
3. In Step 1 of the chart wizard, select the type of chart you want to create, then click the Next button. To see a preview of your chart, click and hold on the Press and Hold to View Sample button. If it looks OK, click the Next button. (If it doesn't look right, you may not have highlighted the correct cells in step 1. In that case, click Cancel and start over.)
4. In Step 2, you'll again see a preview of your chart. If it looks OK, click the Next button.
5. In Step 3, on the Titles tab, type the name of the chart in the Chart title box, and name the category (X, horizontal) and value (Y, vertical) axes if desired. Some charts types may not allow you to name both the category and value axes. To move or hide the legend, go to the Legend tab. Click the Next button.
6. In Step 4, choose whether the chart should be on the same sheet as the data or on a new sheet. If you choose to put it on a new sheet, you can change the name of that sheet's tab if desired.
7. Click the Finish button. The chart will be displayed.
8. Once the chart is created, you can double-click on any part of it to edit and customize that area. If the chart is inserted on the same sheet as the data, you can drag it to move or resize it (click in the outer background area of the chart to select the entire chart first).

For common chart operations & formatting, see pg. 2.

Common Excel chart operations

Axis titles: add or change	<ol style="list-style-type: none"> 1. Click once on the chart. 2. From the Chart menu, choose Chart Options... 3. Click the Titles tab and make the appropriate changes in the boxes, then click the OK button.
Axis values: change	<ol style="list-style-type: none"> 1. Right click on one of the gridlines in the chart and choose Format Gridlines. 2. On the Scale tab, make any desired adjustments. 3. Click OK.
Chart title: change	<ol style="list-style-type: none"> 1. Click once on the chart. 2. From the Chart menu, choose Chart Options... 3. On the Titles tab, make the desired change. 4. Click OK.
Chart type: change	<ol style="list-style-type: none"> 1. Click once on the chart. 2. From the Chart menu, choose Chart Type... 3. Select a new chart type, then click OK.
Copy/paste a chart into Word or PowerPoint	<ol style="list-style-type: none"> 1. Click once in the outer area of the chart to select it. 2. From the Edit menu, choose Copy (or press Ctrl+c). 3. In Word or PowerPoint, click where you want the chart to appear. 4. From the Edit menu, choose Paste Special. 5. Make sure Paste is selected (not Paste link) and choose Picture (Enhanced Metafile). 6. Click OK.
Legend: add, move, or remove	<ol style="list-style-type: none"> 1. Click once on the chart. 2. From the Chart menu, choose Chart Options... 3. Click the Legend tab and make the desired changes 4. Click OK.
Move a chart	Click on the chart and drag it to the new position.
Resize a chart	<ol style="list-style-type: none"> 1. Click once on the chart and you should see small black squares around it. 2. When you put your cursor on one of the squares, it should change into a double arrow. With the double arrow, click and drag to resize the chart. The corner boxes allow you to resize in both directions, while the other boxes allow you to resize only horizontally or vertically. To ensure that the chart's proportions stay the same, hold down the Shift key while dragging from a corner box.

Assistance and questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at helpdesk@snc.edu, or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.