

Excel 2007/2010: Charts and Graphs

This handout only discusses charting and graphing operations in Excel 2007. For introductory information about Excel 2007 or 2010, see the handout *Excel 2007-2010: Introduction*, at <http://www.snc.edu/techsupport>. For information about new features and formats common to all Office 2007 and 2010 programs, see *Office 2007-2010: Getting Started* and *Office 2007-2010 File Formats*, at <http://www.snc.edu/techsupport>.

Definitions

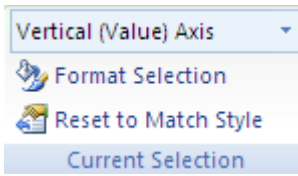
Data Series	The row(s) or column(s) that will be used to generate the chart.
Labels	The names on the Category and Value axes
Legend	Contains a brief description of each data series
Category (X) axis	The X (horizontal) axis.
Value (Y) axis	The Y (vertical) axis.
Title	The chart name - usually displayed at the top of the chart.
Bar Chart	Uses horizontal bars to illustrate trends.
Column Chart	Uses vertical bars to illustrate trends.
Line Chart	Uses lines (with optional dots) 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.

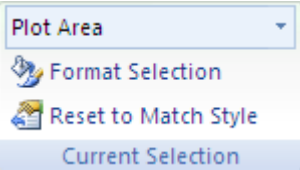
Creating a chart

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. On the Insert tab in the Charts group, choose the type of chart desired. The chart will appear on the same sheet as the data.
3. Once the chart is created, you can click on any part of it (lines, axes, gridlines, legend, etc.), then right-click to access the Format... options that allow you to edit and customize that area. Adjustments to the format of the chart can also be made using the Chart Tools tabs – Design, Layout, and Format – which appear whenever the chart is selected.

Common Excel chart operations

Axis titles: add or change	<ol style="list-style-type: none"> 1. Click once on the chart background or outer edge to select it. 2. On the Layout tab, click the Axis Titles button, choose horizontal or vertical, and choose the desired option. 3. Once the Axis title box is inserted, click on it to highlight and change the text. 4. To delete an Axis title box, click on it and press the Delete key.
Axis values: change (continued on page 2)	<ol style="list-style-type: none"> 1. Click on the axis you want to change, then right-click and choose Format Axis. Alternately, you can choose the axis from the list of chart elements in the Current Selection group on the left side of the Layout tab, then click the Format Selection button (shown here). 

	<ol style="list-style-type: none"> In the Axis Options window, make the desired adjustments. Click Close.
Chart title: add or change	<ol style="list-style-type: none"> Click once on the chart. On the Layout tab, click the Chart Title button and choose the desired option. Once the Chart title box is inserted, click on it to highlight and change the text. To delete a Chart title box, click on it and press the Delete key.
Chart type: change	<ol style="list-style-type: none"> Click once on the chart. On the Design tab, click the Change Chart Type button. Select a new chart type and click OK.
Colors & Effects	<ul style="list-style-type: none"> Click on the chart element you wish to change and choose the desired options from the Format tab. OR Right-click on the chart element you wish to change and choose Format <Object Name>... OR Choose the element you wish to change from the list of chart elements in the Current Selection group on the left side of the Layout tab, then click the Format Selection button (shown here). 
Copy/paste a chart into Word or PowerPoint	<ol style="list-style-type: none"> Click once in the outer area of the chart to select it. On the Home tab, choose Copy, or right-click and choose Copy, or press Ctrl+c. In Word or PowerPoint, click where you want the chart to appear. On the Home tab, click the Paste button, or press Ctrl+v. If you wish to paste the chart in some other format, click the bottom of the Paste button and choose Paste Special. On the left side of the Paste Special box, make sure Paste is selected (not Paste link).
Data: change what's graphed	<ol style="list-style-type: none"> Click once on the chart. On the Design tab, click the Select Data button. Type the new range in the box provided, drag across the desired cells, or use the Add and Remove buttons to change the selection.
Legend: add, move, or remove	<ol style="list-style-type: none"> Click once on the chart. On the Layout tab, click the Legend button and choose the desired option.
Legend: format	<ol style="list-style-type: none"> Right-click on the legend and choose Format Legend. Choose the desired options and click OK.
Move chart	Click on the chart and drag it to the new position. To put the chart on a new sheet instead of the same sheet as the data, click the Move Chart Location button on the Design tab.
Resize chart	<ol style="list-style-type: none"> Click once on the chart background or outer edge to select it. When you put your cursor on one of the corners or sides, it should change into a double arrow. With the double arrow, click and drag to resize the chart. The corners allow you to resize in both directions, while the sides 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.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.