


Chart work

Before you begin

During the practice, this window will stay on top of the program you are working in. When it covers an area you need to use, move and resize it as follows:

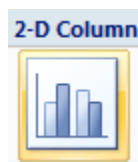
To move this window, click the title bar of the window (as shown below) and drag it to a new location:



To resize this window, drag the resize handle  in the lower-right corner.

Exercise 1: Create a chart

1. Click in cell A2, and then drag to cell D5 to select the data in those four rows and columns.
2. Click the **Insert** tab. In the **Charts** group, click **Column**, and then rest the pointer on the first column chart type on the left in the **2-D Column** section. Notice the ScreenTip that describes the chart type (**Clustered Column**) and says when to use it.



Click **Clustered Column**. A chart is inserted on the worksheet. It compares salespeople to each other, month by month. The names of the salespeople are in the chart legend, and the months are at the bottom of the chart.

Exercise 2: Look at chart data another way

In this exercise change how the chart data is compared. You'll make the chart show how each salesperson's sales improved or declined month to month.

1. Make sure the chart is selected. **Chart Tools** should appear on the Ribbon.
2. On the **Design** tab, in the **Data** group, click **Switch Row/Column**.

Note the difference. Now the chart legend shows the months of the year, and the salesperson names are at the bottom of the chart. All the sales data for Giussani, for example, is displayed together, in one group of three columns representing each month. You can see all of Giussani's sales together, instead of displayed over three different groupings.

3. Now put the chart back to the way it was. Click **Switch Row/Column**.

Now Giussani's sales are again distributed across the chart, instead of being grouped in one **cluster** (hence the name clustered column chart).

Exercise 3: Update chart data


In this exercise you'll change the data in the worksheet and see how the chart automatically updates itself.

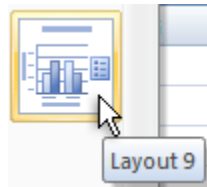
1. Click in cell D3.
2. Change the data from 300 to 500, and then press ENTER.

The column for Guissani in March is updated, growing taller. Also, the values on the vertical axis on the left changed, to adjust for the larger value added to the data.

Exercise 4: Add titles

In this exercise you'll add chart and axis titles.

1. If necessary, click in the chart to display the **Chart Tools**. You may need to click the **Design** tab to display the commands.
2. On the **Design** tab, in the **Chart Layouts** group, click the **More** button  so that you can see all the layouts in the group.
3. As you rest the pointer over each layout, a ScreenTip is displayed with the name of each layout. When you get to **Layout 9**, click it.



Placeholders are inserted for Chart Title and for the vertical and horizontal Axis Titles.


4. At the top of the chart, either select all the placeholder text ("Chart Title") or just click "Chart Title" and type replacement text. Type **Northwind Traders Tea**. Then click away from the text.
5. Now type the axis titles. At the bottom of the chart, select the horizontal placeholder "Axis Title." Type **First Quarter Sales**. Then click away from the text.

At the left side of the chart select the vertical placeholder "Axis Title." Type **Cases Sold**.

Note To revise text, just click inside the text, and make changes.


Exercise 5: Change chart layouts

In this exercise you'll see what some of the other chart layouts look like, and how chart elements are moved around in them.

1. Click inside the chart. If necessary, click the **Design** tab.
2. In the **Chart Layouts** group, click the **More** button  to see all the layouts.
3. Rest the pointer on the layouts until you get to **Layout 2**, and then click it.

This layout moves the legend to the top and removes the chart axes. It also removes the gridlines, which are the horizontal lines that extend from the value axis on the left across the chart to help you see the value of each of the columns.

The layout also adds data labels above each column that show the number of cases of tea sold by each person for each month. With data labels, you don't need gridlines.

4. Go back to **Chart Layouts**, click the **More** button  again, and locate and click **Layout 5**.

This layout puts the legend at the bottom and adds a data table, which contains all the data used to create the chart. It also removes the axis title at the bottom of the chart.

If you'd like to try out any of the other layouts, take a minute to do that.

5. In preparation for the next exercise, select **Layout 9** again.

Exercise 6: Change the chart type

In this exercise you'll see what it's like to change the chart type after you've created a chart.

1. Click in the chart.
2. Click the **Design** tab if it is not already selected. In the **Type** group, click **Change Chart Type**.
3. Under **Column**, click another chart type. As you rest the pointer over each type, a ScreenTip will tell you what it is. You might try **100% Stacked Column**, the third type in the

list, or you might try one of the 3-D charts in the list. After you select another column type, click **OK**.

If you would like to try more than one type, follow steps 1 through 3 again.

To continue the course

When you have completed the practice, click **Return to course** to continue.