


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: Change the look of the chart

The chart columns are in the standard colors that a column chart is automatically created in. In this exercise you will choose other colors for the chart.

1. Click anywhere inside the chart.
2. Click the **Design** tab. In the **Chart Styles** group, click the **More** button  so that you can see all the styles. Choose any style that you like by clicking it.

The new colors and style are applied to the chart.

Exercise 2: Try out a color scheme by using a theme

As mentioned in the lesson, if you don't see colors that you like in **Chart Styles**, you can find different colors by selecting a theme.

1. Click the **Page Layout** tab.


2. In the **Themes** group, click the arrow on **Colors**.
3. Rest the pointer over any of the colors in the list. The colors are shown in a temporary preview on the chart. If you see one you like, click it. Or you can leave the chart as is.


Note Theme colors change the style of other elements in your worksheet, too. For example, if you had previously applied a cell style, that style would now take on the style of the theme color you select for the chart.

A theme color also affects the colors available in the next exercise. For example, if you select a theme color, the colors you may use for a text fill will depend on the theme color.

Exercise 3: Format the chart title

Now you'll give the chart title a little extra formatting.



1. Click in the chart title.
2. Click the **Format** tab. In the **WordArt Styles** group, click the arrow on **Text Fill** , and then rest the pointer over any of the colors. You'll see the title change. If you see a color you like, click it.

Note If the menu is over the chart title so that you can't see changes in the title as you rest the pointer over the different colors, move the chart. Click the outer edge of the chart until the pointer changes to a four-headed arrow , and then drag the chart out of the way. You may have to grab the chart a few times to do this.

If you select something you don't like, press CTRL+Z to undo your last action.

3. Now you can leave the title as is, and just check out the other options in the group, or you can make other selections for the title. In the **WordArt Styles** group, click

the arrow on **Text Fill** again, and choose an option to work with. Note the **Gradient** option and the **Texture** option.

4. You could also click the arrow beside **Text Outline**  and **Text Effects** , and see the options there. If you find that you add more options than you like, you can always get back to the beginning by right-clicking in the title area and selecting **Reset to Match Style** or pressing CTRL+Z.

Exercise 4: Format a column

In this exercise you'll add some formatting to the columns.

1. Click on the first column on the left, the first column for Giussani. You should see round selection handles (see the picture far below) at the corners of each of the three columns for Giussani.

If you cannot get the selection handles to appear on all three Giussani columns, do this: On the **Format** tab, in the **Current Selection** group, click the arrow at the top of the group. A list will appear. Click **Series "Giussani"** in the list. That will select the columns for you.



2. On the **Format** tab, in the **Shape Styles** group, click the arrow on **Shape Effects**, point to **Shadow**, and rest the pointer on the different shadow effects. A ScreenTip describes each effect. **Offset Diagonal** is the effect used in the lesson. Click one that you like.

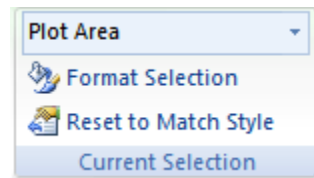
If you don't like the results, you can get back to the original by right-clicking and selecting **Reset to Match Style**.

3. If you want to apply the same shadow effect to the other columns, or try some other effect in the **Shape Styles** group, follow steps 1 and 2 for Cencini and Kotas.

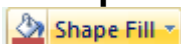
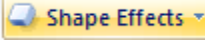
Exercise 5: Format other areas of the chart

In this exercise you'll format other parts of the chart.

1. Click in the Plot Area (the area with gridlines). To be sure, on the **Format** tab, look in the **Current Selection** group to see if **Plot Area** is displayed at the top of the group.



Looking in the **Current Selection** group is how you can ensure that you have selected the correct area in a chart.

2. On the **Format** tab, in the **Shape Styles** group, click the arrow next to **Shape Fill** . Rest the pointer on any of the **Theme Colors**. You can see the Plot Area change color as you pass the pointer over the different colors. If you see a color that you think improves the look of the chart, click it.
3. Next in the **Shape Styles** group, click **Shape Effects** , and then point to **Shadow**. Under **Outer**, click the first shadow in the list (the ScreenTip says **Offset Diagonal Bottom Right**).

Whether you apply both a color and a shadow is up to you.

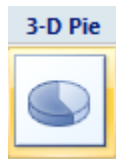
You can also add formatting to the chart area, which encompasses all the area outside the Plot Area. Click in the Chart area, see if it is selected by checking the **Current Selection** group, and give it a try if you would like to.



Exercise 6: Make a pie chart

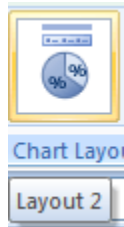
In this exercise you'll try something new by making a pie chart. Unlike a column chart, a pie chart can show only one set of values. The pie

chart will show how the percentages for the charted values add up to a total.

1. Click the **Pie Chart** tab at the bottom of the worksheet.
2. Select cell A2 and drag to cell B6 to select the data in those five rows and two columns (do **not** select the total in cell B7).
3. On the **Insert** tab, in the **Charts** group, click **Pie**, and then click the first chart under **3-D Pie** (the ScreenTip says **Pie in 3-D**).



4. On the **Design** tab, in the **Chart Styles** group, click the **More** button  to see all the styles, and pick another style for the chart.
5. On the **Design** tab, in the **Chart Layouts** group, click the **More** button  to see all the layouts. Click **Layout 2**.



The chart is done. The percentages are shown for each part of the pie.

Exercise 7: Save a chart as a template

Perhaps you need to create the same type of chart every week, every month, or every quarter in a report. You don't have to go back to scratch and customize it all over again. Just save the chart as a **template**. Then when you have new data, just open the template, and you're done.

Note Colors applied through Themes will not be saved with the template.

1. Click the **Practice** tab at the bottom of the window. Click inside the chart. On the **Design** tab, in the **Type** group, click **Save As Template**.
2. In the **File name** box, type a name for the template; for example, type **My Practice Template**. Then click **Save**.
3. Click the **Insert** tab. In the **Charts** group, click **Column** (it could be any chart type you click). At the bottom of the list, click **All Chart Types**.
4. In the **Change Chart Type** dialog box, at the top of the list on the left, click **Templates**. In the box on the right, under **My Templates**, is the template you just created. If you point at it, you will see the name you gave it.

To use a template, select the worksheet data you want to chart, then select the template following steps 3 and 4, and click **OK**. Your chart will be inserted, with all the design choices you created earlier, and your work is done.

5. To delete the template you just created, click **Manage Templates** at the bottom of the **Change Chart Type** dialog box that is still open from the previous step. In the **Charts** dialog box, on the right, you should see a chart template icon and **Microsoft Office Chart Template**. (Depending on your Window settings, you may not see the ".crtx" file name extension.)

Right-click the template and select **Delete**. You will be asked if you are sure if you want to send the template to the Recycle Bin. Click **Yes**.

Close the **Charts** dialog box. Then click **Cancel** in the **Change Chart Type** dialog box.



Exercise 8: Add your chart to a PowerPoint presentation

In this last exercise you'll copy and paste the chart into a Microsoft Office PowerPoint 2007 presentation.

Important Print the practice steps before you go on. The steps will disappear from view when you work in PowerPoint.

1. Right-click inside the chart and then click **Copy** on the shortcut menu. You may need to click near the outside edges of the chart to get the **Copy** command after right-clicking.
2. Click Start, and then click My Documents. Double-click **My Practice Files**, and then double-click **Excel**. Double-click the **PowerPoint Chart Practice** file (which was downloaded when you started the course).
3. You'll add the chart on slide 2, so click the slide thumbnail on the left to select it. Near where it says "Click to add text," right-click and then click **Paste** to paste the chart into PowerPoint.

Notice the **Paste Options**  button in the lower-right portion of the window. If you click the button you'll see that the chart will automatically be updated if the data is revised in Excel: The **Chart (linked to Excel data)** option is selected.

4. Now click the Microsoft Excel  icon in the bottom of the window. In cell B3, change the data for Giussani from 280 to 70, and press ENTER. You see the first column in the chart change.
5. Click the PowerPoint  icon in the bottom of the window. The first column in the chart for Giussani has changed there as well.
6. In PowerPoint, click inside the chart. Notice that the **Chart Tools** and the **Design**, **Layout**, and **Format** tabs are available. You have the same chart commands available in PowerPoint as in Excel, so you can make additional formatting or other changes in PowerPoint if you need to.

The formatting changes you make in PowerPoint are not made to the chart in Excel.

You can also copy and paste your chart into a Microsoft Office Word 2007 document, and the same Chart Tools are available there as well.