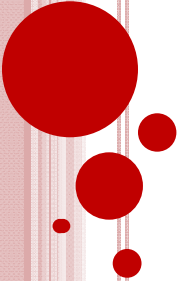


Excel Charts
Instructional Technology

Presented By: Terence Peak



What you will Need



- ❶ Before you begin this tutorial, click here:
<http://support.uiwtx.edu/MediaTraining/Tutorials.html>
- ❷ Download the Zip file For Excel.zip
- ❸ The .zip file contains all of the documents necessary to complete the exercises outlined in the instructions.

Charts

- Graphic representation of data in a Worksheet
- Category labels (descriptive entries)
- Data points (numeric data)
- Data Points are grouped into Data Series which are represented by the data in a worksheet
- ***In order to create an effective chart, you need to know what you want the chart to tell you***

Labels and Data Points

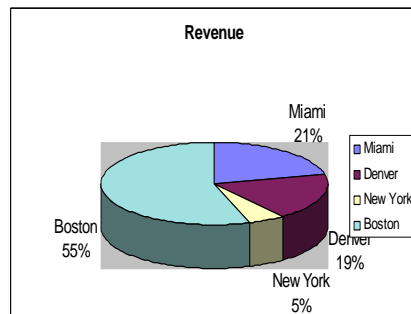
Category Labels

Data Points
(each entry)

Data Series
(All data in row)

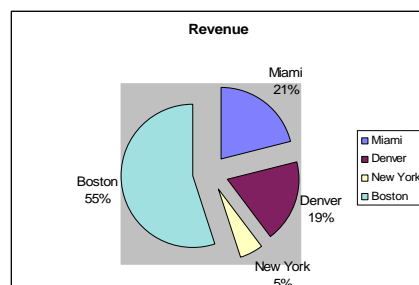
Superior Software Sales					
	Miami	Denver	New York	Boston	Total
Word Processing	\$50,000	\$67,500	\$9,500	\$141,000	\$268,000
Spreadsheets	\$44,000	\$18,000	\$11,500	\$105,000	\$178,500
Database	\$12,000	\$7,500	\$6,000	\$20,000	\$55,500
Total	\$106,000	\$93,000	\$27,000	\$276,000	\$502,000

Pie Chart



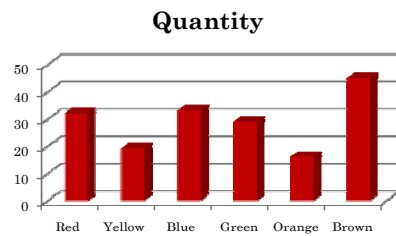
- ❶ **Proportional relationships**
What percentage of sale is represented by what product?
- ❷ The total sales is the *entire chart*
- ❸ The total sales of each product, as a percentage of sales is represented by a *slice* of the pie
- ❹ Pie Charts are best read when there is a limited number (<7) of categories

Exploded Pie Chart



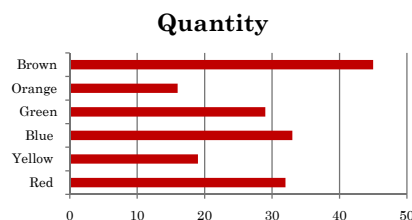
- ❶ Separates one or more slices of the pie for emphasis

Column Charts



- ① Uses actual numbers rather than percentages
- ① Data represented vertically
- ① Data is according to the X and Y axis

Bar Charts

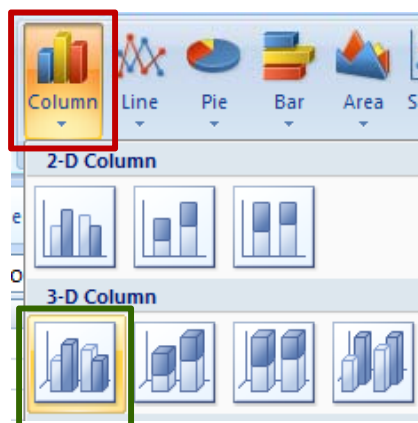


- ① Data represented horizontally
- ① Data is according to the X and Y axis
- ① Bar charts have the advantage in that their *long bars can better accentuate differences*

Create a Chart

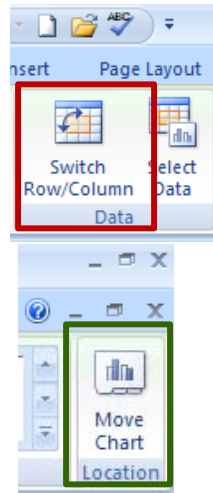
- 1 Charts can be
 - 2 Embedded in the worksheet
 - 3 As a separate chart sheet
- 4 Any data change in the worksheet will automatically change the data in the chart
- 5 Charts are created using the Chart group

Create a Chart



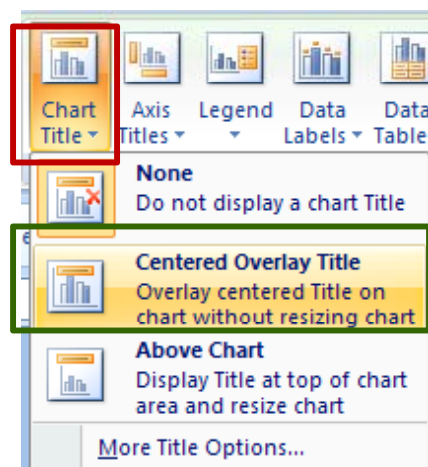
- 1 Open the worksheet **Chart**
- 2 Select **A1** through **B7**
- 3 Click on the **Insert** tab, and choose **Column** from the **Chart** group
- 4 Choose **3D column**

Edit a Chart



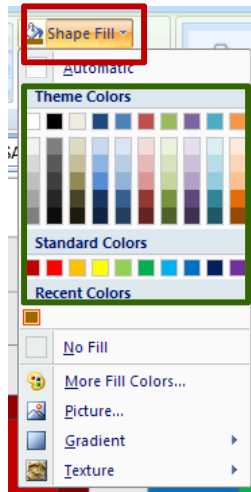
- 1 This will open the **Design** tab
- 2 In the **Data** group, click **Switch Row/Column**
- 3 In the **Location** group, choose **New Sheet**
- 4 The chart is on a separate page

Edit a Chart



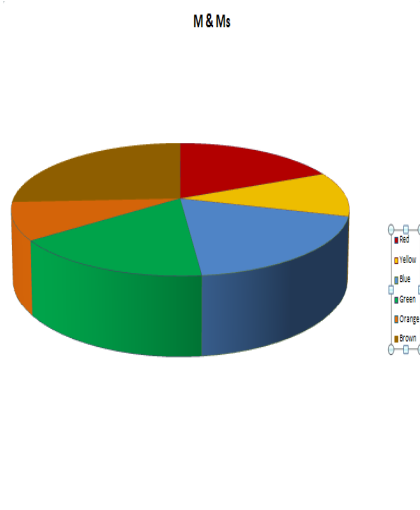
- 1 On the **Layout** tab, choose **Chart Title** from the **Label** group
- 2 Choose a **Title Type**
- 3 Type **M & M's** as the title

Edit a Chart



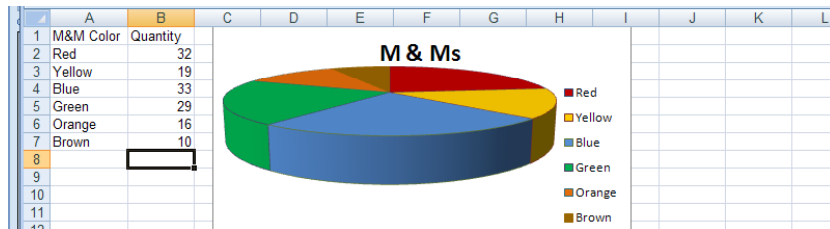
- 1 Open the Format tab
- 2 Choose **Shape Fill** from the Shape styles group
- 3 Click on the **first column** of the chart (**blue**) change the color to **red** to match the colors listed in the legend.
- 4 Colors are chosen by clicking on a **color** from the **shape fill menu**
- 5 Repeat until chart column colors match the colors listed on the legend

Edit a Chart



- 1 Click the **Design tab**
- 2 Click **Change Chart Type**
- 3 Change the chart to a **Pie chart**
- 4 In the **Data** group, click **Switch Row/Column**
- 5 The chart should look like this

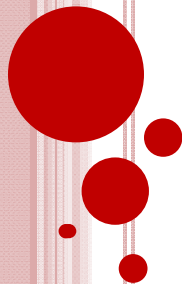
Edit Charts Through the Spreadsheet



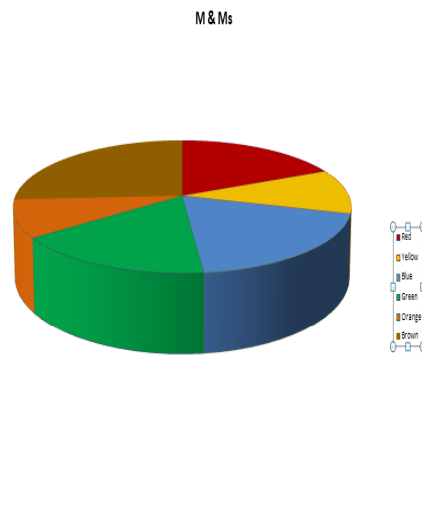
- 1. Click on cell **B7**
- 2. Change the quantity of **Brown** M&M's to **10** and push **Enter**
- 3. Note the chart changes
- 4. Repeat the process and change **Blue** to **24**

Link Worksheets to
Documents

Instructional Technology

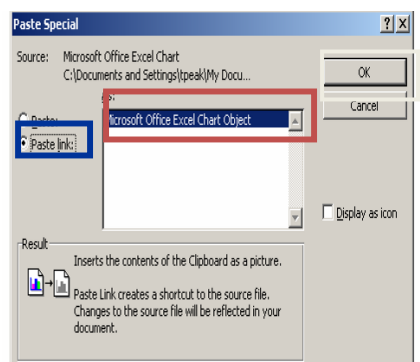


Link an Excel Worksheet with a Word Document



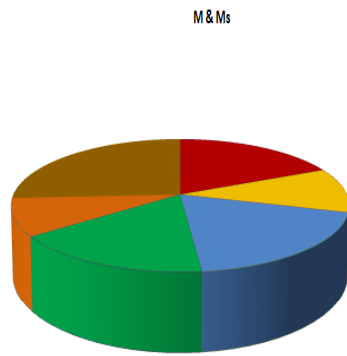
- 1 Click on the **M&M Chart**
- 2 Copy the chart
- 3 Open a Word Document
- 4 Click Edit and **Paste Special**

Link an Excel Worksheet with a Word Document



- 5 Click **Paste Link**
- 6 Click **Microsoft Excel Chart Object**
- 7 Click **OK**

Link an Excel Worksheet with a Word Document



- 1 In **Word**, Double-click on the sections of the pie of the chart, this will open the Chart in Excel
- 2 Change the colors to match the colors of the M&Ms
- 3 Save both the **Word** and *Excel* documents
- 4 Open the Word document

Link an Excel Worksheet with a Word Document



- 1 The worksheet and the document are linked.
- 2 If the link is broken by moving one of the items to another location (for example moving the items to another computer), the link must be re-established.
- 3 In order to keep both items portable, make sure that the link remains in tact by re-copying and re-pasting after the documents are moved.



Questions?

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