

Review

- Format Worksheet Data
- Change font type, size and style
- Align Cell Contents
- Work with Borders and Background
- Use the Merge and Center button
- Clear and Replace Formats
- Use Format Styles
- Use AutoFormat
- Use Page Setup
- Work with Headers and Footers
- Set the Print Area
- Set Page Breaks



Charts and Graphs

- Charts, or graphs, provide visual representations of the workbook data.
- A chart may be embedded in an existing worksheet, or can be created on a separate chart sheet, with its own tab in the workbook.
- The Chart Wizard is a series of four dialog boxes that prompt you for information about the chart you want to generate.

Chart Wizard:

- Select the data you want to chart, which will be your data source (include labels)
- Click the Chart Wizard button on the standard toolbar
 1. In the first step of the chart wizard, select the chart type and sub-type
 2. In the second step of the Chart Wizard, make any additions or modifications to the chart's data source
 3. In the third step, make any modifications to the chart's appearance
 4. In the fourth and final step, specify the location for the chart, then click the OK button

Microsoft Excel - 13-Grade Chart.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

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Grade Spreadsheet									
	Quiz	Max.	Lab	Max.	Tests	Max.			
3	Quiz 1	10	10	Lab 1	10	10	Word	18	20
4	Quiz 2	9	10	Lab 2	9	10	Excel	19	20
5	Quiz 3	10	10	La					
6	Quiz 4	8	10	La					
7	Quiz 5	10	10	La					
8	Quiz 6	9	10	La					
9	Quiz 7	10	10	La					
10	Quiz 8	7	10	La					
11	Quiz 9	8	10	La					
12	Quiz 10	10	10	La					
13	Quiz 11	10	10	La					
14	Quiz 12	10	10	La					
15	Quiz 13	10	10	La					
16				La					
17				La					
18									
19	Total	121	130						
20	%	93.08%							
21									
22	Grade:	94.90%	A						
23									
24									

Chart Wizard - Step 1 of 4 - Chart Type

Standard Types Custom Types

Chart type: Column

Chart sub-type: Clustered Column. Compares values across categories.

Press and Hold to View Sample

Cancel < Back Next > Finish

It's as easy as one, two three...

Chart Wizard - Step 2 of 4 - Chart Source Data

Data Range Series

Series

Series Name: =Sheet1!\$B\$2

Values: =Sheet1!\$B\$3:\$B\$15

Category (X) axis labels:

Cancel < Back Next > Finish

Chart Wizard - Step 3 of 4 - Chart Options

Titles Axes Gridlines Legend Data Labels Data Table

Chart title: Lynne's Grades

Category (X) axis:

Value (Y) axis:

Second category (X) axis:

Second value (Y) axis:

Cancel < Back Next > Finish

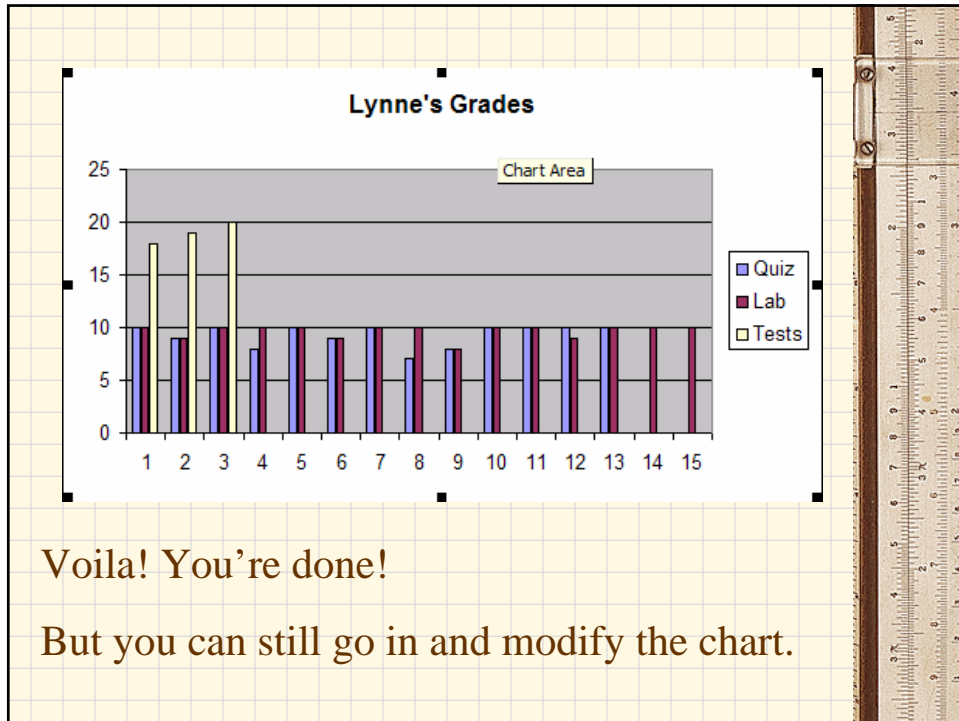
Chart Wizard - Step 4 of 4 - Chart Location

Place chart:

As new sheet: Chart2

As object in: Sheet1

Cancel < Back Next > Finish



Voila! You're done!

But you can still go in and modify the chart.

Resize and move an embedded chart

- An embedded chart is an object that you can move, resize or copy.
- Select the embedded chart to make it active; the selection handles will appear. To resize the chart:
 - Drag the selection handles to increase or decrease the size of the chart
 - To keep the chart proportions the same as you resize, hold the Shift key as you drag one of the selection handles
 - To move the chart, make it active and then move the pointer over a blank area. Click and drag the embedded chart to the new location and release the mouse button

Modifying the chart

After you create a chart, you can edit the data that is used in the chart by changing it in the data source worksheet cells. Or you can modify the chart by using the chart menu:

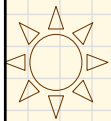
- Make the chart active and then click Chart on the menu bar.
- Click Source Data. Edit the series in this dialog box, or click the Collapse Dialog button to temporarily collapse the dialog box so you can drag the pointer over a new range of cells.
 - Whatever you select will replace the existing range listed in the current data series you are editing
- You can then expand the dialog box again with the Expand Dialog button, make other changes as desired, and click the OK button.
- To move an embedded chart to a new chart sheet, select the chart, click Chart on the menu bar and click Location. The same dialog box of Step 4 of the Chart Wizard will appear and you can click the option to place the chart as a new sheet and give it a name.

Format chart elements

- To format an individual chart element, select the element by clicking it and then format its appearance using the same tools on the Formatting toolbar you used to format worksheet cells.
- You can also double-click the chart element to open a dialog box containing formatting options, or right-click the element and then select the Format command from the shortcut menu to open the dialog box.

Add a graphic to a chart

- You can set a graphic image as a background for a chart using options on the Picture tab of the Fill Effects dialog box.
- This can be done for a data marker, but is often more appropriate for a larger portion of the chart itself, such as the plot area.
- You could also place graphics within the data markers, such as the columns in a Column chart.
- The Fill Effects dialog box options for inserting a picture are the same for data markers as they are for other areas of the chart.
- You can choose to stretch the graphic over the entire size of the column, or choose to stack the graphic up to the height of the column.



Add drawings to your chart

- The Drawing toolbar helps you create many types of graphical shapes.
- Use the Drawing toolbar to add text boxes, lines, block arrows and other objects to charts and worksheets.
- If the Drawing toolbar is not already displayed, choose to display it by clicking View on the menu bar, pointing to Toolbars, and then clicking Drawing.

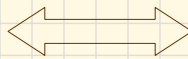
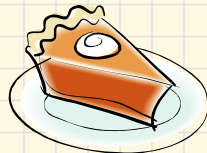
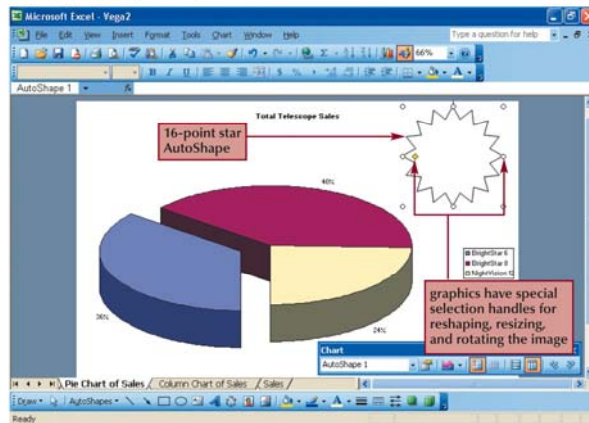
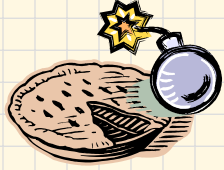


Figure 4-35 Adding an AutoShape to the pie chart



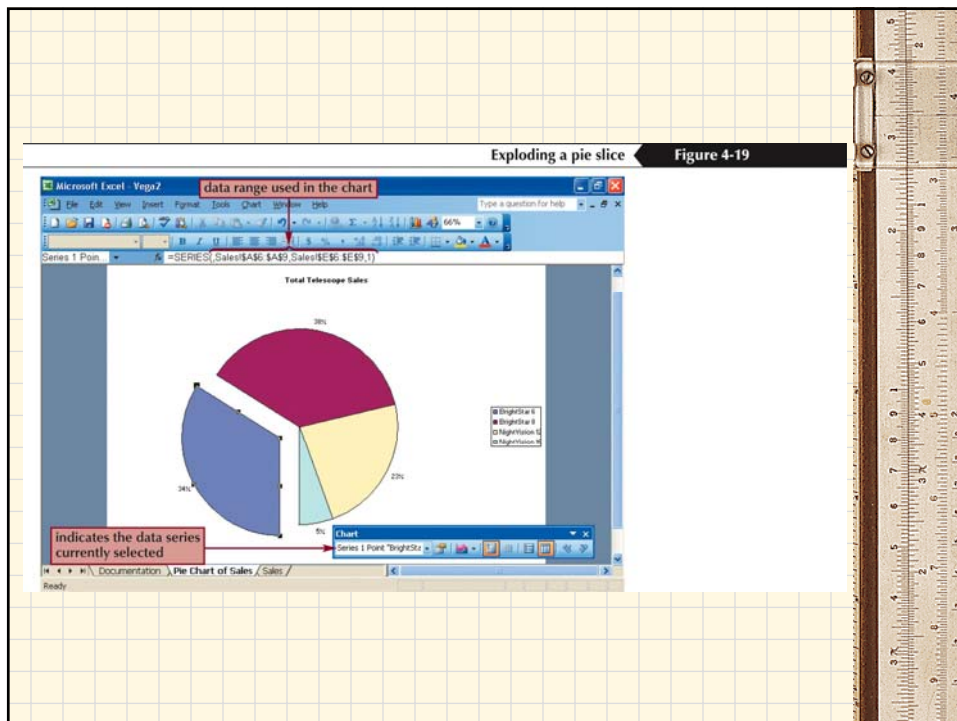
Pie Charts

- Pie charts are very useful for comparing values in a data series to each other, but can only use one data series at a time.
- One feature of a pie chart is called exploding, in which you can slightly separate a particular pie slice from the other slices.
- You can explode any or all of the slices of the pie. This is referred to as an exploded pie chart.
- Exploding a pie chart adds emphasis to a particular area of the chart and makes it easier to notice.



Exploding Pie

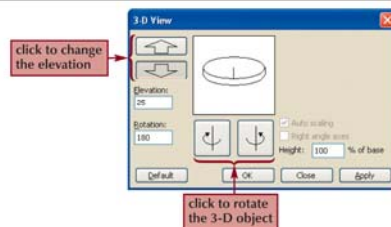
- You can explode all of the slices by selecting the entire pie itself so that all the individual pieces have selection handles.
- As you click and drag any portion, all the slices of the pie will explode outward from each other.
- When the pie is exploded out to the size you desire, release the mouse button.
- A fully exploded pie chart is also one of the sub-type options of the pie chart type that you will see when you use the Chart Wizard.



3D charts

- To create a 3-D chart, you may choose to do so during the first step of the Chart Wizard, as three-dimensional charts are sub-types of most other charts, such as the pie chart.
- To change a chart to a 3-D chart, select the chart, click Chart on the menu bar, and then click Chart Type.
- Choose the 3-D option sub-type of whichever chart type you prefer.
- There are also several 3-D charts on the Custom Types tab of the Chart Type dialog box.

Figure 4-34 3-D View dialog box



Printing

- Printing a chart sheet is much the same as printing a worksheet, but in place of the Sheet tab that you would normally see for a worksheet there is a Chart tab.
 - The Chart tab includes options for Printed chart size and quality
- Excel provides three choices for defining the size of a chart printout: Use full page, Scale to fit page, and Custom.
- As with worksheets, you should preview the printout before sending the chart to the printer.
- You can print multiple sheets at once without printing the entire workbook. Press and hold the Shift key, then click on each sheet you want to print. When finished selecting, release the Shift key and then print.