

Creating Charts with Excel

What You Will Learn.....	1
Creating and Manipulating Charts	2
Setting up Data to Chart.....	5
Generating Charts	5
Moving a Chart	9
Resizing a Chart.....	10
Changing Chart Type.....	11
Deleting a Chart	11
Understanding Chart Vocabulary	12
Creating Charts with Multiple Series.....	15
Exercise 1	16
Adding Chart Elements.....	17
Adding Chart Titles.....	17
Displaying Axes Titles.....	18
Adding Gridlines.....	18
Changing Legend Options	19
Adding Data Labels	20
Adding a Data Table	21
Applying Chart Quick Layouts.....	22
Using Quick Format Tools.....	22
Modifying the Worksheet Data in a Chart.....	25
Editing Data Updates a Chart	25
Updating a Chart by Sorting	25
Changing the Data Range	26
Using the Switch Row/Column Button.....	27
Using the Select Data Source Options	27
Changing the Way Data Series Are Plotted	29
Excel Fails to Recognize a Series	29
Exercise 2.....	31
Formatting Chart Objects.....	32
Selecting Chart Objects.....	32
Formatting Parts of the Chart.....	33
Exercise 3.....	40
Graphing Noncontiguous Ranges	41
Creating Bar Charts.....	42

Creating Line Charts	43
Exercise 4.....	45
Creating XY (Scatter) Charts.....	46
Exercise 5.....	48
Creating Pie Charts	49
Creating an Exploded Pie Chart.....	50
Creating a Pie of Pie or Bar of Pie Chart.....	52
Changing Pie of Pie or Bar of Pie Labels	54
Exercise 6.....	55
Creating Sparklines.....	57
Adding a Trendline	59
Creating Trendlines.....	60
Deleting a Trendline	62
Creating 3-D Charts	63
Choosing a 3-D Chart	63
Rotating and Formatting a 3-D Chart	64
3D Chart Styles.....	66
Creating Combination Charts	67
Combo Charts with the Same Range of Values.....	67
Combo Charts with a Different Range of Values/Using a Secondary Axis	68
Exercise 7 (Optional)	69
Creating Pictographs.....	70
Setting the Default Chart Type (Optional).....	74
Appendix A: Excel Chart Types.....	75
Appendix B: Printing a Chart	93
Appendix C: Solutions to Exercises	94