Creating Charts From Worksheet Data
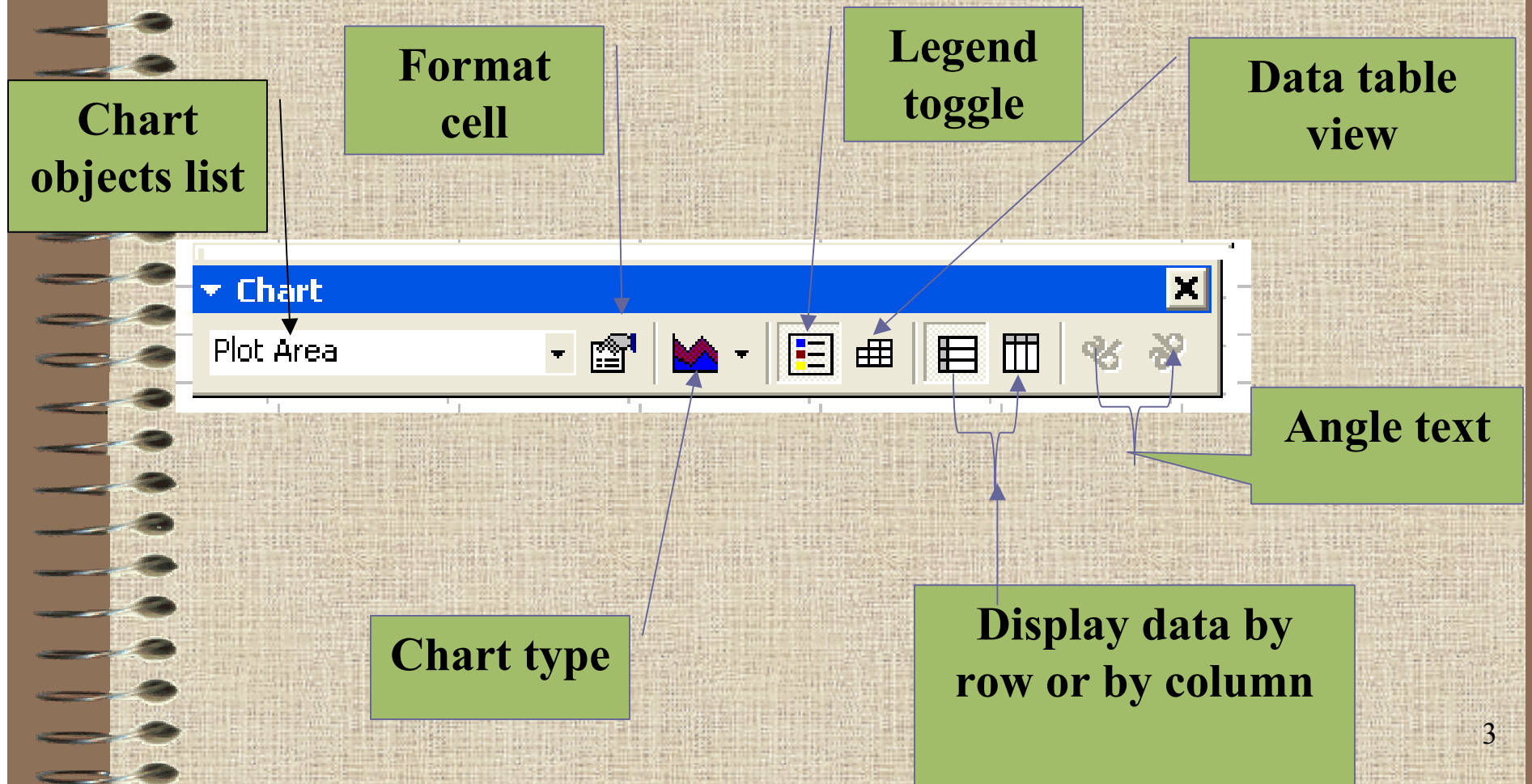
- ***Charts*** are visually appealing(attractive) presentations of data.
- Charts help users to see *comparisons*, *patterns*, and *trends* in data.
- To Create a chart:
  - Enter the data into the worksheet and highlight all the cells that will be included in the chart.
  - Click the **chart wizard** button on the standard toolbar to view the first chart wizard dialog box or select ***Insert→chart***
  - Choose the **chart type** and the chart **subtype** if necessary. Click ***next***
  - Select the ***data range*** (if different from the area highlighted in step 1). Click *Next*
  - Enter the **chart title** and the **axes** (X and Y) titles. You can have a selection over the rest tabs. Click *Next*
  - Click *As new sheet* (if chart should be placed on a new, blank worksheet) or *As object in* if the chart should be embedded in an existing sheet.
  - Click *Finish*

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…Creating Charts

- **Resizing the chart**
  - Click on its border or over the chart.
  - Drag any of the 8 black handles to change size

- **Moving the chart**
  - Select the border of the chart
  - Hold down the left mouse
  - Drag the chart to a new location.

Modifying chart elements

Chart formatting toolbar

Chart objects list

Format cell

Legend toggle

Data table view

```
▼ Chart                                                          ✕
Plot Area                    ▼
```

Angle text

Chart type

Display data by row or by column

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Copying the Chart

- **<u>Copying the chart to Ms-Word</u>**
  - Click over the chart to select it.
  - Right click there.
  - Click copy.
  - Open the destination document and Paste it.

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