

## Creating and Working with Charts

### ➤ Inserting a Chart

Once you've chosen the type of chart you wish to use, insert the chart in your worksheet.

1. Make sure the cell range containing the data and labels you want to chart are selected.

✔ **Tip:** You can chart non-adjacent cells if you hold down the <Ctrl> key while selecting the cells.

2. Click the **Insert** tab on the Ribbon. In the Charts group, there are several chart types to choose from. Each of the chart types then has several charts to choose from.

3. Click a **chart type** button in the Charts group.

A list of charts for the selected chart type appears.

4. Select the chart you want to use from the list.

The chart appears in the worksheet and the Chart Tools appear on the Ribbon. The Chart Tools include three new tabs—Design, Layout and Format—that help you modify and format the chart.

#### ✔ Tips

- ✓ To see all available chart types, click any chart type in the Charts group, and then select **All Chart Types**. The Insert Chart dialog box appears, displaying every chart type that is available.

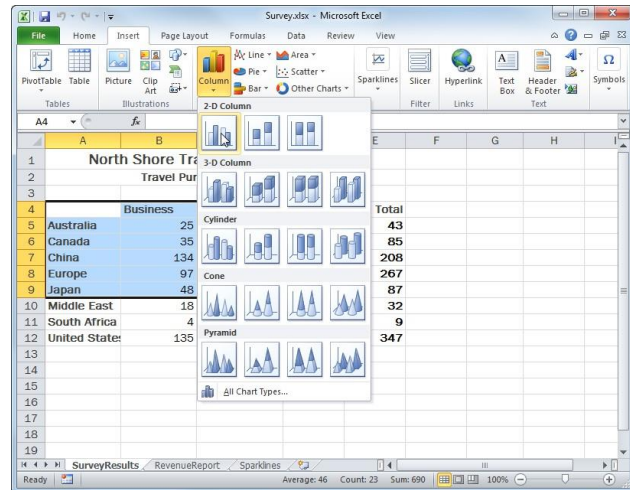


Figure 1: Selecting a chart to insert.

### Move a chart within a worksheet

Usually you will have to move a chart after it is inserted because it covers up the data on the worksheet.

1. Select the chart.
2. Point to the chart's border.

The pointer changes to a cross-arrow pointer.

3. Click and drag the chart in the worksheet.

### Move a chart to another worksheet

You can move a chart to another worksheet as an embedded object or move it to its own worksheet.

1. Under Chart Tools on the Ribbon, click the **Design** tab and click the **Move Chart** button in the Location group.

The Move Chart dialog box appears, displaying two options:

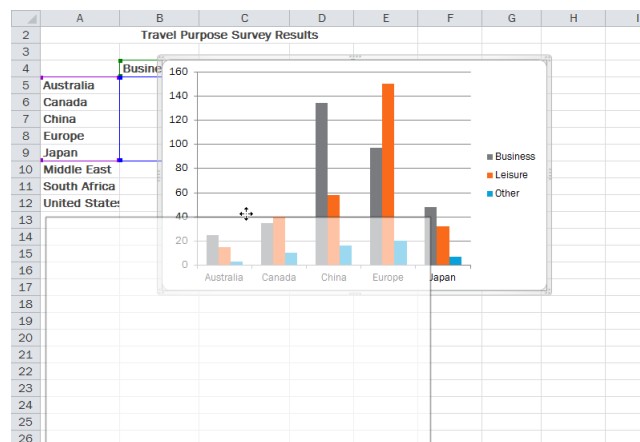


Figure 2: To move a chart within a worksheet, click and drag the chart to a new location.

- ✓ **New sheet:** Moves the chart to its own worksheet.
- ✓ **Object in:** Allows you to embed the chart in another existing worksheet.

2. Select the option you want to use and enter or select a worksheet name.

3. Click **OK**.

## Resize the chart

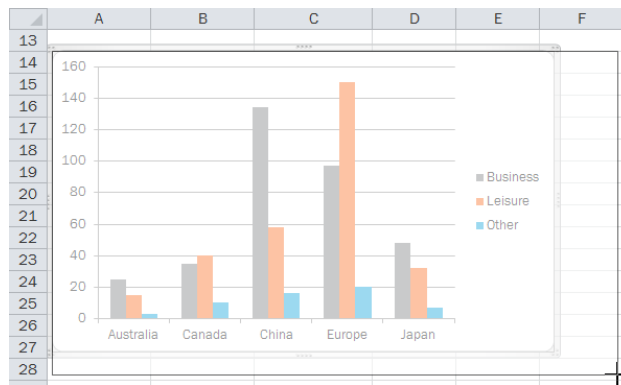
1. Select the chart. Eight sizing handles appear along the chart edges once it is selected. Sizing handles are used to change the size of charts and other objects.

- ✓ **Tip:** Clicking a chart displays the Chart Tools on the Ribbon, which include the Design, Layout, and Format tabs.

2. Click a sizing handle and drag it to resize the chart. The chart is resized.

- ✓ **Tip:** A faint outline appears as you drag the chart border so that you can preview the size of the chart before releasing the mouse button.

🔗 **Other Ways to Resize a Chart:** Under Chart Tools on the Ribbon, click the **Format** tab and use the Height and Width fields in the Size group.



**Figure 3:** To resize a chart, click and drag the corner of the chart

## Editing, Adding, and Removing Chart Data

After you've inserted the chart, you'll probably still change the data. You can edit, add, and remove chart data even after you've inserted your chart.

### Edit chart source data

The values in a chart are linked to the worksheet data from which the chart is created. If you change the source data, the chart will automatically chart the new values.

1. Replace and edit values in the source data. The changes are automatically reflected in the chart.

### Add a data series

You can always add data to a chart after it has been created. Here's how to add a data series.

1. Select the chart; then click the **Design** tab and click the **Select Data** button in the Data group. The Select Data Source dialog box appears.
2. Click the **Add** button under Legend Entries (Series). The Edit Series dialog box appears.
3. In the "Series name" box, select the name of the series from the worksheet or type the series name.
4. In the "Series values" box, select the data range of the data series or type the cell range reference.

✓ **Tip:** Remove placeholder text before selecting the series values. For example, if a {1} appears in the Series values text box, remove these characters so only the equals sign (=) remains. Then you are ready to enter or select values.

5. Click **OK**.

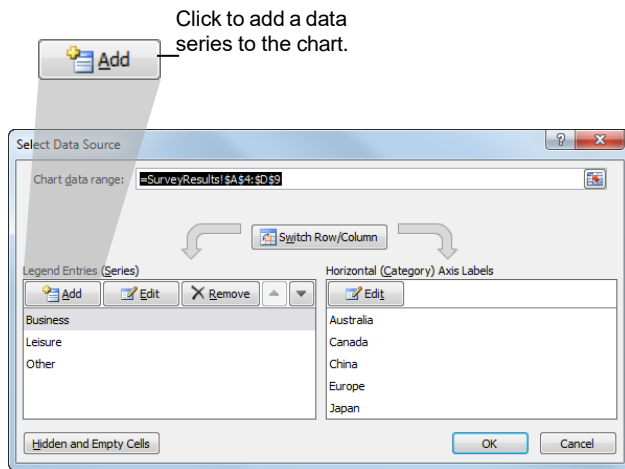
The Edit Series dialog box closes.

6. Click **OK**.

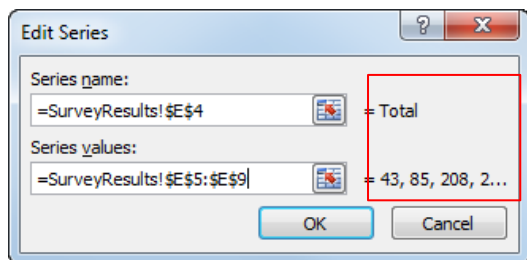
The Select Data Source dialog box closes, and the data is added to the chart.

🔄 **Other Ways to Add Data to a Chart:**

If the chart uses adjacent cells for source data, click and drag the **sizing handles** around the source data on the worksheet.



**Figure 4:** The Select Data Source dialog box.



A preview of the values is displayed along the right side of the dialog box.

	A	B	C	D	E	F
1	North Shore Travel - Northern Division					
2	Travel Purpose Survey Results					
3						
4		Business	Leisure	Other	Total	
5	Australia	25	15	3	43	
6	Canada	35	40	10	85	
7	China	134	58	16	208	
8	Europe	97	150	20	267	
9	Japan	48	32	7	87	
10	Middle East	18	12	2	32	
11	South Africa	4	5	0	9	
12	U.S.	135	122	90	347	
13						

**Figure 5:** Adding a new data series.

**Figure 6:** Another way to add and remove data in a chart is to click and drag the sizing handles around the source cells. These sizing handles only appear if the source data is adjacent.

## Copy data into a chart

Another way to add data to a chart is to copy it into the chart. This is useful if your chart uses non-adjacent cells for source data or if the chart and source data are not on the same worksheet.

1. Select the cells containing the data you wish to add to the chart, including labels for the data.
2. Click the **Home** tab on the Ribbon and click the **Copy** button in the Clipboard group.  
The data is copied to the clipboard.
3. Select the chart to which you wish to add the data.
4. Click the **Paste** button in the Clipboard group. The chart is updated to include the pasted data.

## Remove a data series

If you need to simplify your chart or you need to get rid of some data, it's easy to remove a data series from the chart.

1. Under Chart Tools on the Ribbon, click the **Design** tab and click the **Select Data** button in the Data group.  
The Select Data Source dialog box appears.

2. Select the data series you want to remove under Legend Entries (Series).

3. Click the **Remove** button under Legend Entries (Series).

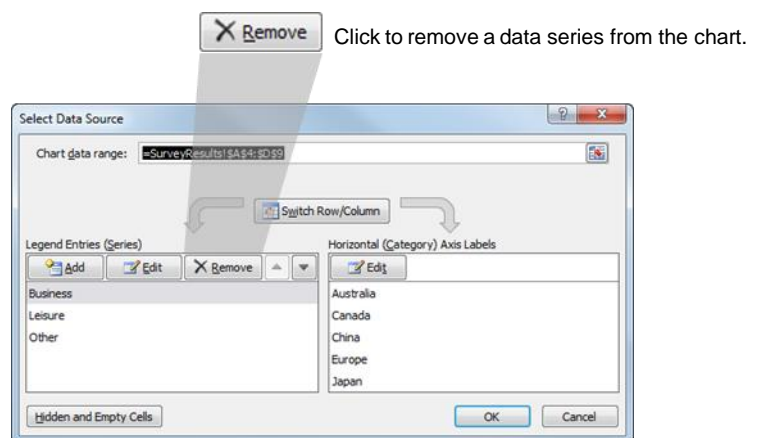
The data series is removed from the chart.

### Other Ways to Delete Data:

Select the source data you want to remove from the chart and press **<Delete>**.

4. Click **OK**.

The Select Data Source dialog box closes and the chart is updated.



**Figure 7:** The Select Data Source dialog box.

# Changing Chart Layout and Style

An easy way to change the look and feel of a chart is by applying one of the built-in layouts and styles that are available in Excel 2010.

## Apply a chart layout

Built-in chart layouts allow you to quickly adjust the overall layout of your chart with different combinations of titles, labels, and chart orientations.

1. Select the chart.  
The Chart Tools appear on the Ribbon.
2. Under Chart Tools on the Ribbon, click the **Design** tab.  
Here you can see the Chart Layouts and Chart Styles groups.
3. Select the option you want to use from the Chart Layouts gallery in the Chart Layouts group. Or, click the **Quick Layout** button in the Chart Layouts group and select an option.

The chart changes to the selected layout.

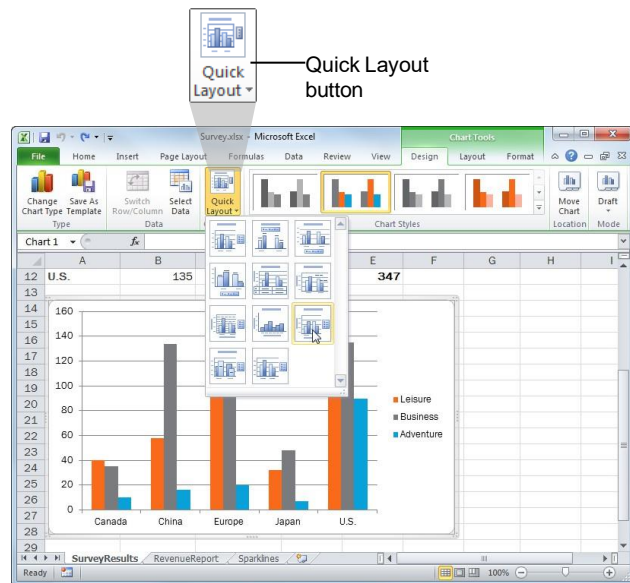


Figure 8: The Chart Layouts group.

## Apply a chart style

Built-in chart styles allow you to adjust the format of several chart elements all at once. Styles allow you to quickly change colors, shading, and other formatting properties.

1. Select the chart.  
The Chart Tools appear on the Ribbon.
2. Under Chart Tools on the Ribbon, click the **Design** tab.  
The new style is applied.
3. Select the option you want to use from the Chart Styles gallery in the Chart Styles group.

The new style is applied.

### ✓ Tips

- ✓ The Chart Layouts and Chart Styles groups offer many formatting options. A few are displayed by default, but you can click the arrow buttons to scroll down and access additional layouts and styles, or you can click the **More** button to expand a gallery.

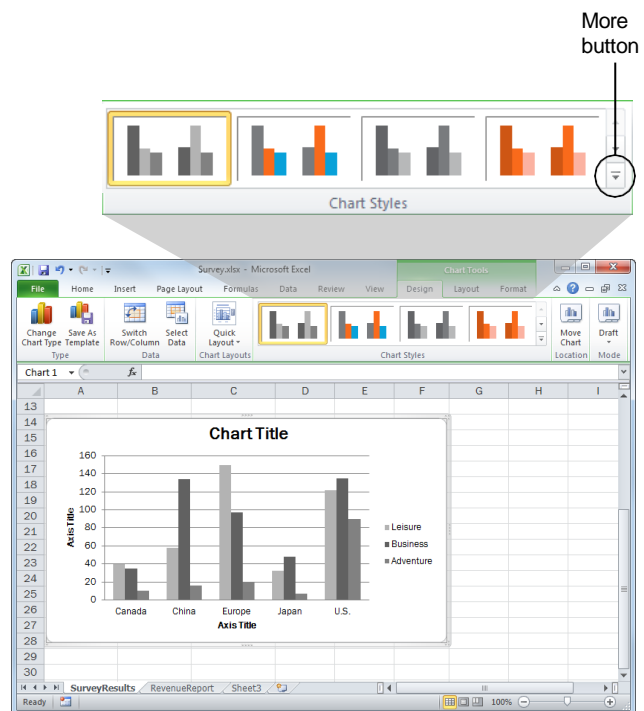


Figure9: The Chart Styles group.

# Working with Chart Labels

If you have a specific layout in mind for your chart’s labels, you can add, remove, and format the labels as needed.

## Edit chart label text

It’s easy to edit the text of a label that already appears in the chart.

1. Select the chart and double-click the label you wish to edit.  
A cursor appears in the label.
2. Edit the label text and click the chart.

**Tips**

- ✓ Text that is linked to worksheet data cannot be directly edited. To edit these labels, you need to edit the labels and data in the actual worksheet.

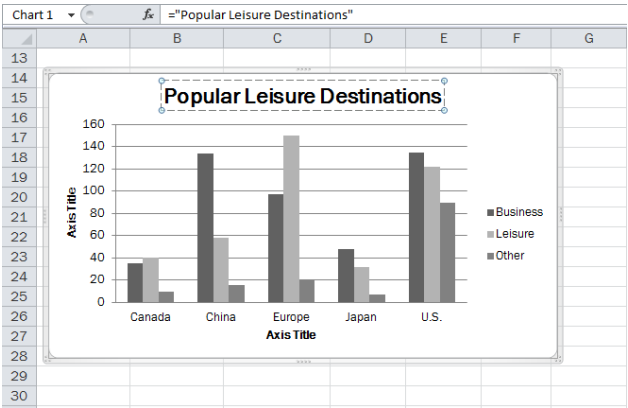







Figure 10 : Editing a chart label.

## Add or move a chart label

Labels can be moved to different locations or layouts on the chart.

1. Select the chart.
  2. Under Chart Tools on the Ribbon, click the **Layout** tab.  
In the Labels group, there are several labels to choose from, as shown in Table 1: Chart Labels.
  3. Click the button for the label you want to use in the Labels group. A list of options for that label appears.
- ✓ **Tip:** If you don’t see a label option that suits you, click the **More Options** button at the bottom of the list to display the Format dialog box. Here you can fine-tune the label to your specifications.
4. Select the option you want to use from the list.  
The label appears on the chart. If you add a chart or axis title, placeholder text will appear that you can replace with your own text.
- ✓ **Tips** To add data labels to one data series, select that data series instead of the entire chart area.

Table 1: Chart Labels	
	<b>Chart Title:</b> Tells people what the chart is about.
	<b>Axis Titles:</b> Tells people about the data being charted on the axis.
	<b>Legend:</b> Displays the name of a data series in the chart.
	<b>Data Labels:</b> Labels the specific values of data in the chart.
	<b>Data Table:</b> Adds a table that contains all the data in the chart.