

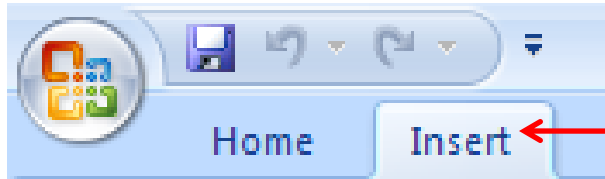
# Microsoft Office Excel 2007

## Working with Charts and Graphics

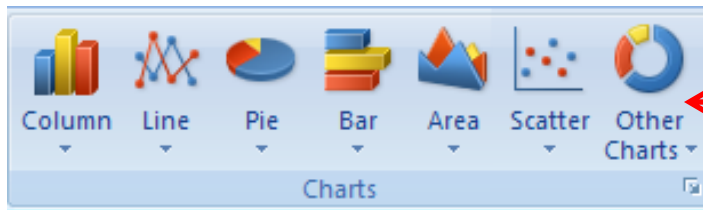
# Create charts in Excel

- Charts, or graphs, provide visual representations of the 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.
- Creating a chart has never been easier – say goodbye to the Chart Wizard!

# Creating a chart



If you want to insert a chart ... try INSERT.



The Chart Ribbon has the types listed as icons!

# Rules for chart creation

1. Select the data range (same as data series)
2. Select the chart type (and sub type)
3. Insert and designate the chart location
4. Choose the chart options
5. Change the chart location and size

The first step should be PLAN and THINK!

# Select the data range

	A	B	C	D	E	F	G
1	Telescope Sales by Region						
2							
3	<b>Scope</b>	<b>United States</b>	<b>Europe</b>	<b>Asia</b>	<b>Totals</b>		
4	BrightStar 6	\$1,858,000.00	\$714,000.00	\$375,000.00	\$2,947,000.00		
5	BrightStar 8	2,160,000.00	921,000.00	417,000.00	\$3,498,000.00		
6	NightVision 12	1,194,000.00	460,000.00	492,000.00	\$2,146,000.00		
7	NightVision 16	158,000.00	210,000.00	140,000.00	\$508,000.00		
8	<b>Total</b>	<b>\$5,370,000.00</b>	<b>\$2,305,000.00</b>	<b>\$1,424,000.00</b>	<b>\$9,099,000.00</b>		
9							
10							

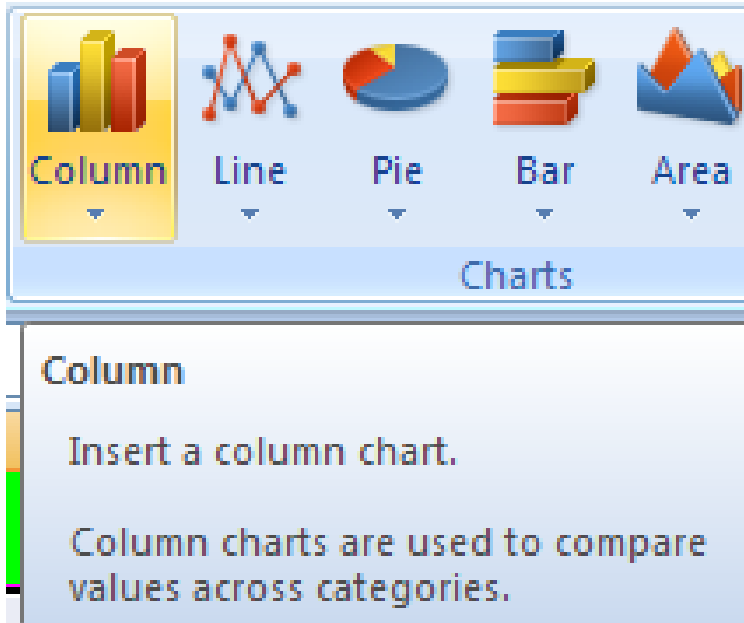
What do you want to create a chart of?

# Step #1 Tip

	A	B	C	D	E
1	Telescope Sales by Region				
2					
3	Scope	United States	Europe	Asia	Totals
4	BrightStar 6	\$1,858,000.00	\$714,000.00	\$375,000.00	\$2,947,000.00
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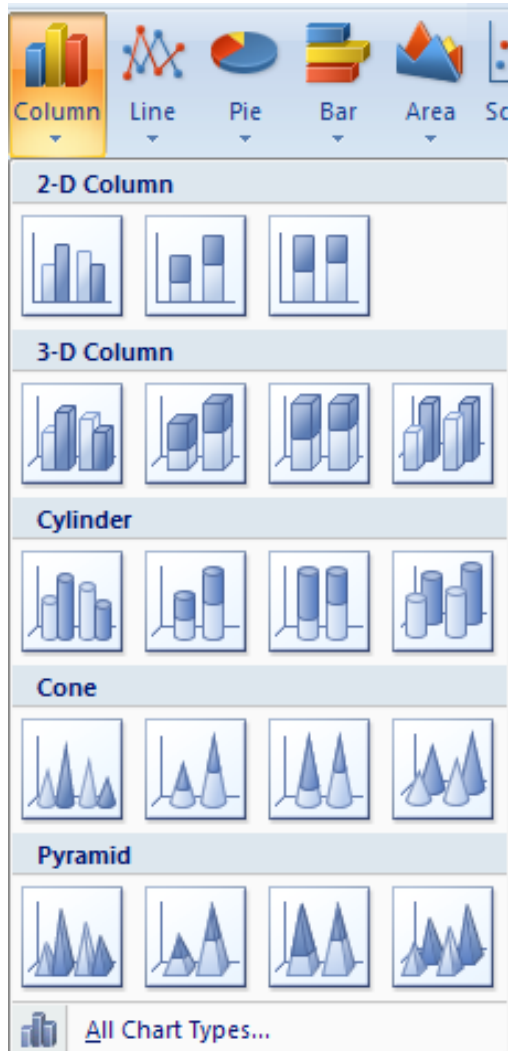
**Including Column Headings will save you time.  
This way you won't have to manually label the elements!**

# What is your type?



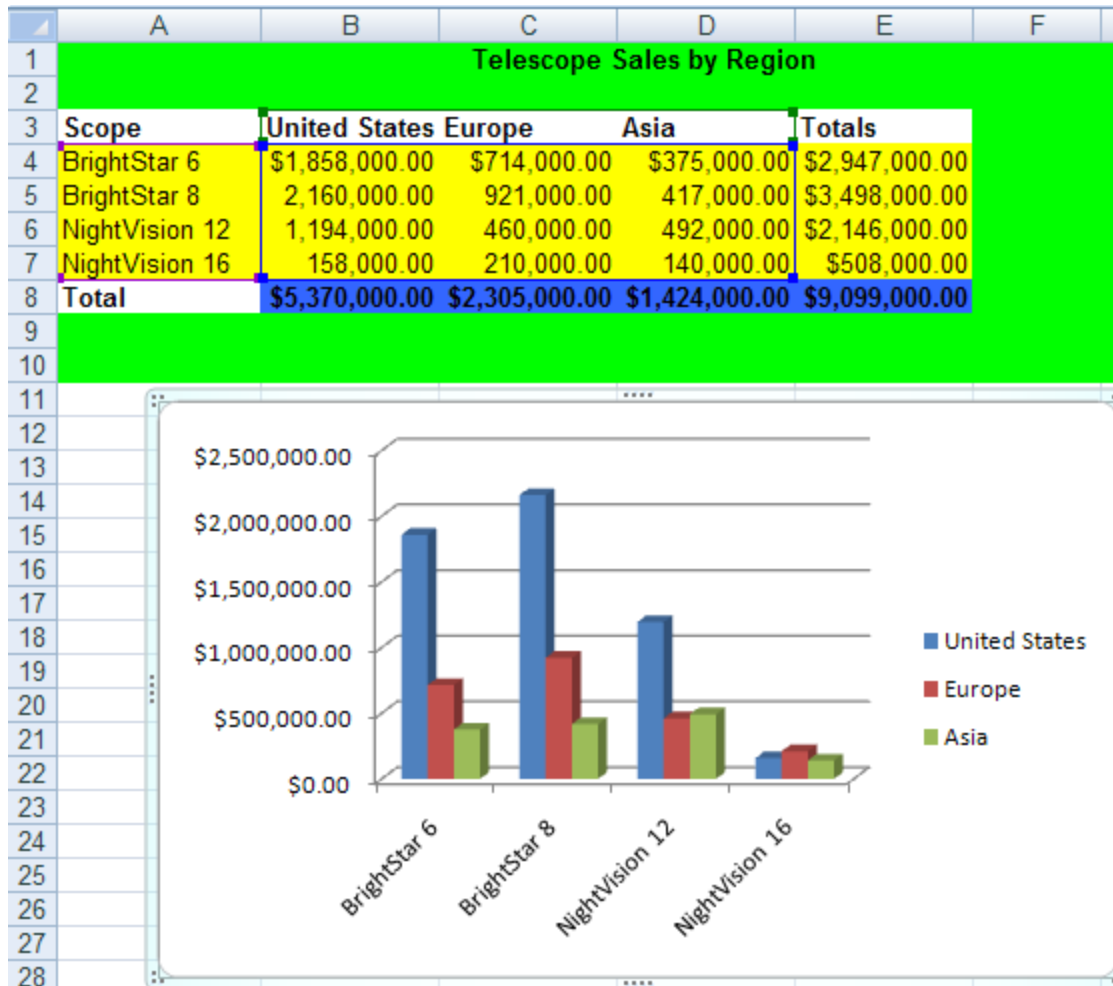
- Ever date the wrong type of person? The same goes for creating a chart to visualize data ... this is where a good project plan comes into play!
- If you're not sure, try a few and see what develops.

# What subtype? ... decisions!



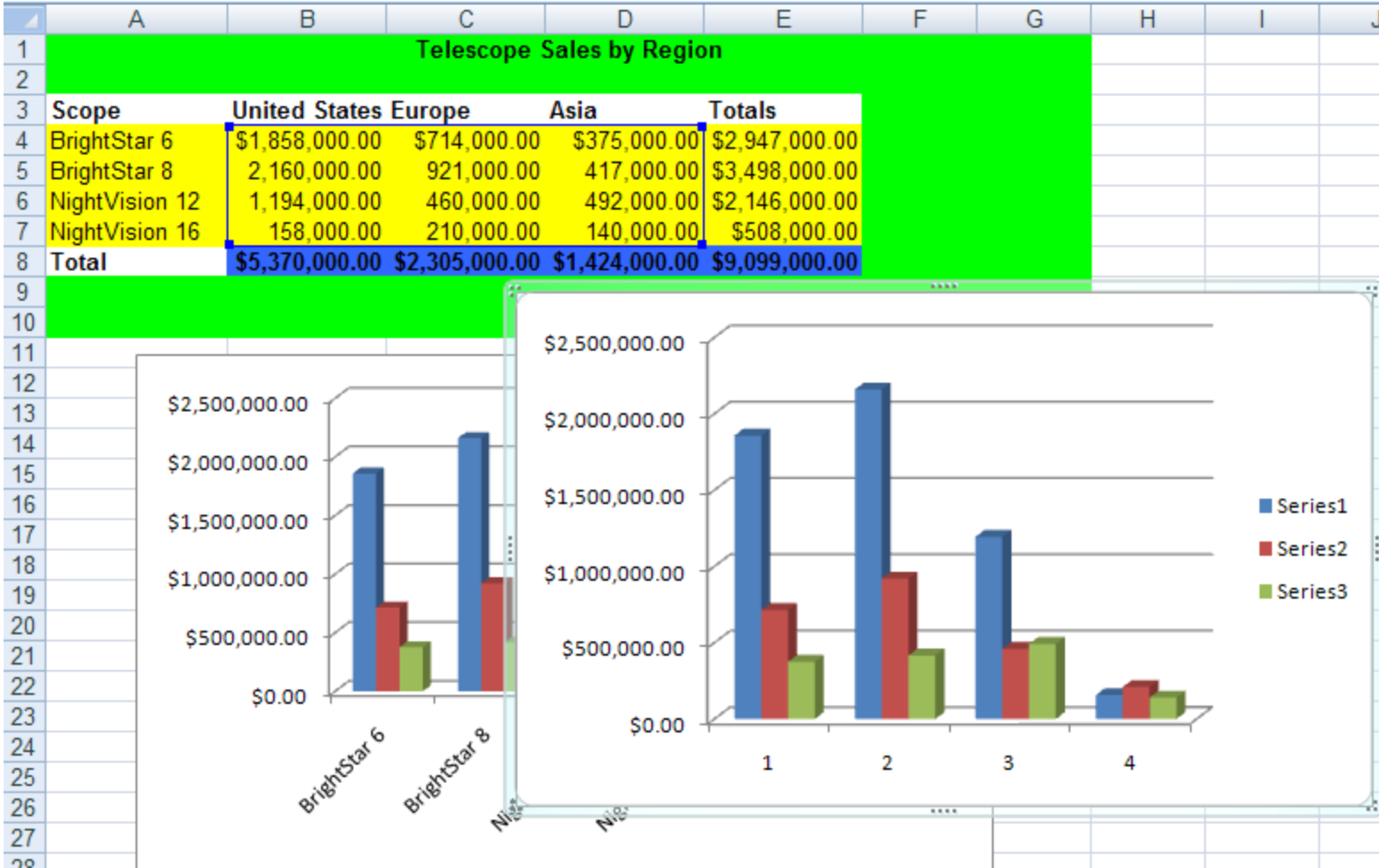
- Chart types have subtypes ... the key is to keep your chart readable!
- While a fancy subtype may impress you, think of your reader.
- Once you make your selection ... presto!

# Chart in sight



Do you see why it is very handy to include the column headings?

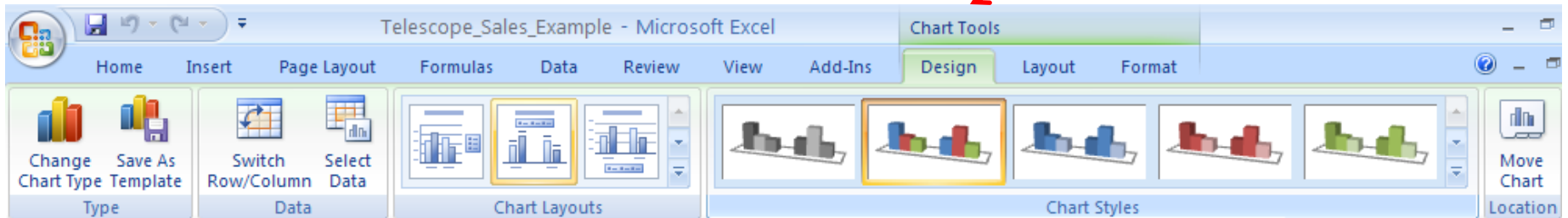
# Unlabeled chart



WHAT IS IT THAT I AM LOOKING AT?

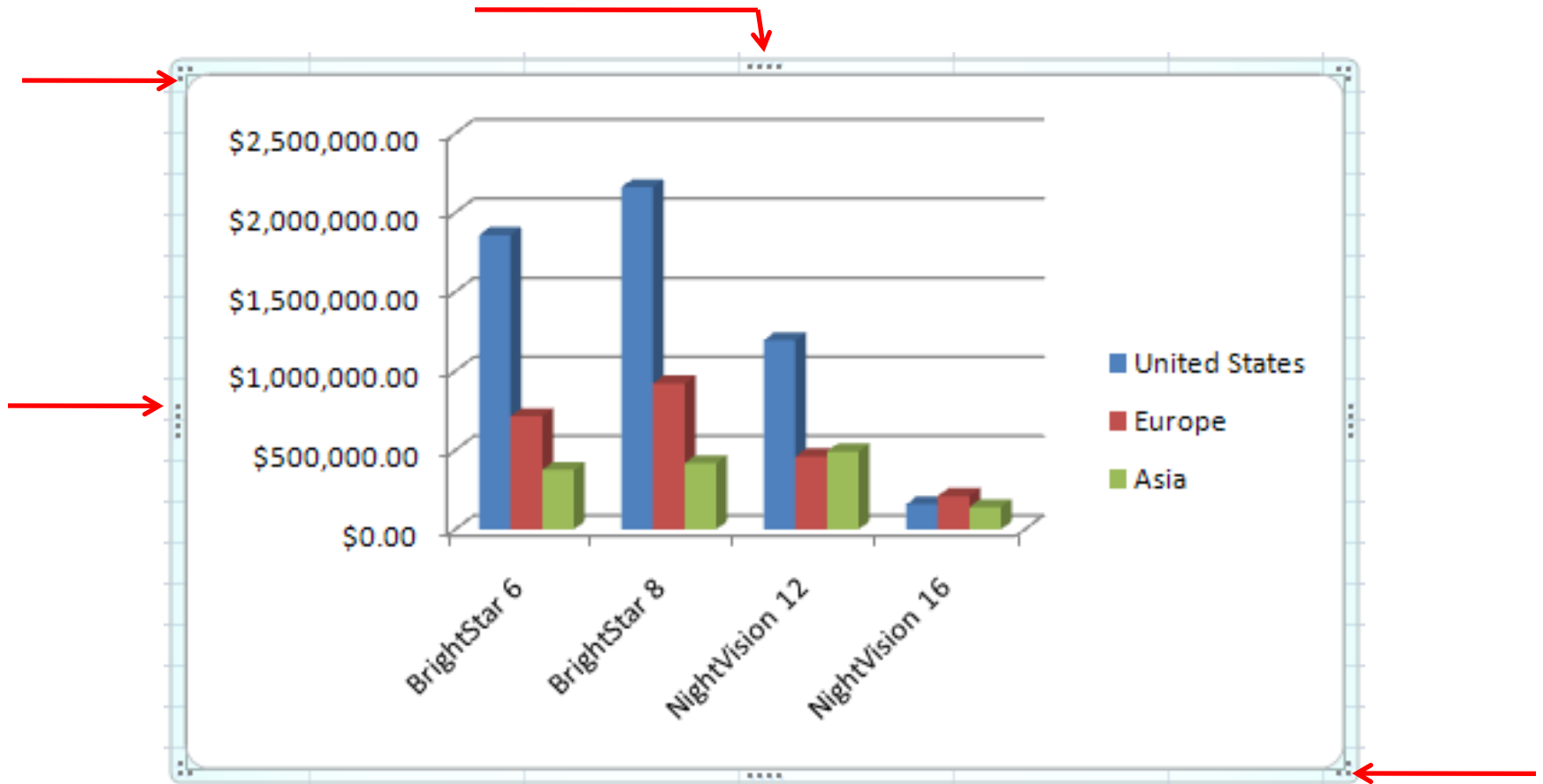
# Things are okay, but ....

Look ... a new tab!



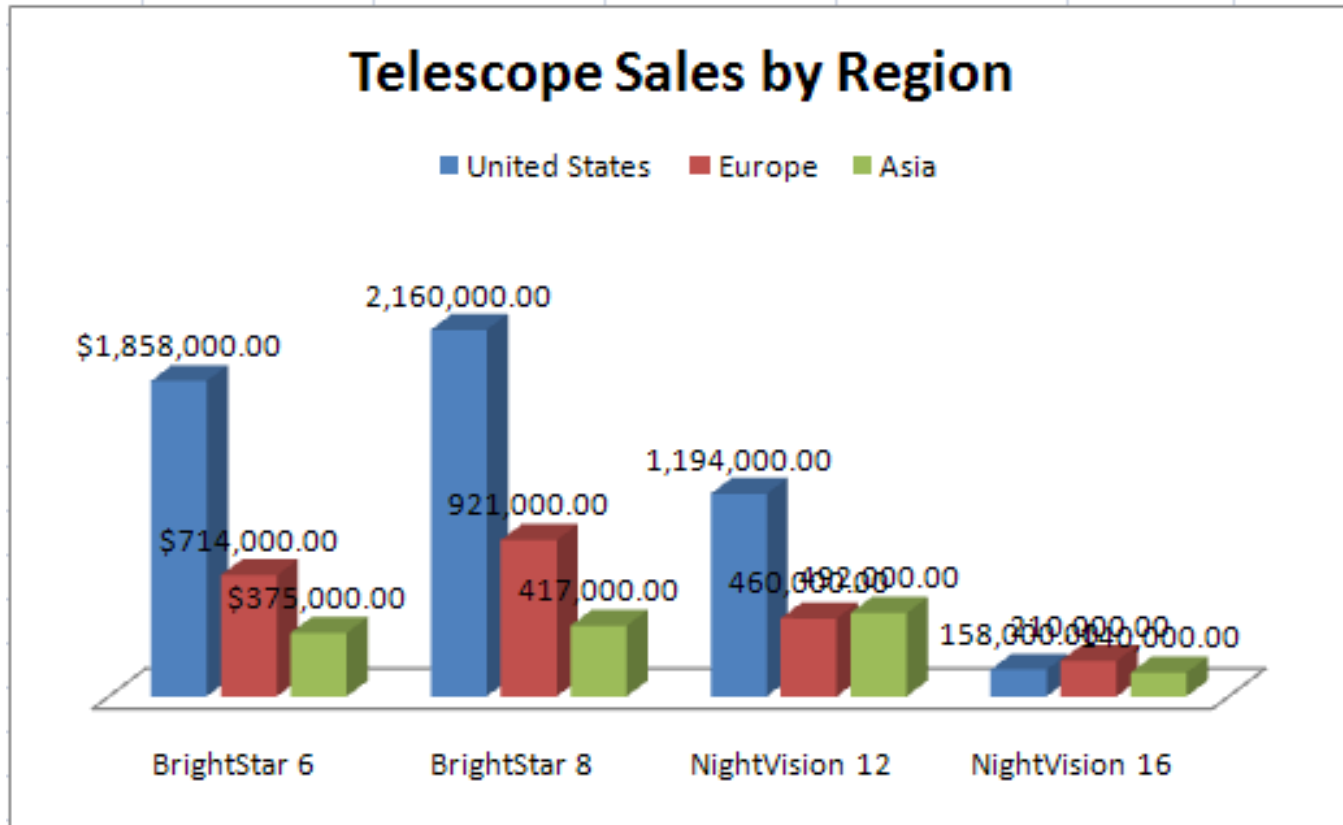
Once your chart has been created, the tool ribbon changes to give you the options available for further refining/defining your chart.

# Resize and move an embedded chart



Resizing is a simple matter of “grabbing” an edge and dragging. To move, look at the “Move Chart” within the ribbon!

# Experiment with your options!



**The more you know your options ...**

# Example time

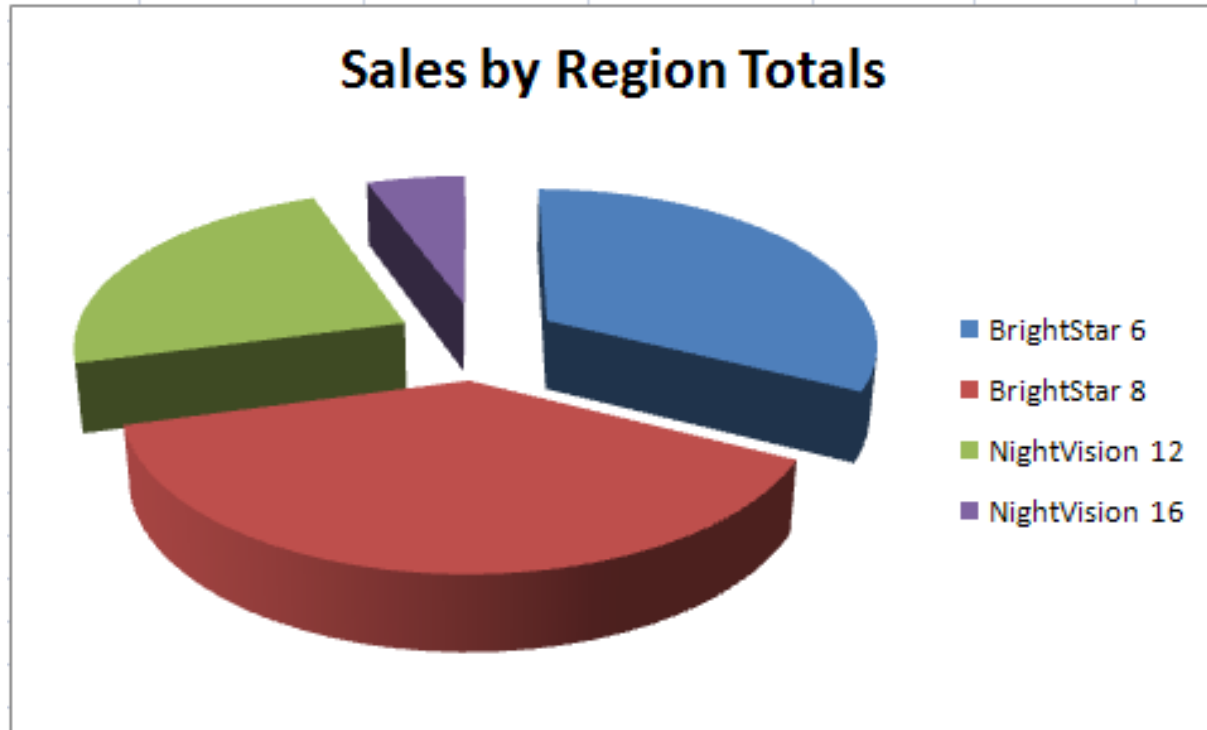
Sample spreadsheet to graph  
(Telescope\_Sales.xlsx).

(you will find this file on my lecture notes page)

# Pie Charts

- Pie charts are very useful for comparing values in a data series to each other - but can only use one data series. In other words, ONE specific datum.
- One feature of a pie chart is called exploding, in which you can slightly separate a particular pie slice from the other slices.
- Exploding a pie chart adds emphasis to a particular area of the chart and makes it easier to notice.

# A pie chart with exploded slices



**Exploding pie charts are a good choice when you want to draw attention to the good ... or bad.**

# Example time

- Create a Pie Chart from the telescope sales worksheet ... do you remember the MOST IMPORTANT characteristic about pie charts?
- Chart the telescope sales regions totals as an exploding pie chart ... 1-2-3!

# Modify the properties of your charts

- 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.
- If you wanted to remove a data series from all categories, you could delete that particular data series from the worksheet in many cases.
- If you want to remove a slice of a pie chart, you cannot just delete the data in the data source, but rather you must change the cell reference of the data series for the chart.

# Questions?

