Microsoft Excel 2010 Charts and Graphics

Column Charts

• Creating a Column Chart
  1. Highlight the range of cells
  2. Click the Insert tab
  3. In the Charts group, click Column drop-down menu
  4. Click the desired column chart

• Displaying a Data Table
  1. Click on the chart
  2. Click the Design tab
  3. In the Chart Layouts group, click on Layout 5

Pie Charts

• Creating a Pie Chart
  1. Highlight the range of cells
  2. Click the Insert tab
  3. In the Charts group, click the Pie drop-down menu
  4. Click on the desired pie chart

• Adding Data Labels
  1. Click on the chart
  2. Click the Layout tab
  3. In the Labels group, click Data Labels > More Data Label Options
  4. Modify the desired settings
  5. Click Close

• Removing the Legend
  1. Click on the chart
  2. Click the Layout tab
  3. In the Labels group, click the Legend drop-down menu
  4. Click None

• Exploding a Piece of Pie
  1. Click on the pie chart
  2. Click on the piece of pie that will be exploded
  3. Click and hold the cursor on the piece of pie
  4. Drag the slice away from the pie
    ▪ To put the slice back simply drag it back into the pie

• Adding a Secondary Bar Chart to a Pie Chart
  1. Right-click on the chart > click Change Chart Type
  2. Click the Bar of Pie type chart.
  3. Click OK

• Adding a Chart Title
  1. Click on the chart
  2. Click the Layout tab
  3. In the Labels group, click Chart Title and click on the desired location.

• Adding Sparklines to a Worksheet
  1. Highlight the range of cells
  2. Click the Insert tab
  3. In the Sparklines group there are three different options, click on the desired option.
    ▪ The Create Sparklines dialog box appears
  4. Click on the icon to the right of the Location Range: field
  5. Highlight the range of cells
  6. Click on the icon to the right of the field
  7. Click OK

• Creating a Line Chart
  1. Highlight the range of cells
  2. Click the Insert tab
  3. In the Charts group, click the Line drop-down menu
  4. Click on the desired line chart
• Add a Data Series to a Line Chart
  1. Click on the chart
  2. Click the Design tab
  3. In the Data group, click Select Data
     The Select Data Source dialog box appears
  4. Click Add
  5. Click on the cell that is the Series Name:
  6. Press the Tab key
  7. Highlight the values in the series (vertical axis)
  8. Click OK
  9. Click Edit
 10. Highlight the values in the category (horizontal axis)
 11. Press the Enter key
 12. Click OK

Scatter Charts

• Creating a Scatter Chart
  1. Highlight the range of cells
  2. Click the Insert tab
  3. In the Charts group, click the Scatter drop-down menu
  4. Click on the desired scatter chart

• Adding a Trendline
  1. Click on the chart
  2. Click the Layout tab
  3. In the Analysis group, click Trendline > click More Trendline Options
  4. Click on the desired trend line radio button
  5. To display the equation on the chart, click Display Equation on chart
  6. To display the R-squared value on the chart, click Display R-squared value on chart
  7. Click Close

• Adding Vertical Gridlines
  1. Click on the chart
  2. Click the Design tab
  3. In the Axes group, click Gridlines > Primary Vertical Gridlines > click on the desired gridlines

• Formatting Gridlines
  1. Right-click on the gridline (horizontal or vertical)
  2. Click Format Gridlines
  3. Change the formatting options
  4. Click Close

• Adjusting the Horizontal Axis Minimum Value
  1. Click on the chart
  2. Click the Layout tab
  3. In the Axes group, click Axes > Primary Horizontal Axis > More Primary Horizontal Axis Options
  4. In the Minimum field, click the Fixed radio button
  5. Highlight the current value and type the new value
  6. To display tick marks, click on the corresponding drop-down menus and click the desired options

• Adjusting the Vertical Axis Minimum Value
  1. Click on the chart
  2. Click the Layout tab
  3. In the Axes group, click Axes > Primary Vertical Axis > More Primary Vertical Axis Options
  4. In the Minimum field, click the Fixed radio button
  5. Highlight the current value and type the new value
  6. To change the increment value, In the Major unit field, click the Fixed radio button, type the desired value

• Inserting Smart Art Graphics
  1. Click the Insert tab
  2. In the Illustrations group, click SmartArt
  3. Choose the type in the left pane
  4. Choose the various layouts in the middle pane
  5. Click OK
  6. Expand the tab on the left side of the SmartArt graphic to enable the text pane.

• Grouping Objects
  1. Click on the SmartArt graphic
  2. Hold down the shift key and click on the other chart
  3. Right-click on the chart border > Group > click Group

• Applying Themes
  1. Click on the item to apply the theme to
  2. Click the Page Layout tab
  3. In the Themes group, click Themes
  4. Move the cursor onto a theme to preview it
  5. Click on a theme to apply it

Bar Charts

• Creating a Bar Chart
  1. Highlight the range of cells
  2. Click the Insert tab
  3. In the Chart group, click the Bar drop-down menu
  4. Click on the desired type of bar chart

• Applying a Chart Style
  1. Click on the chart
  2. Click the Design tab
  3. In the Styles group, click on the desired style

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• **Formatting the Chart Area**
  1. Right-click on the chart area (outside of the plot area)
  2. The mini toolbar appears for changing font size, font style, and other formatting options.
  3. For additional formatting options, double-click on the chart area

• **Formatting the Plot Area**
  1. Right-click on the plot area
  2. The mini toolbar appears for changing the background color and the border color.
  3. For additional formatting options, double-click the plot area.

• **Moving and Formatting the Legend**
  o If the legend is not visible, click on the chart > click the Page Layout tab > in the Labels group, click Legend and choose the location desired.
  1. Right-click on the legend
  2. The mini toolbar appears for changing font size, font style, and other formatting options.

• **Formatting the Bars and Data Labels**
  1. Right-click on any bar in the chart > click Format Data Series...
  2. There are multiple formatting options that appear.
  3. Change the desired settings > click Close.

• **Inserting a Text Box**
  1. Click the Insert tab
  2. In the Text group, click Text Box
  3. Click and hold the mouse button, drag it to fit the desired size.

• **Creating a Copy of an Existing Chart**
  1. Right-click in the chart area > click Copy

• **Chart Templates**

  • **Creating a Chart Template**
    1. Click on the desired chart
    2. Click the Design tab
    3. In the Type group, click Save As Template
    4. In the File Name: field, type in the name of the template > click Save.

  • **Applying a Chart Template**
    1. Click on the desired chart
    2. Click the Design tab
    3. In the Type group, click Change Chart Type
    4. In the left side panel, click Templates
    5. Click on the desired template > click OK.

• **Moving a Chart to Another Worksheet**
  1. Click on the chart
  2. Click the Design tab
  3. Click Move Chart
  4. To create a new worksheet, click New Sheet: > type in a name > click OK
  5. To move to an existing worksheet, click Object in: > click the drop-down menu > click on the desired sheet > click OK.

• **Inserting Shapes**
  1. Click the Insert tab
  2. In the Illustrations group, click Shapes
  3. Click the desired shape
  ▪ The cursor will change to a cross hair.

• **Printing Options for Charts**
  1. Click on the chart
  2. Click the Page Layout tab
  3. In the Page Setup group, click the Page Setup dialog box icon in the bottom right corner.
  4. This dialog box contains additional printing options for the chart.

• **Inserting Charts into PowerPoint Slides**
  1. Right-click in the chart area > click Copy
  2. In the PowerPoint slide, right-click the desired location.
  3. Under Paste Options:, click on the desired option.
  ▪ Moving the mouse over an option will show a preview of the output.

• **Using the Paste Special Command**
  1. Copy the desired object
  2. Click on the desired cell
  3. Click the Home tab
  4. In the Clipboard group, click the Paste drop-down menu > click Paste special.
  ▪ This dialog box can paste the copied object as a different type of object such as a PNG picture instead of the original object.
  5. Click on the desired option > click OK.