**EXCEL NOTES #5**

**CONVERTING DATA INTO GRAPHS & CHARTS**

**Charts are based upon what?** *Data in the spreadsheet*

**Common Types of Charts & Their Uses:**

* *Column Charts:* shows the relationships among categories of data
* *Bar Charts:* shows the relationships among categories of data
* *Line Charts:* illustrates the trends over time
* *Pie Chart:* shows the relationship of a part compared to the whole
* *Scatter Chart:* shows the relationship between two categories of data using data points

*Other types of Charts available . . . Area, Stock, Surface, Bubble, Radar, Combo, Pivot*

**Data Series / Series Name:** *The heading of the information you are selecting; what will appear in your legend*

**Data Source:** *the chart data which is a range of cells in the worksheet*

**Steps To Creating A Chart**

1. *Select the Chart Data & headings*
2. *Select the Chart Type*
3. *Choose the Chart Location*

**Design Tab**

* ****Change chart type, layout, style Can switch the row & column
* Can select your own data



**Ways to Edit the Chart/Graph:** (Design Tab, Add Chart Element Button OR )

* Axis
* Axis Title
* Chart Title
* Data Table
* Gridlines
* Legend
* *Data Labels*

**To Edit parts of an Individual section of the Chart/Graph:**

* *Click on the Section* ***OR*** *Format Tab – Current Selection Group – Choose the Individual Part from the Drop-down arrow*
* *The Part you choose will then be selected on the chart*
* *Click the “Format Selection Button”*

**Adding Information into a Chart that has already been created:**

* *Design Tab – Data Group – Select Data Button*
* *Click to Add a new Data Entry*
* *Fill out the “Series Name” (this will be the column heading you are selecting)*
* *Click the Red Arrow by “Series Value” to select the row/column of data you wish to use*

**Making a Chart become its own sheet within the Workbook:**

* *Right Click on the outer edge of the Chart – Move Chart*
* *Select New Sheet and Rename your sheet*

**When the data and chart are selected, where does the data automatically go with each chart type?**

 *Column: Column Headings become the information along the X Axis,*

 *Row “headings” become the information located in the legend*

 *Bar: Column Headings become the information along the Y Axis,*

 *Row “headings” become the information located in the legend*

 *Line: Column Headings become the information along the X Axis,*

 *Row “headings” become the information located in the legend*

 *Pie: Left Column (Top Row) becomes the information in the legend*

 *Right Column (Bottom Row) becomes the percentages within the Pie chart*

 *Scatter: Column Headings become the information along the X Axis,*

 *Row “headings” become the information located in the legend*