

Hints from Marsha

Create a Chart in Excel

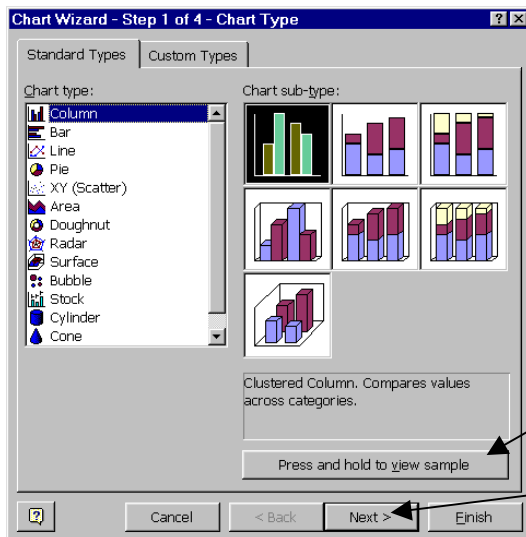
Have Excel open and your data entered.

Highlight all the data that you want to include in your chart.

Click on the Chart Wizard Button. Or you can click on Insert/Chart.

	A	B	C	D	E	F
1		1997	1998	1999		
2	January	100	125	135		
3	February	95	100	85		
4	March	135	96	100		

You will see this window open.

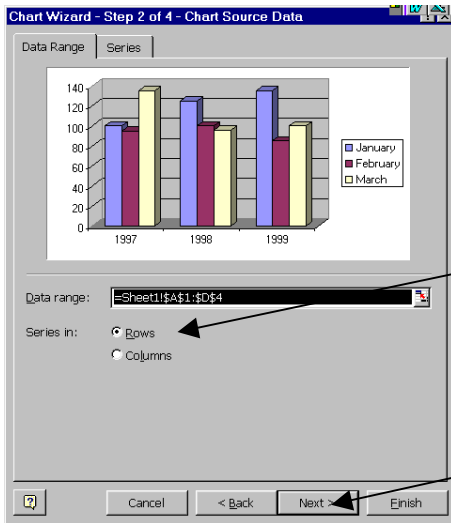


Choose any type of chart in the box on the left and you will see choices for sub-types on the right. Click on the type of chart that you want to use.

NOTE: If you want to see what your chart is going to look like click on the "Press and hold to view sample" button.

Click Next button.

Now you will see this window.



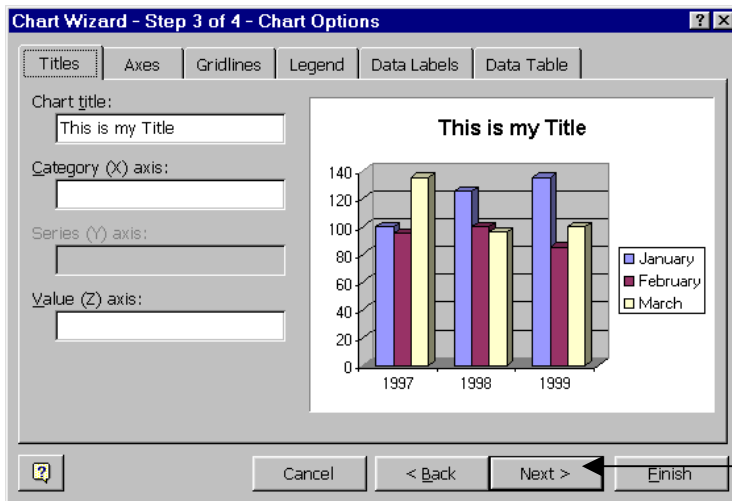
You will see what your chart is going to look like.

You can decide how you want your data presented too.

Click the Rows or Columns button to see different presentations of your data.

When you have decided how to present your data, click the Next button.

This window will pop up next.

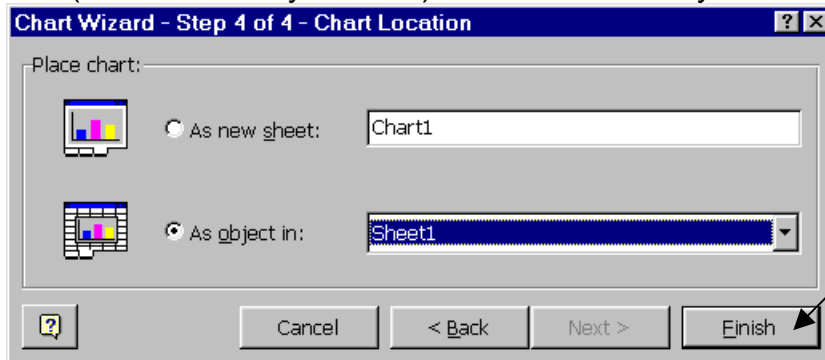


You can make many modifications to your chart from this window. One of the most common is to add a title to your chart. Do that by clicking in the Chart title box in the Titles tab, and type your title.

The other tabs have other modifications for your chart. You can create a very customized chart using these modifications.

When you are done, click the Next button.

The last window of the wizard asks you if you want to create your chart on the current sheet (the sheet with your data) or a new sheet. If you choose a new sheet you can name



the sheet. Which ever you choose, if you update your data, the chart will automatically up to reflect the changes.

When you are done, click the Finish button.

At any point when you are using the Chart wizard, if you don't want to make any more changes just click on the Finish button.

Now your chart is done and in your spreadsheet.

You can resize the whole chart or any section of the chart by clicking and dragging just as you would clipart. You can also move sections that way if you like. For example you might want to move the title to the bottom of the chart. Just click on the title and then drag it to the bottom. If you want to make formatting changes (font, color, angle of text) double click on the area of the chart that you want to change. You will see a window open in which you can make those changes.

If you want to delete the chart, click once on the chart and tap the delete key on your keyboard.

