



Microsoft Excel: Graphs

basic graphs

Uses for Microsoft Excel:

- expenses
- budgets
- data to be analyzed, summarized, or graphed

Graphs

- Input the data to be graphed first.
- Graphs are referred to as Charts in Excel.
- Charts are added using the tools in the Charts group on the Insert tab.
- Common types of graphs include column, line, and pie.
- Insert a graph as follows.
 - Click on the Insert tab.
 - Click on the type of graph.
 - Choose a specific option.
 - The data is automatically displayed as a graph.

Changing Data

- Excel auto-selects the data to be graphed.
- Change the data which is graphed as follows.
 - Right click on the graph.
 - Left click on Select Data.
 - Click on the box next to “Chart data range.”
 - Select the desired range of data.
 - Click on the box again.
 - Click on OK.
- Switch the rows and columns in a graph as follows.
 - Right click on the graph.
 - Left click on Select Data.
 - Click on Switch Row/Column.
- In the Select Data menu, “Legend Entries (Series)” refer to items on the vertical axis.
- In the Select Data menu, “Horizontal (Category) Axis Labels” refer to items on the horizontal axis.

Changing Colors

- Change the colors of a set of bars in a column graph as follows.
 - Left click on a bar.
 - Note that this selects all of the bars of that color.
 - Right click on one of the selected bars.
 - Choose a shape fill.
 - Choose a shape outline.

Printing

- Print a chart or graph as follows.
 - Click on the chart or graph in the spreadsheet.
 - Click on the File tab.
 - Click on Print.
 - Click on Print again.

Excel Tips

- Use the charts group of tools to add graphs.
- Look carefully at what data is included in each graph.
- Customize the colors used in each graph.
- Do not be afraid to ask for help.