

UNIT Six:

Creating Charts



Topics:

- Create Charts with Worksheet Data
- Modify Standard Graphs
- Use Pie Charts with your Data

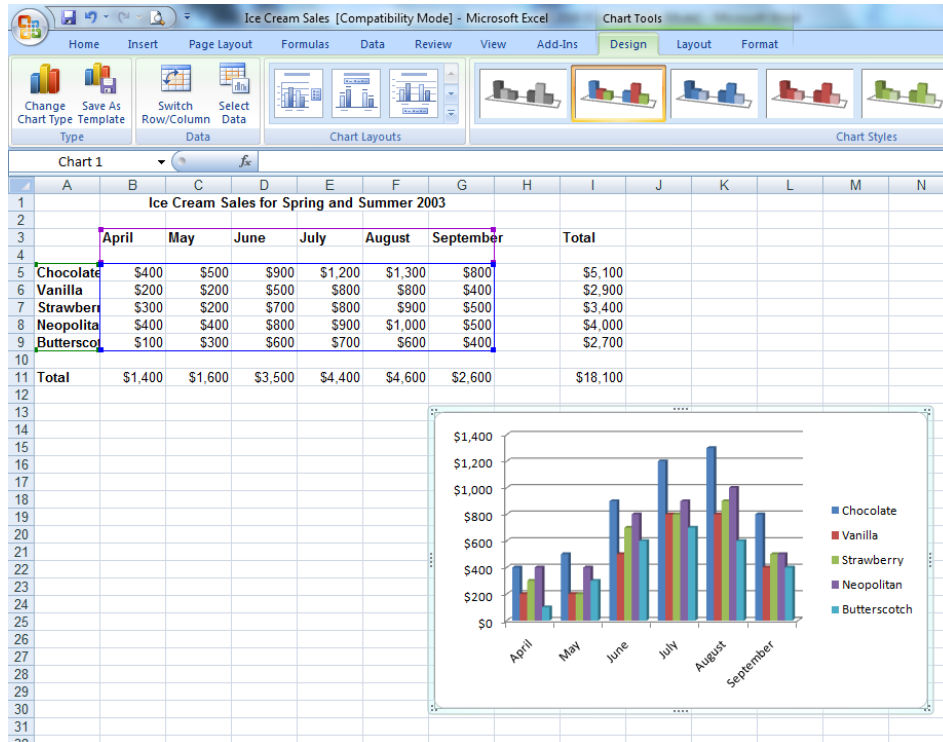
I. Using the Chart Wizard:

1. Open the workbook called, **Ice Cream Sales**, located in the **Student Shared Drive**, in the **BBT9** folder and **Excel Exercises**.

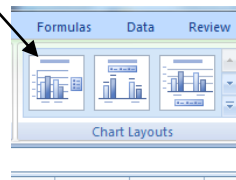
Or you can open it from the weebly site.

2. Select all of the data in the worksheet, including the headings, but not the main title or the totals.

3. From the **Insert Tab**, click the **Column Button**  and select **3D Clustered**: 

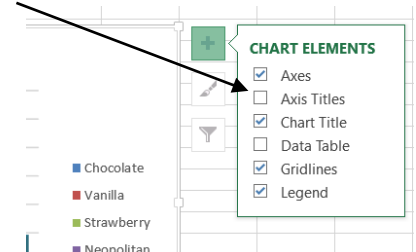


4. From the **Design Tab Ribbon**, click the **Layout #1** button in the **Quick Layouts** dialogue box to generate a chart title.



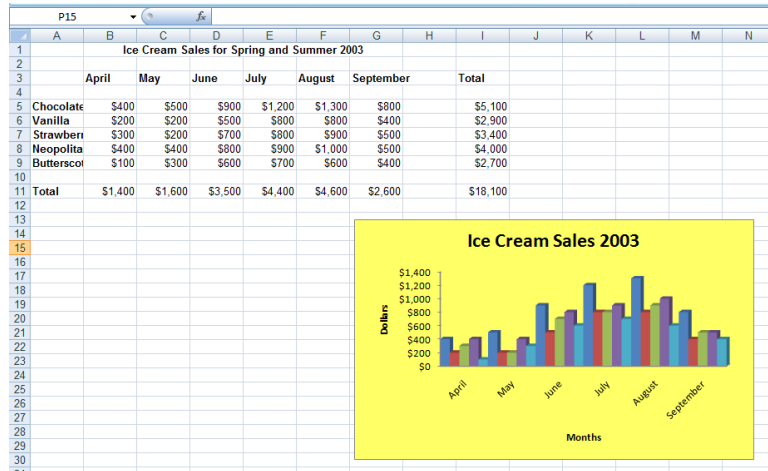
5. Click on the "Chart Title" and replace it with: **Ice Cream Sales 2003**.

6. Select the plus symbol next to the chart and add **Axis Titles**.

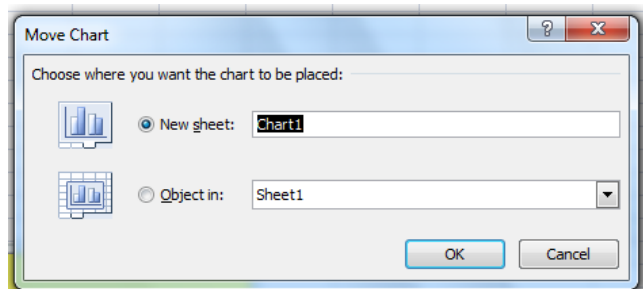


7. Label each axis appropriately, "**Dollars**" and "**Months**".

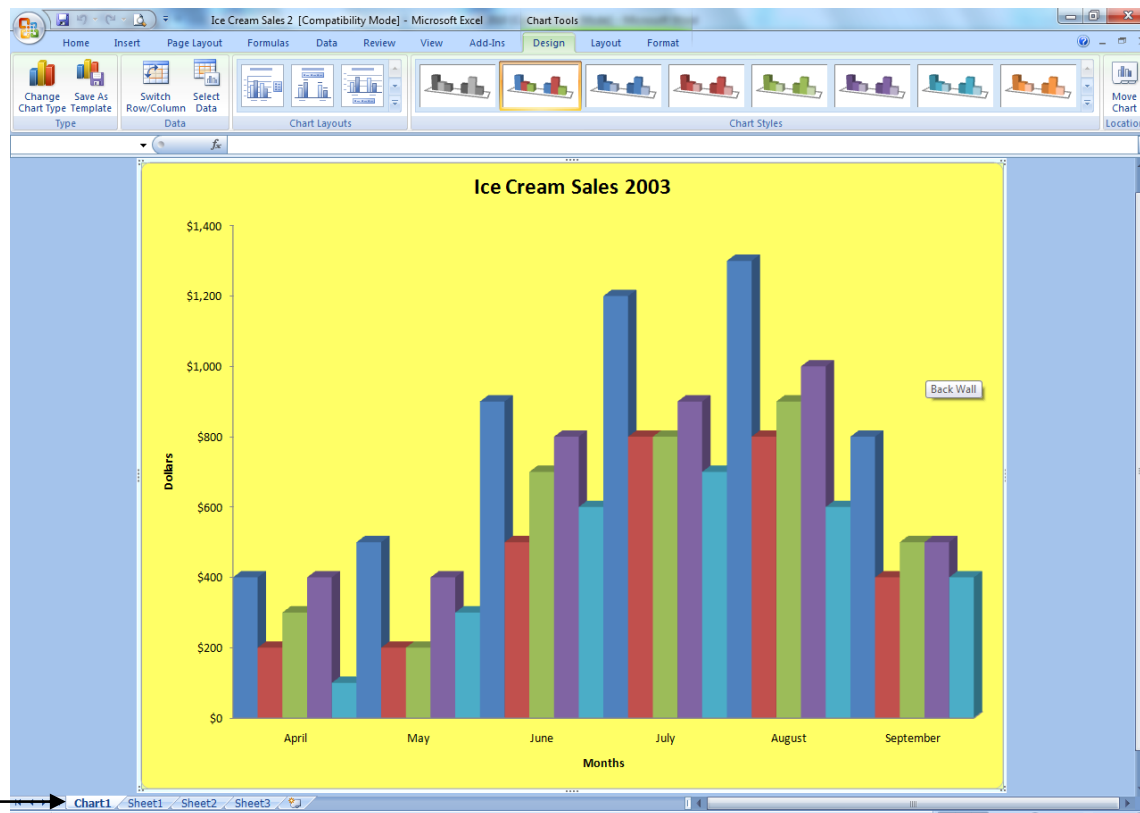
8. Right-click inside the chart and select **Shape Fill**, click the **paint can** and choose the color **Yellow**.
9. The chart should now look like this:



10. Click once on the chart so that it is selected. From the Design Tab Ribbon select **Change Chart Type**. Select **Pie**, and choose the first chart and click **OK**.
11. Click the **Undo Button** to return to your original 3-D Clustered Column chart.
12. If the chart is not selected, click once on the chart so that it is. From the Design Tab Ribbon click the **Move Chart Location Button**.
13. Click **New Sheet: Chart 1**. Hit **ENTER**.



14. Your chart moves to a chart screen and your screen should be similar to this.
 Notice the tabs at the bottom of your screen allowing you to click back and forth from your worksheet to your chart.

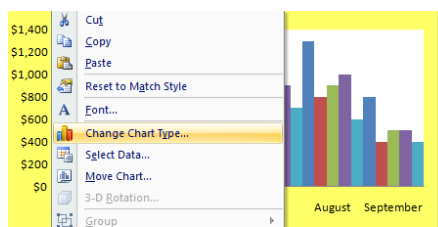


15. Now move the location of the chart back so it appears on the worksheet.
 (Object In)

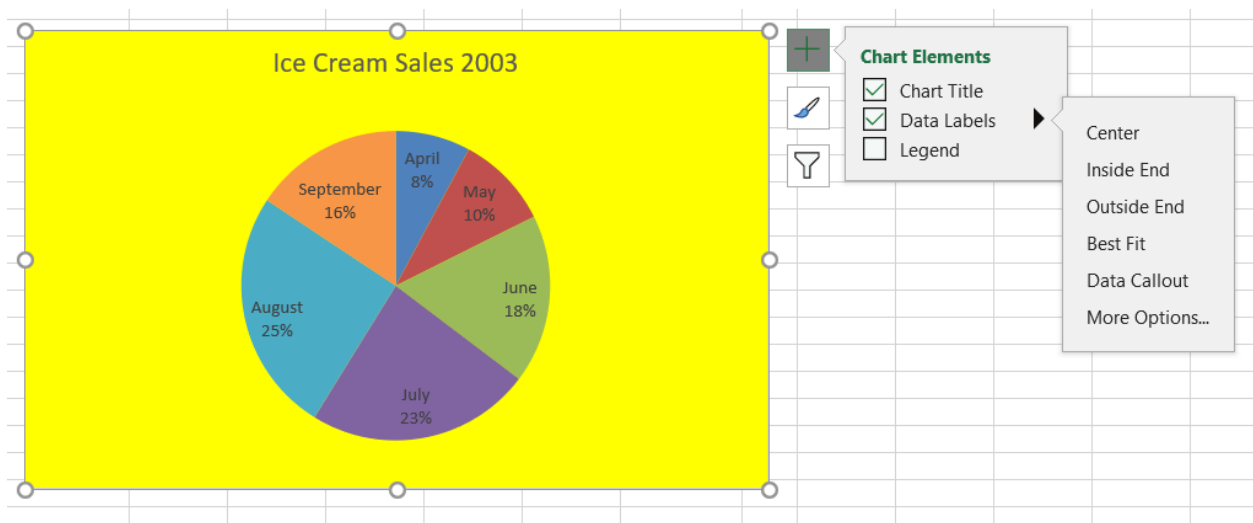
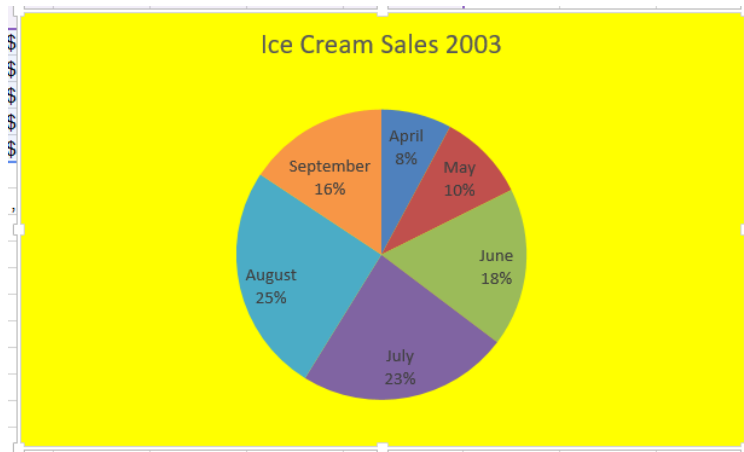
16. Save as Practice 6.

II. Changing Chart Type:

1. With the Practice 6 worksheet still on your screen, **right-click** inside the chart. Select **Change Chart Type**.



2. Select **Pie** and click **OK**.
3. With the chart selected, click **Layout #1** under **Quick Layouts** to show month labels and percentages. Your chart should look like this:



If you select the chart and press the Plus sign (as shown above) and press the black arrow next to Data Labels you will get another menu - from there select "more options" to open the format data labels window and select both Category Name and Percentage options.

Please do this for all future pie charts (if auto selected when you create a chart please unselect the "value" option).

Label Options

Label Contains

- Value From Cells
- Series Name
- Category Name
- Value
- Percentage
- Show Leader Lines
- Legend key

4. **Save** as **Practice 6A**.
5. **Close** the worksheet.

Activity 6: **When complete, show your finished work to your teacher to be marked.**

1. **Open** the worksheet called, **Activity 4**.
2. Select **Cells A3 through H10** to highlight student names, dates, and marks for all of September.
3. Create a **Chart, Clustered Column with 3-D Effect**.
4. Include the following on the chart:
 - Chart Title: **Marks for September**
 - Category (X) axis: **Names**
 - Value (Y) axis: **Marks**
5. **Move** the chart beneath the data on the worksheet. **Resize** it so that it does not exceed Column L.
6. If your name does not appear in **Cell A14**, type it there.
7. **Save** this worksheet as: **Activity 6**.

Unit Six Review Questions

1. A chart title:
 - a. Identifies what the chart represents
 - b. Shows the data
 - c. Saves the chart to the workbook
 - d. Both a. and b. are correct

2. In Excel, you can right-click within the chart to edit it.
 - a. True
 - b. False

3. The chart can only appear as an object in the worksheet.
 - a. True
 - b. False

4. You can easily change any part of a chart in Excel to improve your presentation.
 - a. True
 - b. False

5. You can insert the following charts into an Excel workbook:
 - a. Column
 - b. Bar
 - c. Pie
 - d. All of the above