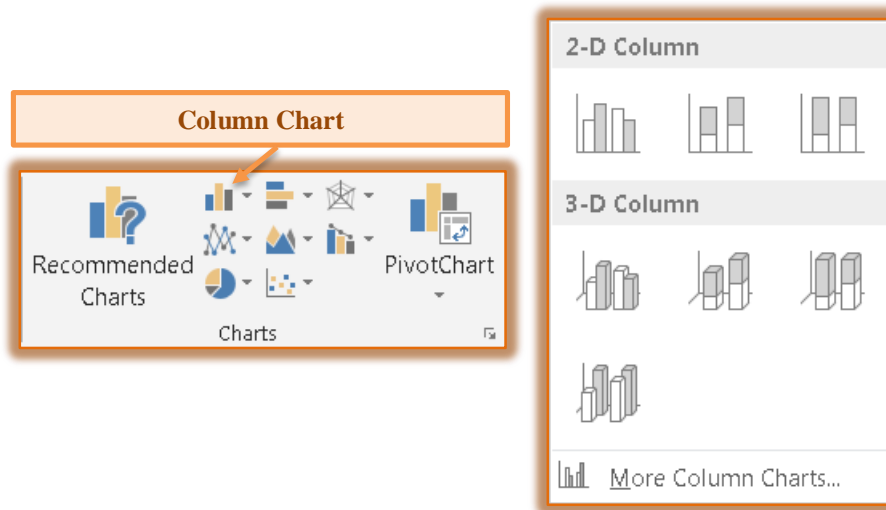# Create Column Charts

A chart is also called a graph. It is a visual representation of selected data in a worksheet. A well-designed chart draws the reader's attention to important data by illustrating trends and highlighting significant relationships between numbers.

CREATE CHART

⊹ For this exercise, you will use the **High Tech Stock Club-Chart** workbook that is found in the folder that was downloaded from the Excel 2013 Training Web page.
  ✶ This **Column Chart** will be used to compare the **Initial Price** and the **Current Price**.
  ✶ With a **Column Chart,** either one data series or multiple data series may be selected.
  ✶ In order to specify the **Legend** in a **Column Chart,** the column headings have to be selected.
⊹ To create the **Column Chart**:
  ✶ Select the range **A2** through **A7**.
  ✶ Hold down the **Control** key and select the following ranges:
    ✦ **E2** through **E7.**
    ✦ **G2** through **G7.**
  ✶ When holding down the **Ctrl** key, it is possible to select a range of non-contiguous cells.
⊹ Click the **Insert Tab**.
⊹ In the **Charts Group**, click the **Column** chart link (see illustration below left).

⊹ A gallery of different styles of Column charts will appear (see illustration above right).
⊹ Click the **first** option under **2-D Column**.
⊹ The **Column Chart** will appear in the window (see illustration on next page).
⊹ The **Chart Tools** tabs will display.
  ✶ A description of these tabs is provided in separate documents.
  ✶ The documents may be found in the **Excel 2013 Training Web page** under the **Charts** area.

MOVE CHART TO DIFFERENT LOCATION WITHIN WORKSHEET

⊹ Move the mouse over the chart until the mouse pointer changes to a four-headed arrow.
⊹ Drag the chart to the desired location.

RESIZE CHART

⊹ Select one of the resizing areas along the edge or corners of the chart.
⊹ Move the mouse button to one of these areas.
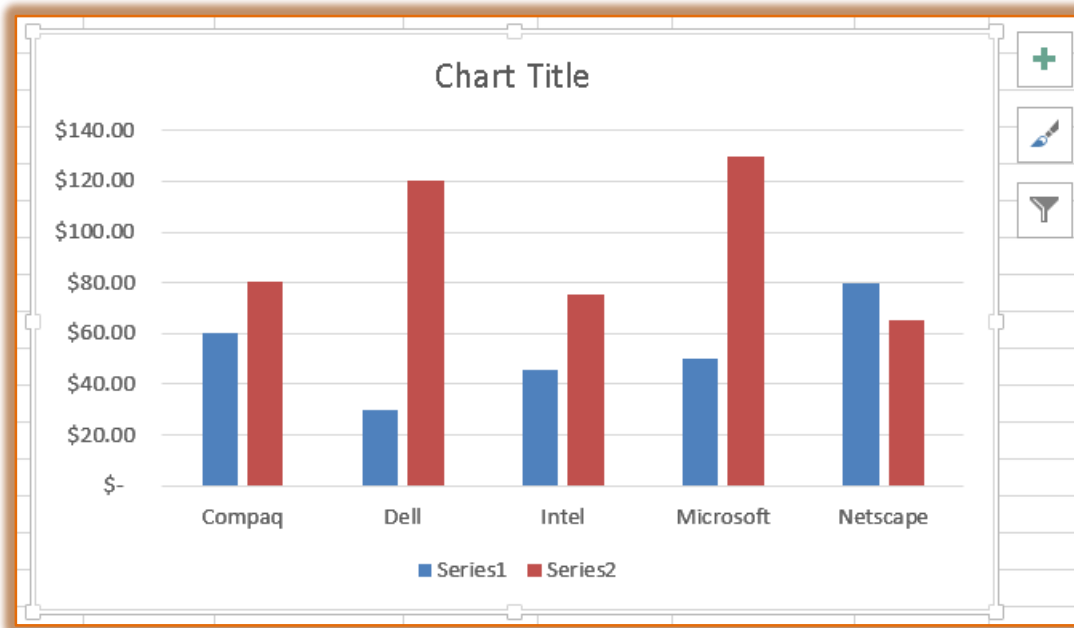
✠ Click and drag the mouse pointer until the chart is resized appropriately.
✠ Click the buttons along the right edge of the selected Chart to change different areas of the chart.
✠ These buttons are described below as they appear from top to bottom.
  ✶ **Chart Elements** – Click this button to make changes to the different Chart Elements, such as the Title, Legend, Gridlines, or Data Labels. A list of different Chart Elements will display. Place a check mark in each one that is to be added to the chart.
  ✶ **Chart Styles** – This button can be used to set a style and color scheme for the chart. When the button is clicked a gallery of Styles will appear. Click the Color button to change the Color Scheme. A list of different elements will display. Click the check boxes to add or remove the elements from the chart.
  ✶ **Chart Filters** – To edit what data points and names are visible on the chart, click this button.

MOVE THE CHART TO DIFFERENT SHEET
✠ Click the **Design Tab** under the **Chart Tools Contextual Tab.**
✠ Click the **Move Chart** button in the **Location Group** (see illustration at right).
✠ The **Move Chart** dialog box will display (see illustration below).
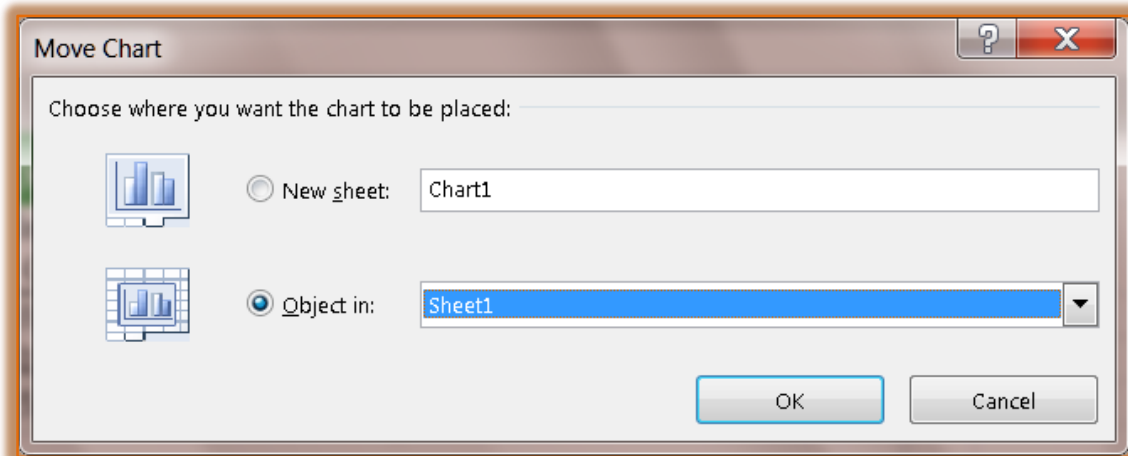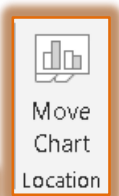
- ✞ The choices in this dialog box are:
  - ✱ **As new sheet** – This option will insert a new sheet into the workbook. It will be titled Chart 1 unless otherwise specified.
  - ✱ **As object in** – Use this option to insert the chart directly into the worksheet that the chart is based on.
- ✞ Click the **New sheet** option box.
- ✞ Input a name for the **Chart Sheet**.
- ✞ Click the **OK** button.
- ✞ The chart will appear in its own window.
- ✞ The tab will appear with the rest of the sheet tabs at the bottom of the window.

CHANGE THE CHART STYLE

When a Chart is created, it is appears with a pre-formatted style. The colors in the Chart can be changed by using the Chart Styles feature.

- ✞ Click the **Chart Tools Design Tab**.
- ✞ In the **Chart Styles Group**, click the **Change Colors** button (see illustration below).
- ✞ Move the mouse pointer over each of the items to see a Live Preview of the colors.
- ✞ Click one of the options to apply it to the Chart.

or

- ✞ Click one of the **Styles** in the **Chart Styles** gallery.
- ✞ To see additional **Styles** click the **More** button.
- ✞ Move the mouse pointer over each of the options to see a Live Preview of the Style.
- ✞ Click one of the **Styles** to apply it to the Chart.

FORMAT THE CHART TITLE

- ✞ Click the **Chart Title**. A box with handles will display around the **Chart Title**.
- ✞ Click the **Home Tab**.
- ✞ In the **Font Group**, click the **Font Size** arrow (see illustration below).
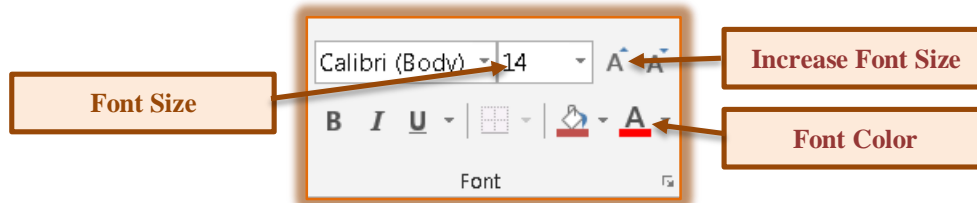
- ✞ Select a size of your choice to change the **Font Size** of the **Title**.
- ✞ In the **Font Group,** click the **Font Color** button list arrow.
- ✞ Choose a color from the **Font Color** palette.

FORMAT THE CHART LABELS

- ✞ Click one of the data labels at the bottom of the chart.
- ✞ A box will appear around the labels.

⊕ Click the **Increase Font Size** button in the **Font Group** (see illustration above), until the size changes to the desired size

⊕ Change the **Font Color** to the same color as the **Title**.

⊕ Click the **Bold** button in the **Font Group** to apply bold formatting to the labels.

FORMAT THE CHART LEGEND

⊕ Click the **Legend** at the bottom of the chart.

⊕ Click the **Increase Font Size** button in the **Font Group** (see illustration above), until the size changes to **14 point**.

⊕ Change the **Font Color** to the same color as the **Title**.

⊕ Click the **Bold** button in the **Font Group** to apply bold formatting to the **Legend**.

⊕ Click the **Chart Tools Design Tab**.

⊕ In the **Chart Layouts Group**, click the **Add Chart Element** button.

⊕ Move the mouse pointer of **Legend**.
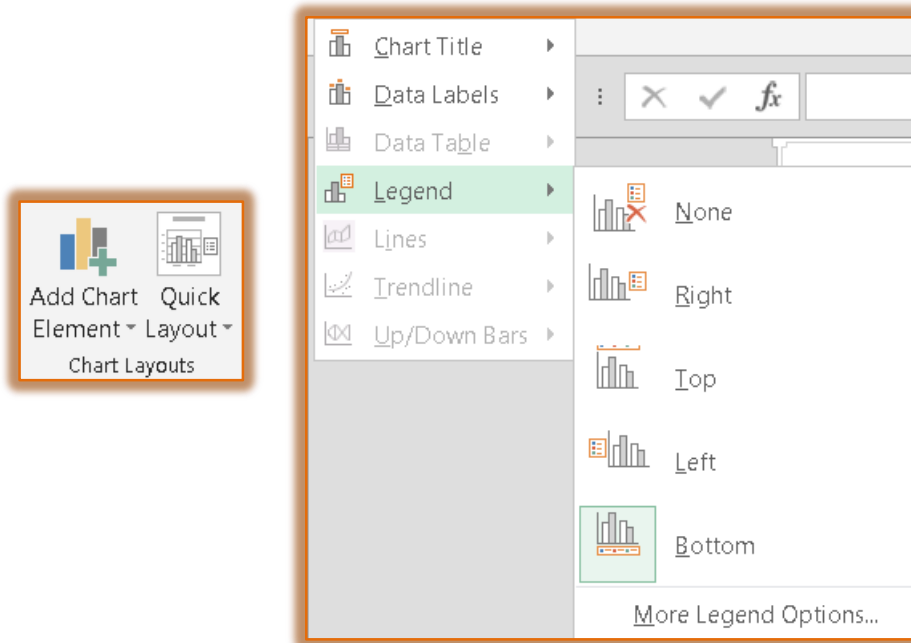
⊕ Select a location for the **Legend** from the list.

OTHER FORMAT OPTIONS

⊕ To make other formatting changes to the chart such as adding a title, see the documents that explain the **Chart Tools Tabs** on the **Excel 2013 Training Web** page. These are:

  ✶ **Chart Tools Tab–Design** – This ribbon is used to make changes to the design of the chart, such as changing the type of chart.

  ✶ **Chart Tools Tab–Format** – To make changes to the format of the chart, such as the fill color for shapes, use this ribbon.