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 2016 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.

✧ A gallery of different styles of Column charts will appear.

✧ Click the **first** option under **2-D Column**.

✧ The **Column Chart** will appear in the window.

✧ The **Chart Tools** tabs will display.

✦ A description of these tabs is provided in separate documents.

✦ The documents may be found in the **Excel 2016 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**.
- The **Move Chart** dialog box will display.
- 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 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.

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.

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, 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, 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 over 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 2016 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.