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 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.