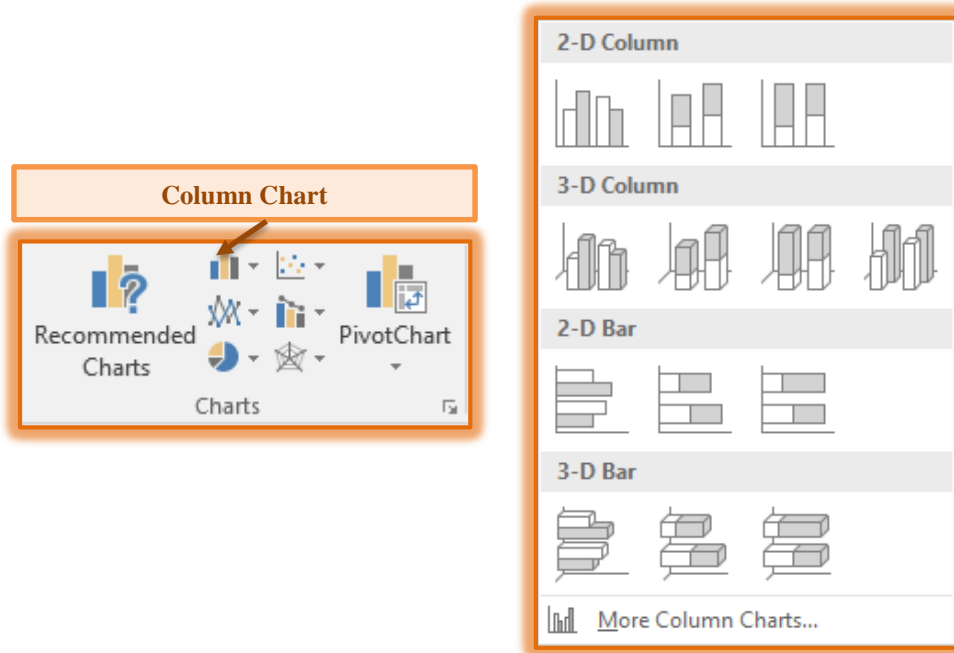


Create Column Charts

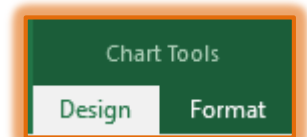
A chart is also called a graph. It is a visual representation of selected data in a worksheet. A well-designed chart draws the reader's attention to important data by illustrating trends and highlighting significant relationships between numbers.

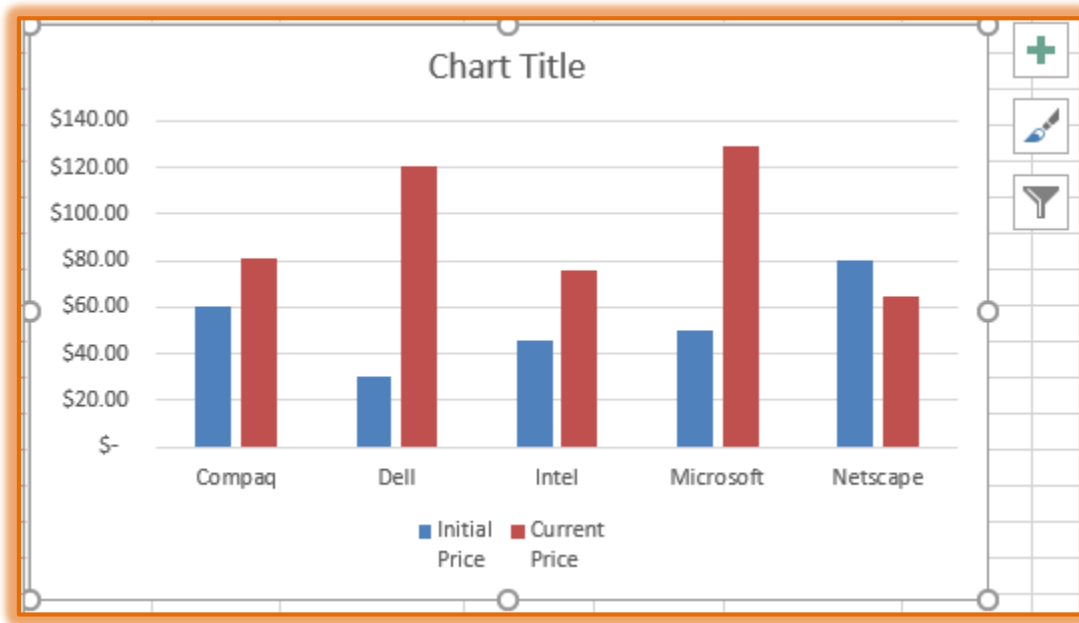
CREATE CHART

- ✦ 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.

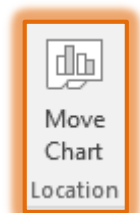


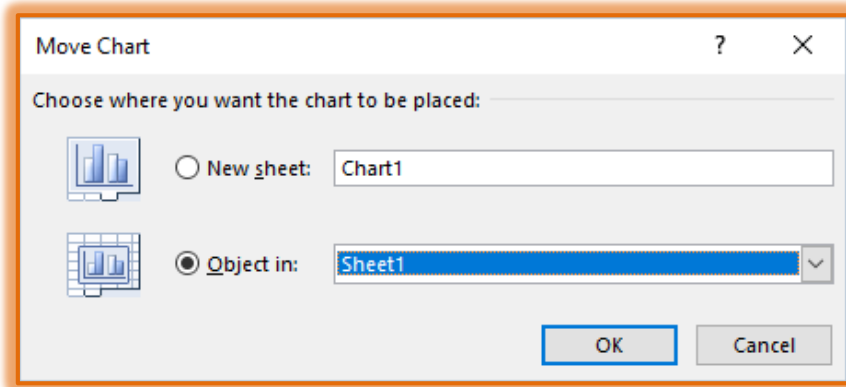
RESIZE CHART

- ✦ 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.

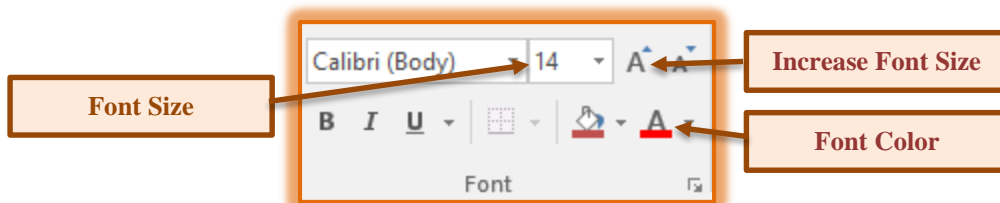
- ✦ Click the **Chart Tools Design Tab**.
- ✦ In the **Chart Styles Group**, click the **Change Colors** button.



- ✦ 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.

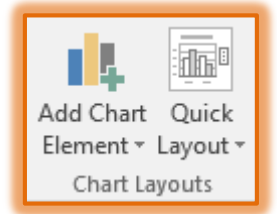
- ✦ Choose a color from the **Font Color** palette.

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.