

UNIT Six:

Creating Charts

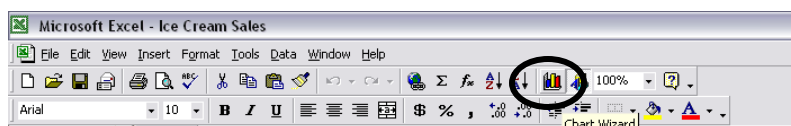


Topics:

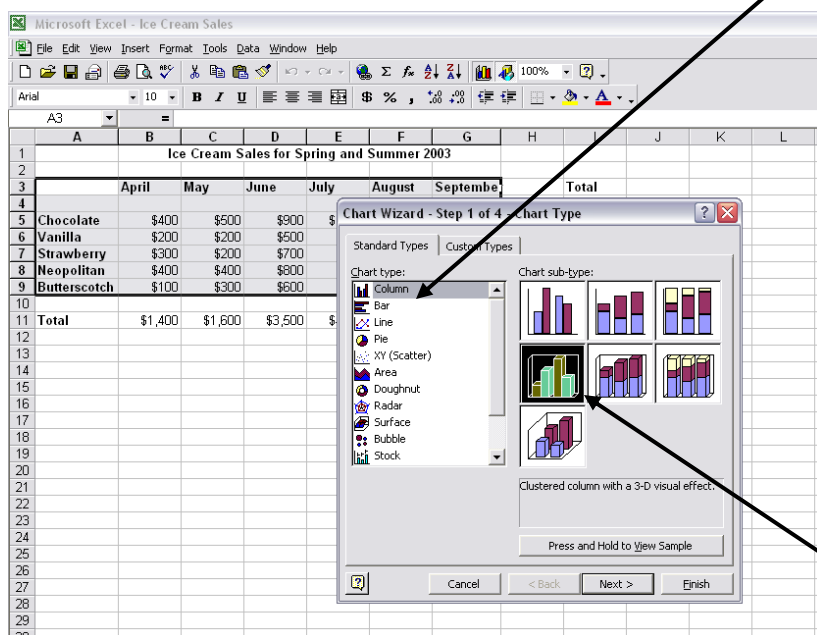
- Create Charts with Worksheet Data
- Modify Standard Graphs
- Use Pie Charts with your Data

Do This! I. Using the Chart Wizard:

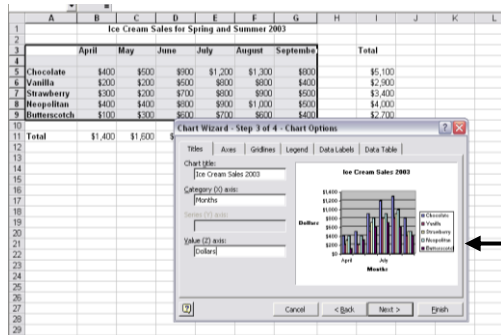
1. Open the workbook called, **Ice Cream Sales**, located in the **Student Shared Folder** on the server.
2. Select all of the data in the worksheet, including the headings, but not the main title or the totals.
3. On the **Standard Toolbar**, click the **Chart Wizard** button:



4. On the **Standard Types** tab, in **Chart Type**, click **Column**.

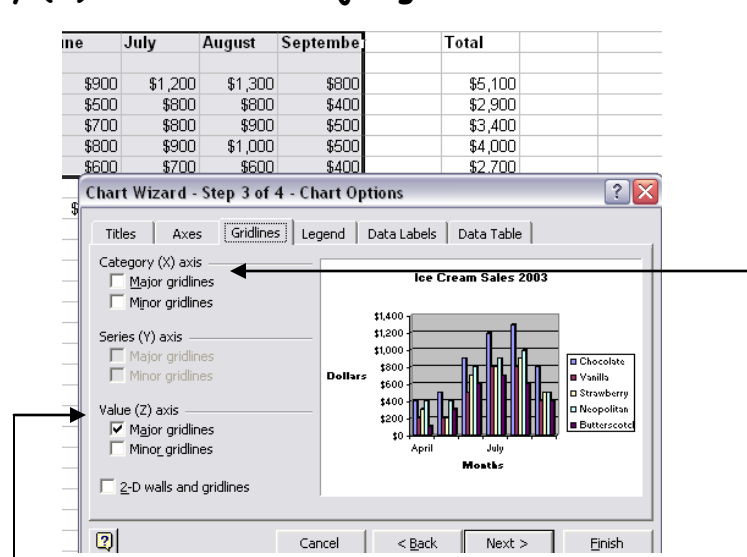


5. In the **Chart Sub-type**, click **Clustered Column with a 3-D Visual Effect**.
6. Click the **Press and Hold to View Sample** button to see a sample of your data in the clustered column 3-D Format.
7. Click **Next** twice.
8. On the **Titles** tab, in **Chart Title**, type **Ice Cream Sales 2003**.
9. In **Category (X)** axis, type **Months** and in **Value (Z)** axis, type **Dollars**. The chart should now look like this:



10. Click the **Gridlines Tab** to select type of lines to show on your graph.

11. In **Category (X) axis** be sure **Major gridlines** in **NOT** checked.



12. In **Value (Z) axis** be sure **Major gridlines** **IS** checked.

13. Click the **Data Labels Tab**, click **Show values**, show label, notice the chart changing on the right, and then click **None**.

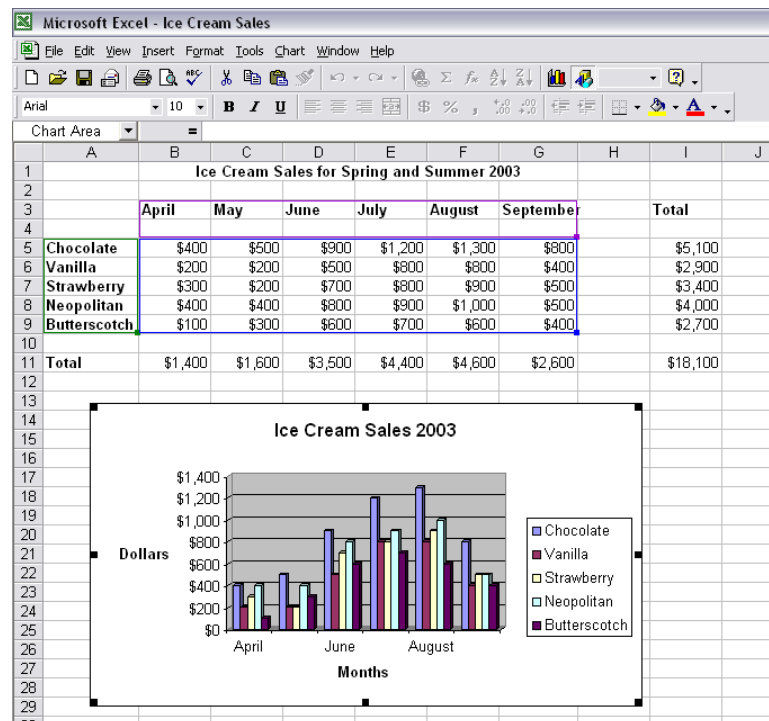
14. On the **Data Table Tab**, click the **Show data table** option to see a table, and click again to **remove the table**.

15. Click **Next** for **Chart Location**.

16. Click **As Object In: Sheet 1**.

17. Click **Finish**.

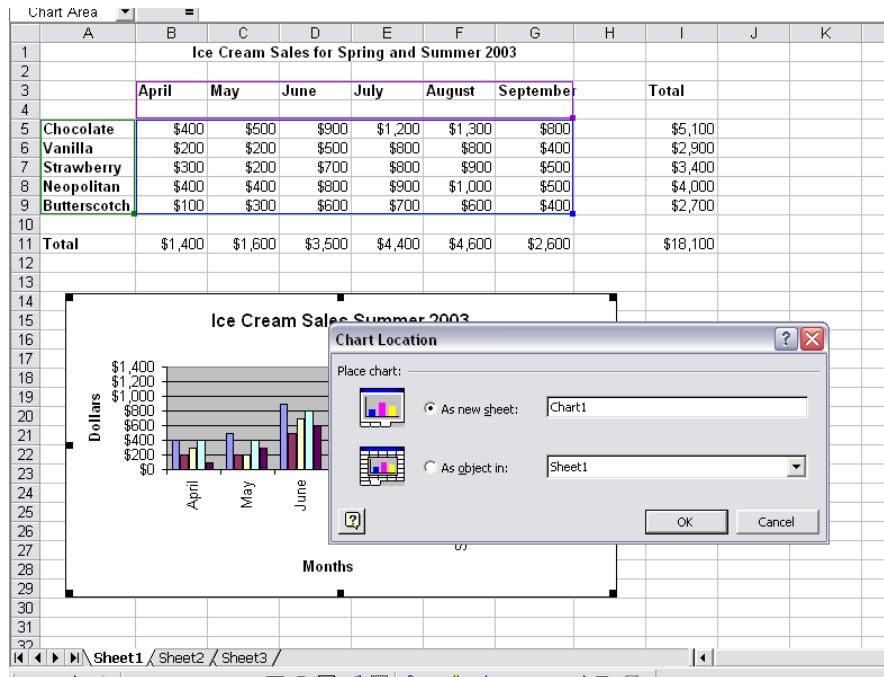
18. Click **inside the chart** and drag and drop beneath the worksheet data. Your worksheet should now look like this:



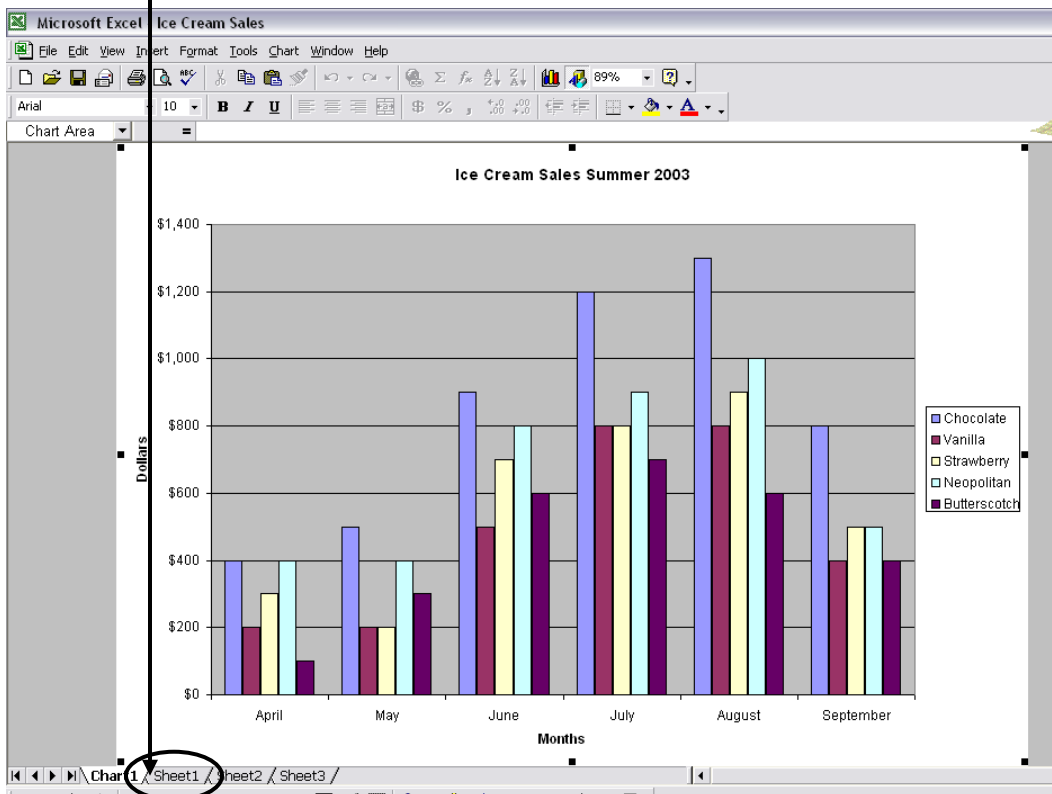
19. Save As your worksheet as **Ice Cream Sales** in your folder on the server.

Do This: II. Editing the Chart:

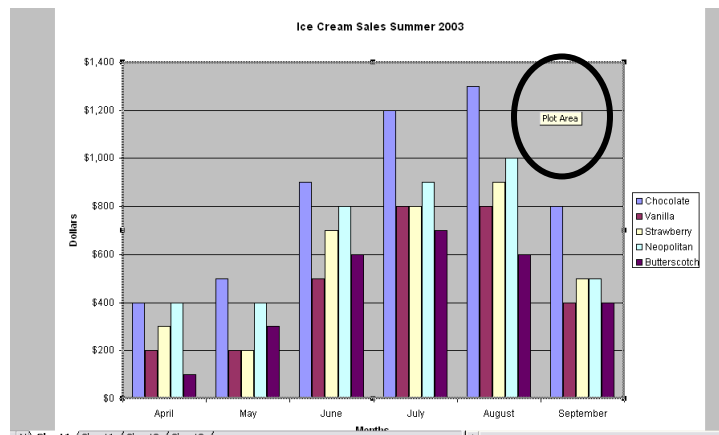
1. With the Ice Cream worksheet still on your screen, **right-click** inside the chart. To edit the worksheet so that it appears as a chart on its own, select **location** and click **As new sheet Chart1** and click **OK**.



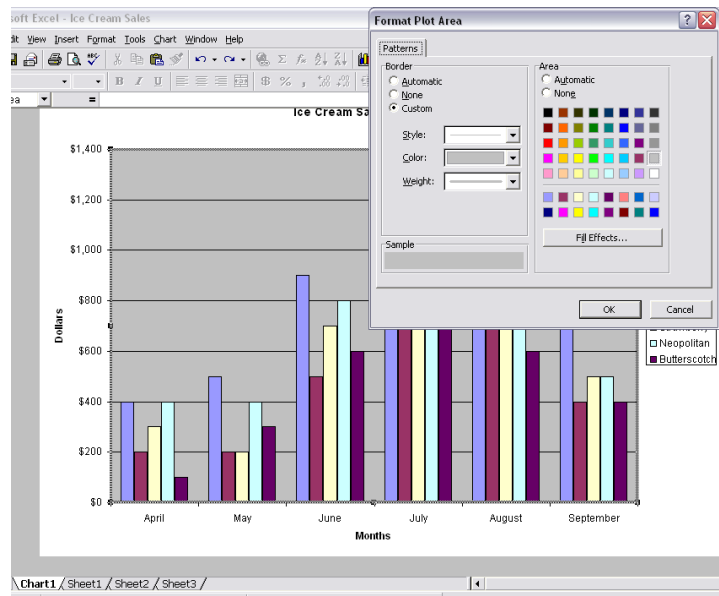
2. The chart is now located on its own. To go back to your worksheet data, click the **tab** (at the bottom of the screen), **Sheet1**.



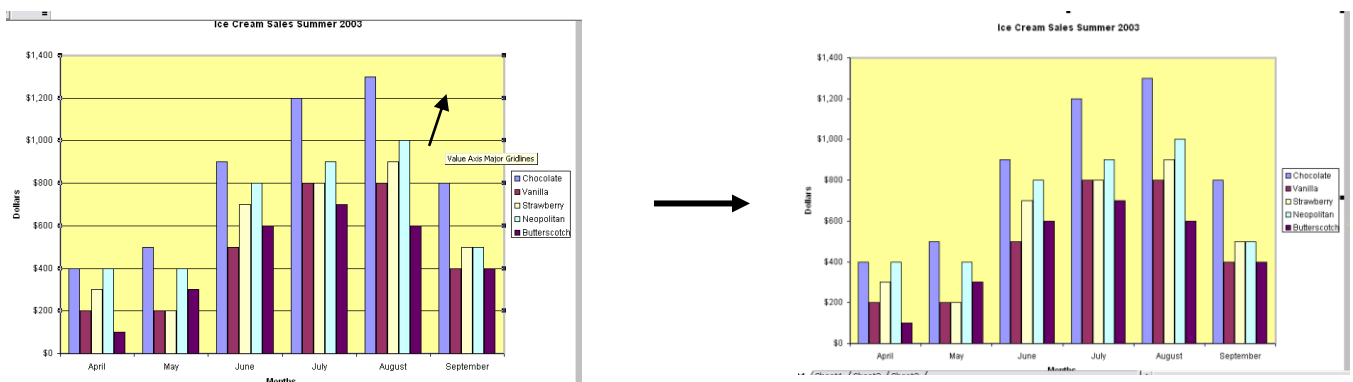
- From the worksheet, click the tab **Chart 1** at the bottom of the screen.
- Right-click** on the back of the chart (gray background), which is called the **walls area**. Options to change the appearance or location of the chart are listed in the menu.



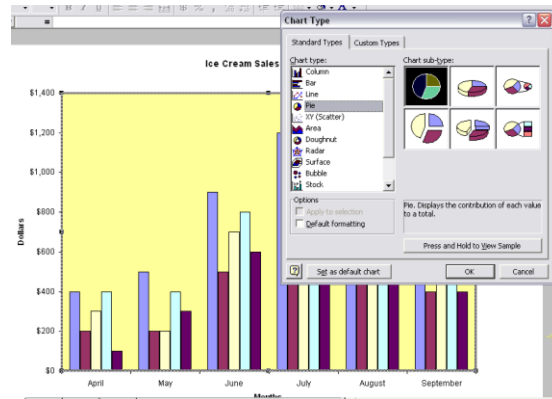
- Click **Format Walls**.
- Change the **Area** color to **Yellow** and click **OK**.



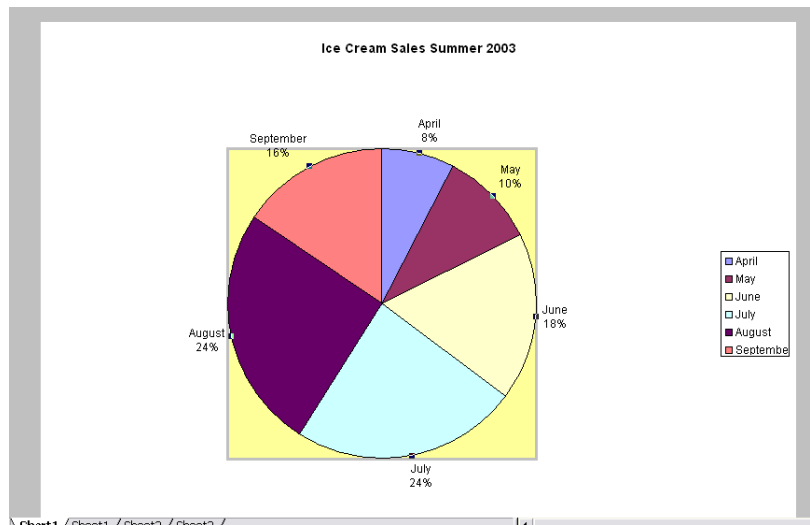
- Right-Click** on a gridline and select **Clear**.



8. **Right-Click** on the background (white background), click **Chart Type**, select **Pie** (the first one under Chart sub-type).



9. **Right-Click** inside one of the pie wedges and select **Format Data Series**.
10. Under the **Data Labels** tab, select **Show Label and Percent**, and click **OK**.



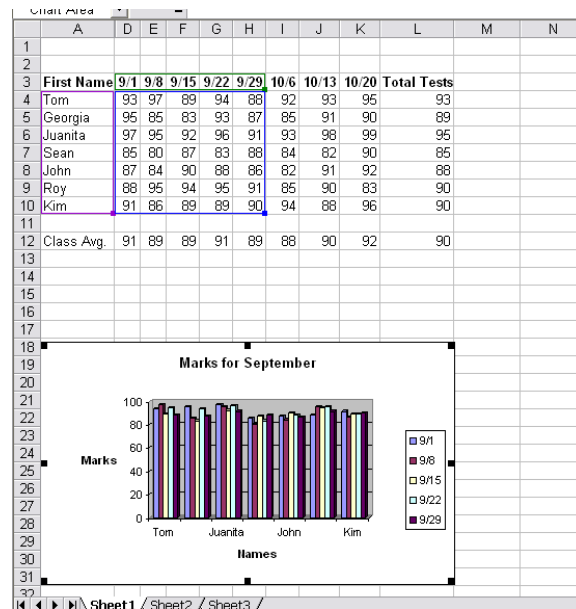
11. **Save** the file in your server folder as ***Ice Cream Sales 2***.
12. **Close** the worksheet.

Do This:

Practice Exercise, Unit 6— SAVE THIS FILE AND SHOW YOUR TEACHER THE COMPLETED WORKSHEET.

1. **Open** the worksheet called, ***Class List 2***.
2. Select **Cells A3 through H10** to highlight student names, dates, and marks for all of September.
3. Click the **Chart Wizard** button on the **Standard Toolbar** and select **Clustered Column with 3-D Effect**.
4. Click the **Next** button **twice**.

5. Under the **Titles** tab type the following:
 - Chart Title: **Marks for September**
 - Category (X) axis: **Names**
 - Value (Z) axis: **Marks**
6. Click **Next**.
7. Select **As Object in: Sheet1** and click, **Finish**.
8. **Click and drag** the chart beneath the data worksheet. **Resize** it so that it does not exceed Column L. Your worksheet should look like this:



9. If your name does not appear in **Cell A14**, type it there.
10. **Save** this worksheet in your server folder as: **Activity Six**.

Unit Six

Review Questions

1. A chart title:
 - a. Identifies what the chart represents
 - b. Explains 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