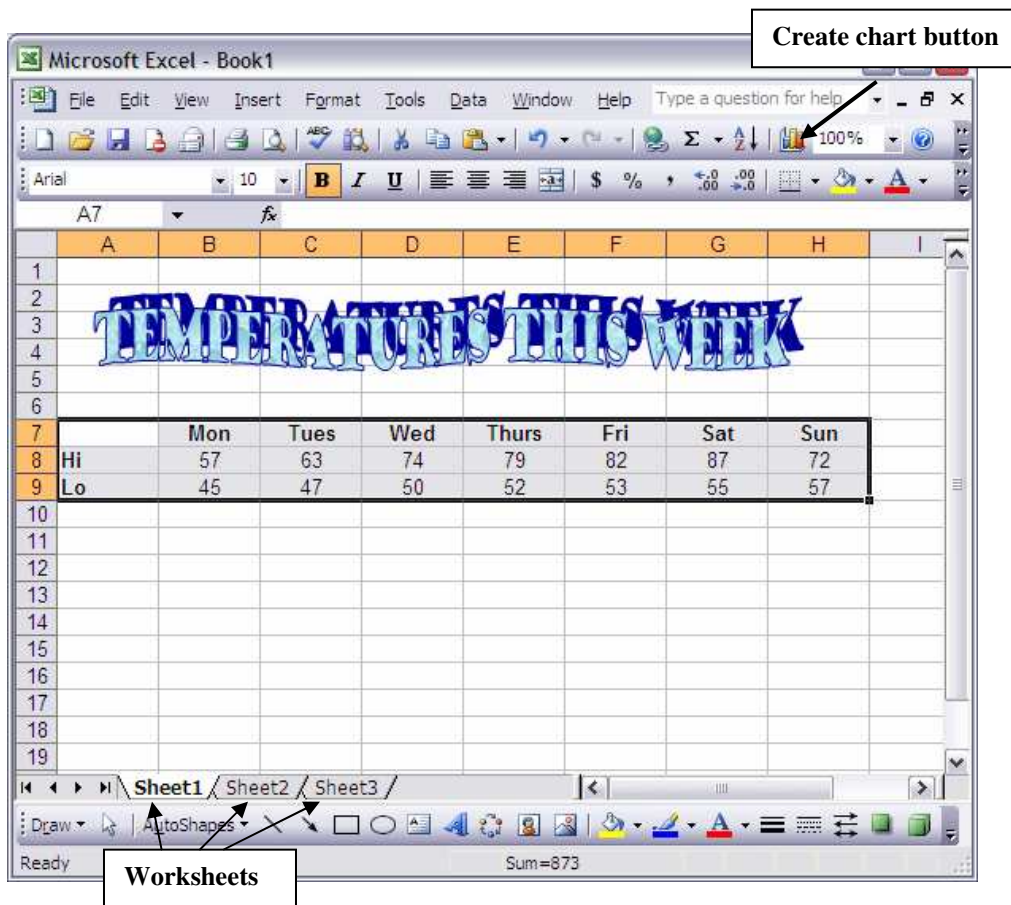


How to Make a Chart with Excel

In Microsoft Excel, a **workbook** is the file in which you work and store your data. Because each workbook can contain many **worksheets**, you can organize different kinds of information in a single workbook. A worksheet contains **cells** organized into **columns** and **rows**. Worksheets are also called **spreadsheets**. When you create a **chart**, you can place the chart on the worksheet with its related data or on a separate **chart sheet**.

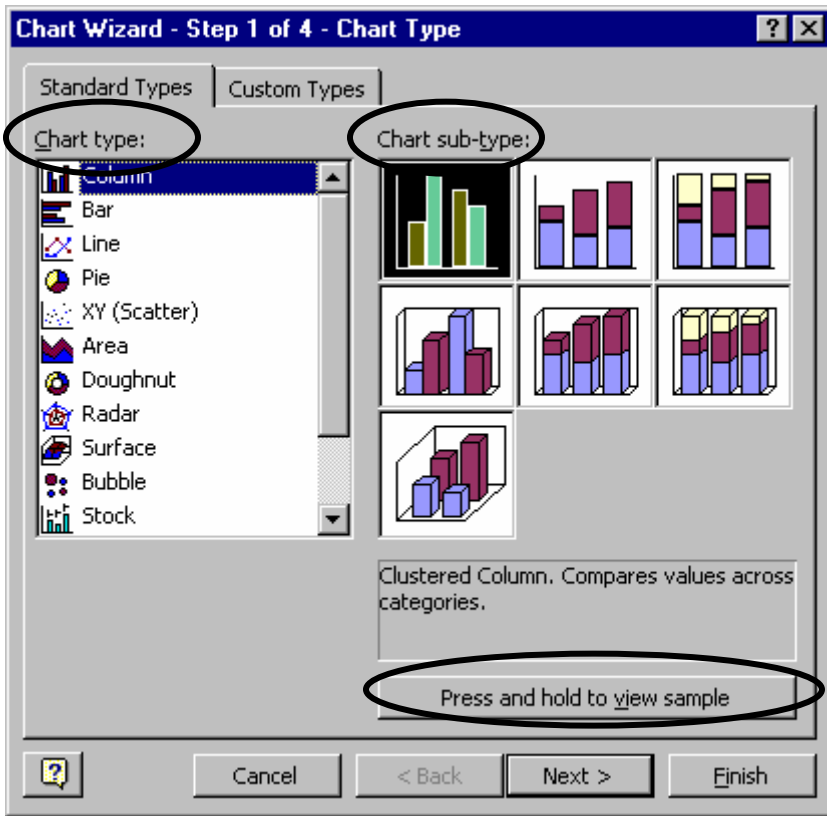
The names of the worksheets appear on **tabs** at the bottom of the workbook window. To move from sheet to sheet, click the sheet tabs. The name of the active sheet is **bold**. To change the name of a worksheet *right click* on the sheet tab and select *Rename*, then type in the new name.



To make a chart do this:

1. Type in your data.
2. Select the data (click and drag until cells are enclosed - the first cell remains white).
3. Click on the "Create Chart" button.

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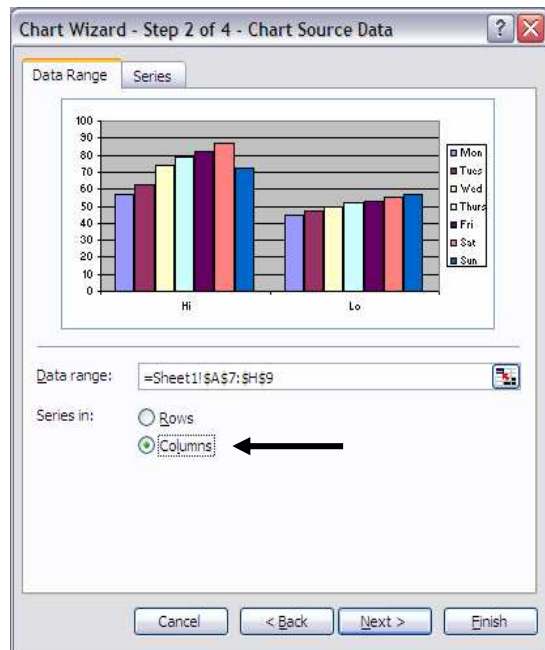
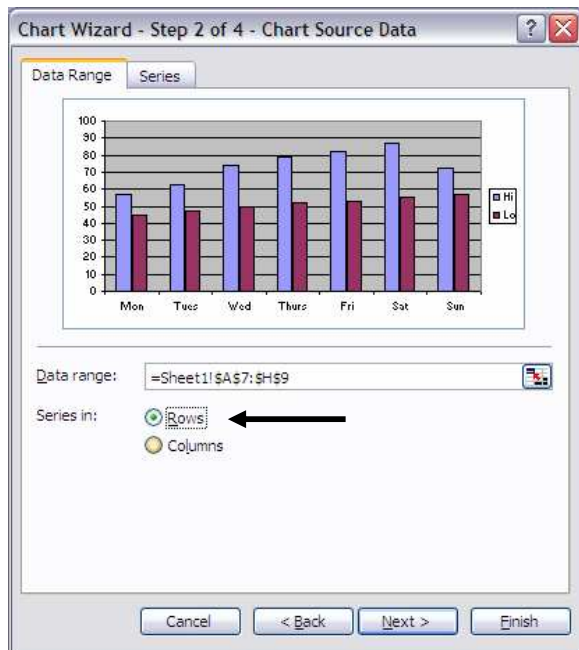


4. Click one time on the **Chart type** and then on the **Chart sub-type** then click and hold on the "Press and hold to view sample" button to preview what your data would look like.

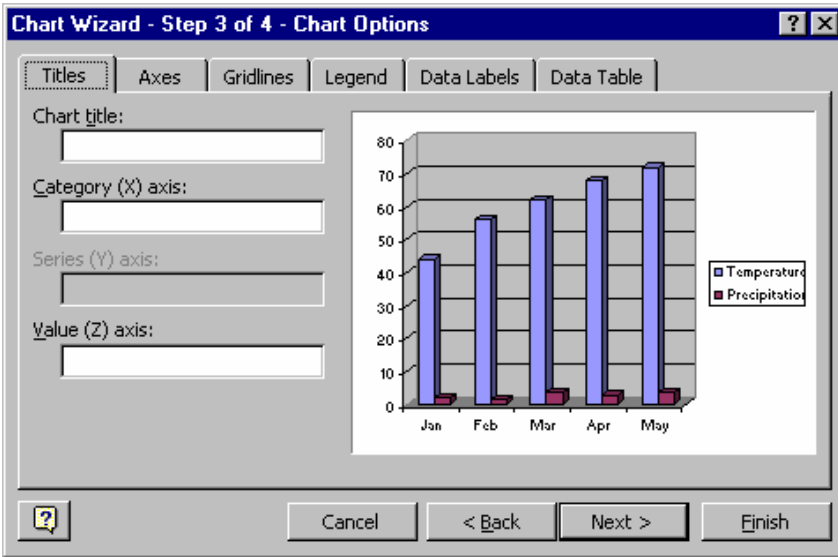
Certain types of charts make more sense with certain types of data. Think about the best way to show your data so other people will understand it.

5. When you decide on the chart you want to use, click the **Next >** button.

6. In step 2 you can decide if you want your data to be shown in *rows* or *columns*.



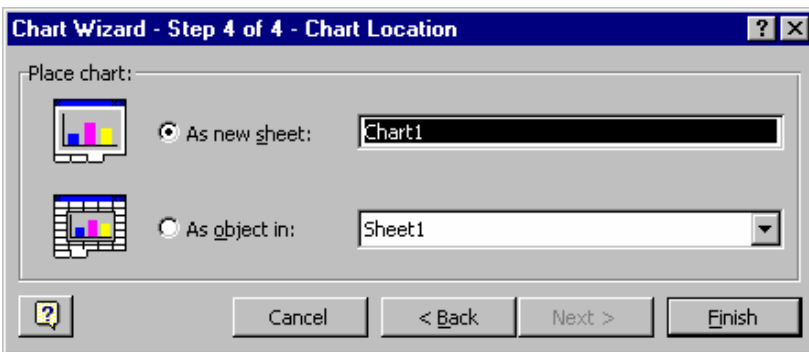
How to Make a Chart with Excel



7. Step 3 of the Chart Wizard has many options: **Titles, Axes, Gridlines, Legends, Data Labels, and Data Table.**

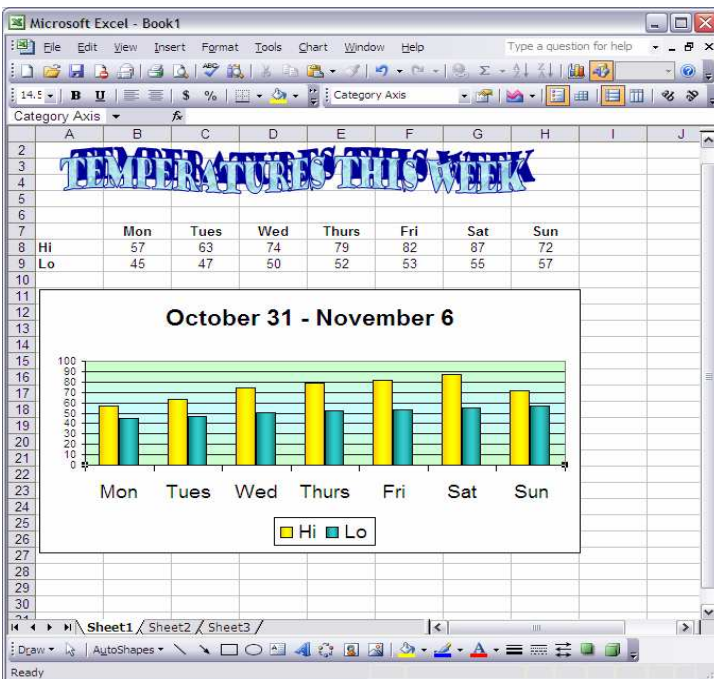
Click on each of the tabs and try out the different options. Don't select too many options, or your chart will be confusing!

8. Click the **Next >** button to go on to step 4.



9. You can save the graph as its own page or **embedded** in the spreadsheet, as in the example below.

A **Chart sheet** is a sheet in a workbook that contains only a chart. Chart sheets are linked to worksheet data and automatically change when the worksheet data changes.

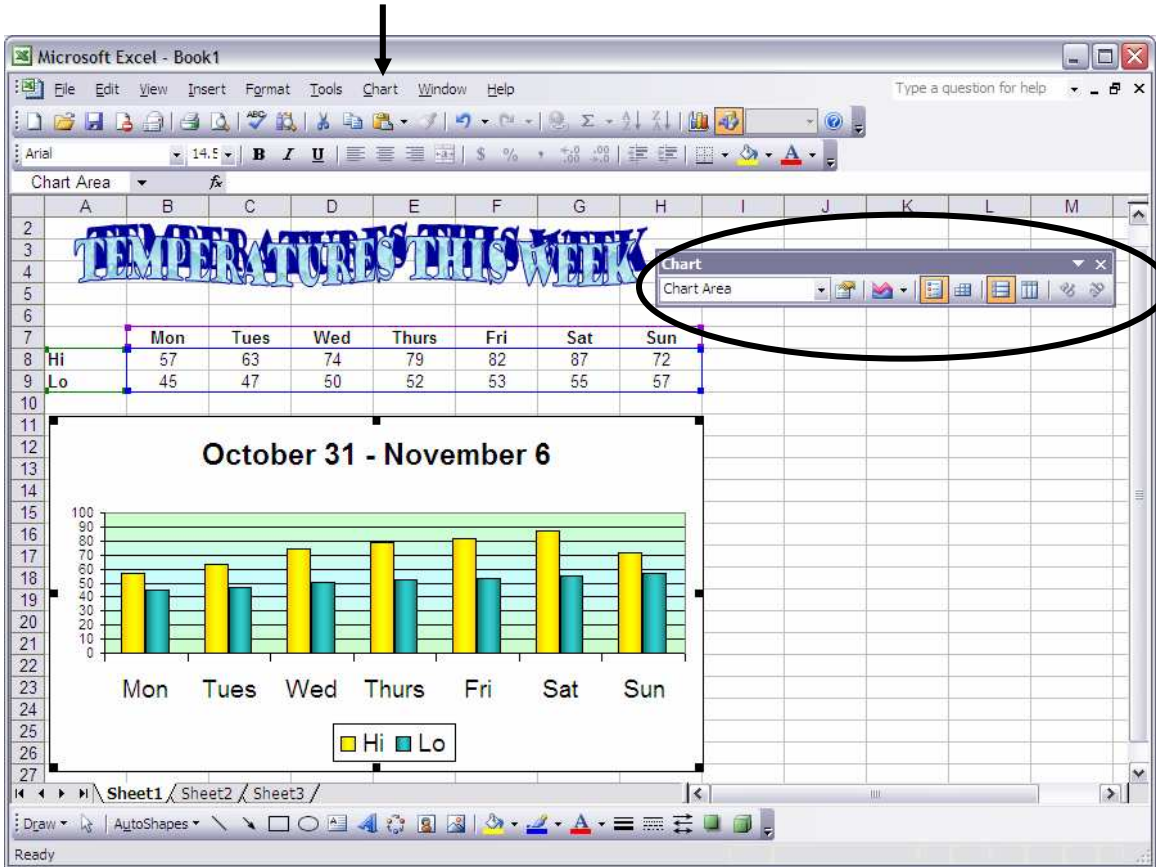


Lee Nelson

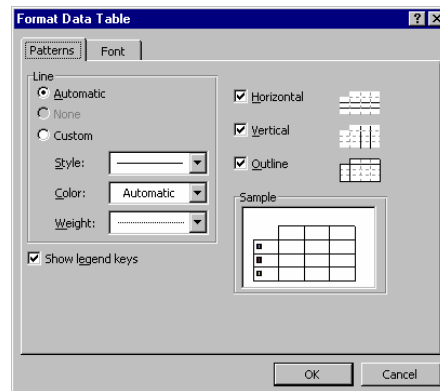
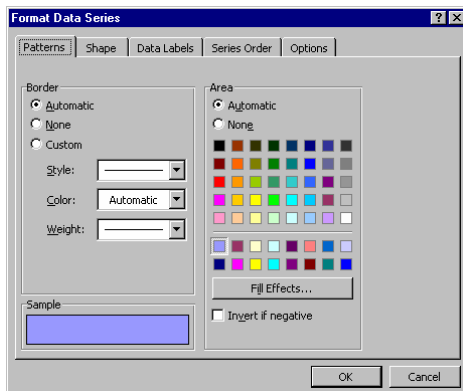
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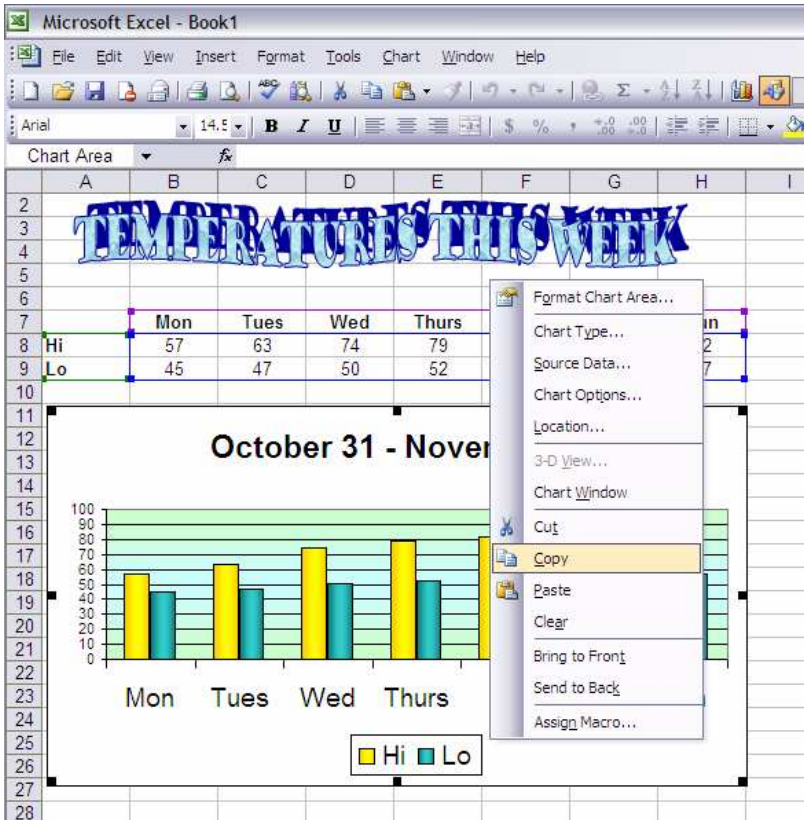
10. You may use the **Chart Toolbar** to modify or change your chart. Or you may use the **Chart** menu at the top of your screen.



11. If you **double click** on items in your chart (such as the background color, bar colors, text, etc.), you will be able to change colors, sizes, and styles.



How to Make a Chart with Excel



12. To copy and paste your chart into a Word, PowerPoint, Publisher, or Paint document, right click on your chart and select **Copy**. Then open your other document, right click and select **Paste** (or use the Edit menu → Paste).

