

MICROSOFT OFFICE SUITE 2007

HINTS AND TIPS: MICROSOFT EXCEL CREATING CHARTS & GRAPHS

Charts can convey much more than numbers alone can because charts present data in a visual way that makes it easier to see the meaning behind the numbers. Charts start with data. In Office Excel 2007, you just select data in your worksheet, choose a chart type that best suits your purpose, and click. Want to try a different chart type? Just click again and select a new chart type from a huge range of possibilities. Then work with the new **Chart Tools** to customise the design, layout, and formatting of your chart. You can see how various options would look just by pointing at them in the dialog box

NOTE: The "Office Button" hides the New / Open / Save As / Print Functions

|         | Outback | Coast | Cities | Total |
|---------|---------|-------|--------|-------|
| Jan     | 10      | 32    | 20     | 62    |
| Feb     | 79      | 4     | 34     | 117   |
| Mar     | 34      | 56    | 67     | 157   |
| Apr     | 4       | 1     | 93     | 98    |
| May     | 81      | 23    | 10     | 114   |
| Jun     | 40      | 50    | 79     | 169   |
| Jul     | 98      | 45    | 67     | 210   |
| Aug     | 67      | 50    | 70     | 187   |
| Sep     | 54      | 56    | 73     | 183   |
| Oct     | 29      | 62    | 76     | 167   |
| Nov     | 25      | 68    | 80     | 173   |
| Dec     | 22      | 74    | 83     | 179   |
| Totals  | 543     | 521   | 752    | 1816  |
| Average | 45      | 43    | 63     | 151   |
| Maximum | 98      | 74    | 93     | 210   |
| Minimum | 4       | 1     | 10     | 62    |

Here is a basic Sales chart showing the amount of sales logged over a 12-month period for 3 separate areas. This data looks very uninteresting, but by putting this data into a chart or graph makes it easier to see the meanings behind the data.

STEP 1: Select the data

(Notice we have only selected our relevant data that we wish to represent, we have not included the totals. We could do another chart just representing the Total amounts by choosing the titles, months, and totals)

|         | Outback | Coast | Cities | Total |
|---------|---------|-------|--------|-------|
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STEP 2: Left Click the Insert tab on the menu bar and click on the Column Chart Icon.

(Notice that you can choose differing varieties of chart types)

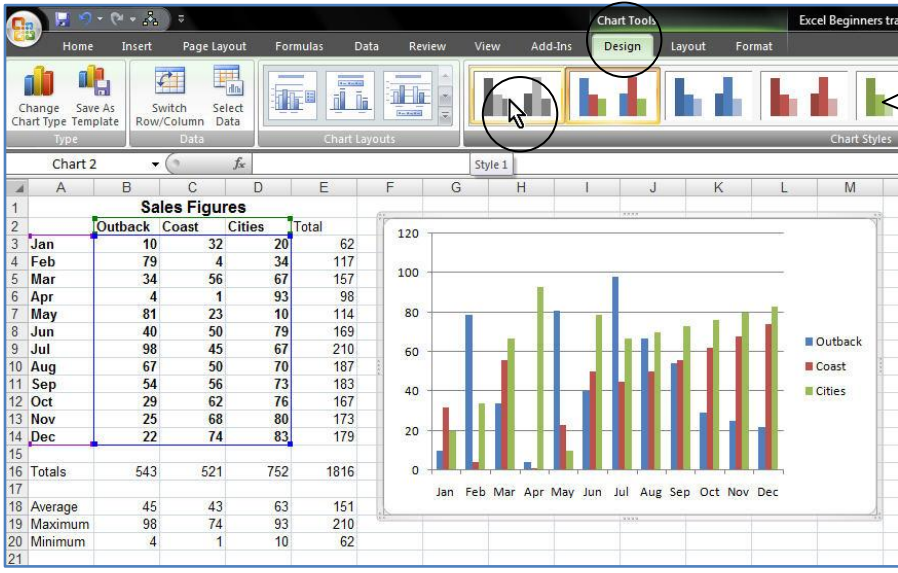
STEP 2: [Points to the Insert tab]

STEP 3: [Points to the 2-D Column chart icon]

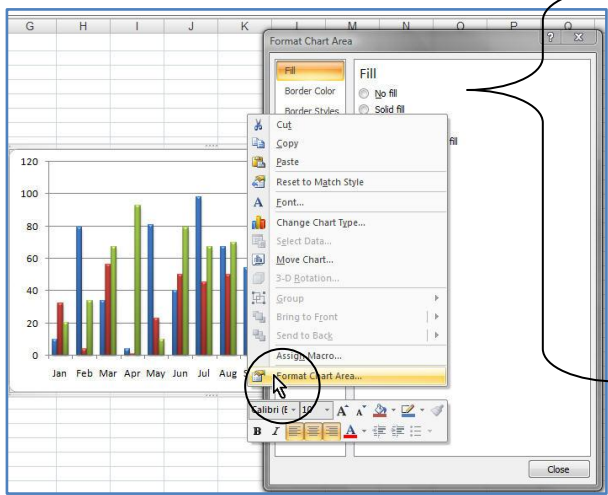
A basic 2-D Column Chart has been chosen!

STEP 3: Click on the chart style that will best represent the data, and the chart will appear.

Note: If you want the chart to appear on its own sheet, Right - click on the chart and choose 'Move Chart'



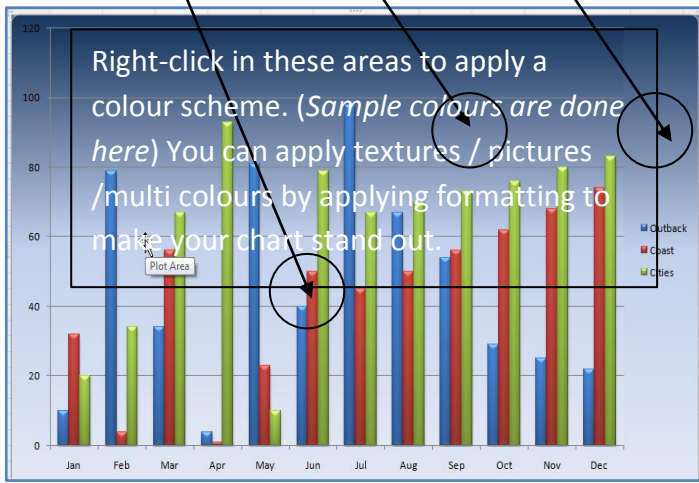
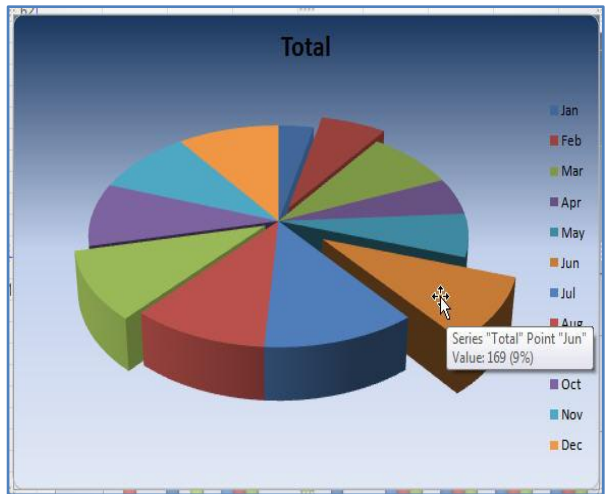
(Preset Colours and designs for the data are available by clicking on or using the slide arrows on the right of the coloured examples)



Right Clicking on the chart (outer edge) will give you the options for changing the chart type, formatting the chart area.

Right Clicking on the Plot area (chart area) will give you the options for changing the chart type, formatting the chart area.

Right Clicking on the Data (columns) will give you the options for changing the chart type, formatting the chart area.



NOTE: Use different chart types to portray different data, notice this pie chart does not tell the same type of story as the column chart.

**Resources:**

- Online Tutorials at <http://office.microsoft.com/en-us/excel/HA102004991033.aspx?pid=CH100740791033>
- Other QUICK TIPS FOR STUDENTS <http://www.usq.edu.au/learningcentre/tips.htm>
- Online resources on ALSONline <http://www.usq.edu.au/learningcentre/alsonline/lecttuts/tuts.htm>
- Talk with a tutor at The Learning Centre (tlc@usq.edu.au )