Creating Charts and Graphs

Charts and Graphs can be created in Excel, Word and PowerPoint. I would suggest creating them in Excel and exporting them to Word or PowerPoint for ease of operation, but we will try all three for you to choose your option.

Excel:

1. Open a spreadsheet and place the data in the spreadsheet normally.
2. Select the data you want to appear on your chart.
3. Click on the Chart icon or click on Insert-Chart, the chart wizard begins.
4. Decide on the type chart you want to display, you may choose from the Standard tab or the Custom Tab. NOTE: By clicking and holding down the button below the chart types on the right, you can preview the chart.
5. When satisfied with your choice, click on the next button.
6. On the Data Range tab, choose how you want your data displayed, by row or by column. On the Series tab you can see how your choices on the Data Range tab will effect your chart. NOTE: If you failed to select your data before starting the wizard, you can click on the selection tool , and then drag your cursor around the selection you want. Click on NEXT.

NOTE: If data is not contiguous, hold down the CTRL key while selecting the data to choose only data you want displayed. If after creation you decide you do want all data, Click on Chart-Source Data and on the Data Range Tab reselect the area you want to display in the chart.
7. The following tabs are available:
   a. Titles- Fill in the Chart Title, the X axis title and the Y axis title.
   b. Axes- Decide what descriptive data will appear on the charts X and Y axis
   c. Gridlines- Decide what increment of gridlines to show on X and Y area
   d. Legend- Decide location of legend
   e. Data Labels- Decide to use labels, and what type, or Gridlines
   f. Data Table- Decide if you want the table of data to show within the chart.
8. Choose where you want the chart to reside, as an object on the same sheet as the data, as an object on a different sheet in the workbook, or as a new sheet called Chart 1 in the Workbook.
9. Once the chart is created, you can copy and paste it into Word or PowerPoint and you can still work on the chart in those applications by double clicking on the chart and following the instructions in the Fancy up your Chart/Graph: section of this document.

Word:

1. Open a document and place your cursor where you want the chart to reside.
2. Click on Insert-Object and on the Create New tab select Microsoft Graph Chart.
3. Click in the blank between the row and column to select the whole worksheet, then right click and choose “Clear Contents”
4. Type in the information you want to display on the chart, or copy and paste from a table in Word or a spreadsheet in Excel.
5. Click in the text area of the document for the underlying spreadsheet to disappear.
6. You can select the chart and right click to get a submenu of things you can change on the chart.
a. Chart Object – Edit - will allow editing of spreadsheet numbers or captions.
b. Borders & Shading – will allow you to add a border and shadow.
c. Format Object- will allow you to add a background, size and place the object.
7. Double click in the chart area, then right click with your cursor inside the chart to get a submenu that will allow you to change:
   a. the type of chart-column, bar, line, pie, etc.
   b. the chart options-titles, axis, grid lines, legend, data labels, data tables.

PowerPoint:
1. Open a slide and place your cursor where you want the chart to reside.
2. Click on Insert-Chart or click on the chart icon.
3. Click in the blank between the row and column to select the whole worksheet, then right click and choose “Clear Contents”
4. Type in the information you want to display on the chart, or copy and paste from a table in Word or a spreadsheet in Excel.
5. Click in the text area of the document for the underlying spreadsheet to disappear.
6. You can select the chart and right click to get a submenu of things you can change on the chart.
   a. Chart Object – Edit - will allow editing of spreadsheet numbers or captions.
   b. Format Object- will allow you to add a background, size and place the object.
7. The other submenu features control action or animation.
8. Double click in the chart area, right click and choose Chart Options to get a submenu that will allow you to change:
   a. the type of chart-column, bar, line, pie, etc.
   b. the chart options-titles, axis, grid lines, legend, data labels, data tables.

Fancy up your Chart/Graph:
1. The Chart Toolbar has a chart objects menu, you can choose from a pop down menu which area of the chart you want to work on. Trying to click and get the right area can be difficult.
   a. Click on the objects menu and choose series “White”
   b. Click on the format data series button to the right.
   c. Choose none for border
   d. Click on the Fill Effects button and choose vertical in the shading types, click OK
   e. Repeat the same for all the other four series
   f. Click on the objects menu and choose legend
   g. Choose none for border on the legend
2. The Chart Options menu returns you to the menu you saw in step 7. We want to change some option on the chart, so right click in the chart area and choose Chart Options.
   h. Go to the Axes tab and uncheck the value (Y) axis
   i. Go to the Data Labels tab and choose values
   j. Click OK
   k. Now click on the number above the first column, it will choose the data series “White”, we need to make the number smaller. In the font size menu bar, change the font from 12 to 8.
   l. Do the same for each of the data series.