

Job Aid: Excel 2003: Using Charts



Charts are an effective way to provide an easy to view representation of your data. Excel provides an easy Chart Wizard to help you make a professional looking chart.

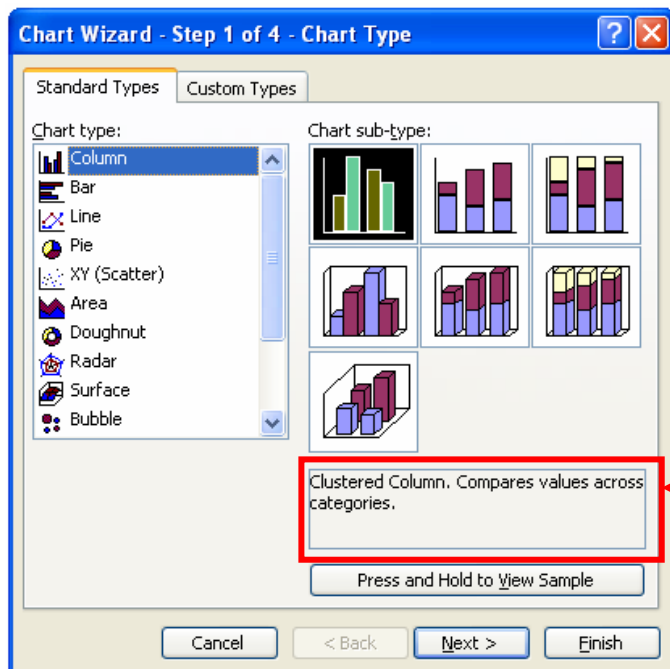


Open up an existing Excel document with the data to be graphed.

1. Drag the mouse across and highlight the data you wish to show in your chart.

	A	B	C	D	E	F	G	H
1	Time	0	1	2	3	4	5	6
2	Distance	10	15	17	19	21	21	25

2. Click the Chart Wizard button () , or click **Insert > Chart**.



Description



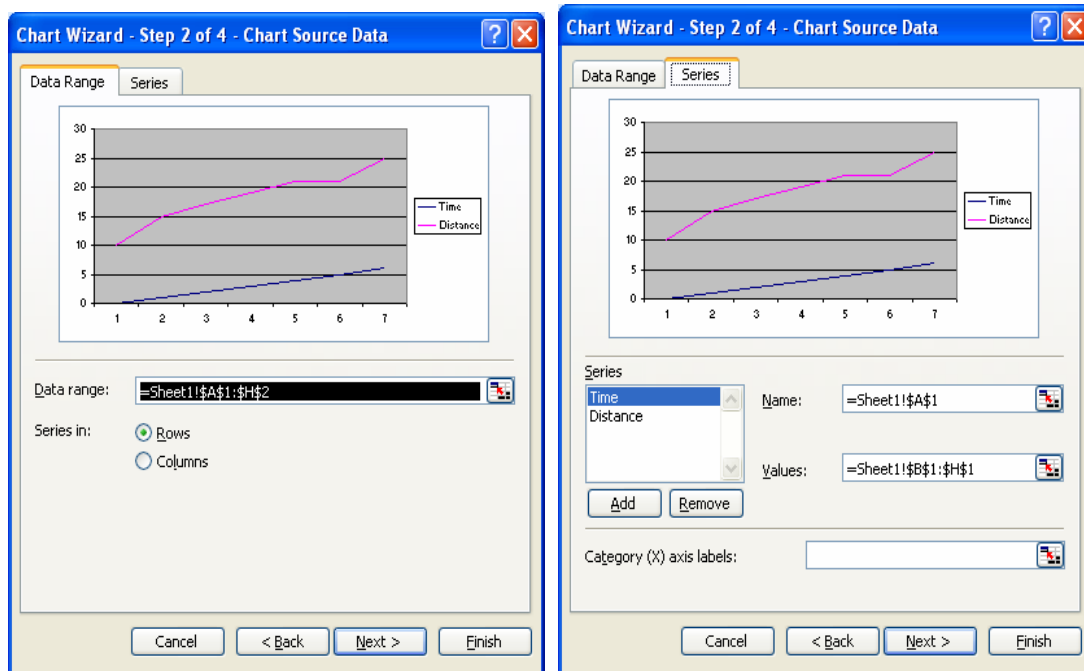
Note: Within the Chart Wizard, there are Chart types and Chart Sub-types. The Chart Types are the standard types of chart (line, bar, pie, etc.), where the Chart Sub-types are variations of the selected Chart Type (choosing the layout of the bar/line/pie chart). Beneath the Chart Sub-type images, there's a quick description of the selected Chart Sub-type. For this example, I'll be making a line chart, but the process is the same for each Chart Type.

3. Select **Line** from the Chart Type box, and choose the top left Chart Sub-type (a plain line chart).



Note: You can click and hold the mouse button down on the button that says “Press and Hold to View Sample”. Doing this will give you a quick view of what your chart is going to look like, given the data in your document.

4. Click **Next**.
5. The Data range box contains the range of cells that the chart will be displaying. You can change the range here, or get a look at the range of each series of lines in the **Series** tab. For this example, click the **Series** tab.

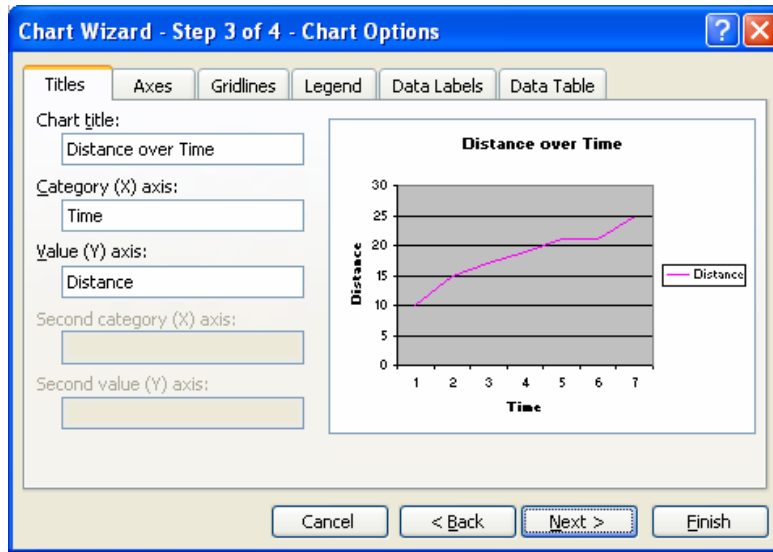


The image shows two screenshots of the 'Chart Wizard - Step 2 of 4 - Chart Source Data' dialog box. The left screenshot shows the 'Data Range' tab with a line graph and the 'Data Range' field set to '=Sheet1!\$A\$1:\$H\$2'. The right screenshot shows the 'Series' tab with a list of series including 'Time' and 'Distance', and the 'Name' and 'Values' fields for the 'Time' series.



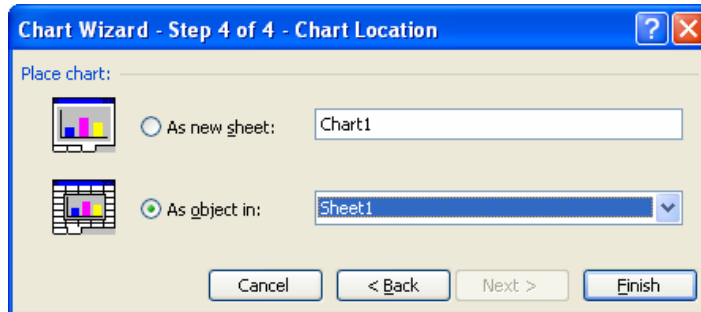
Tip: The **Series** box lists the different lines on this line graph. Each series has different values for the **Name** and **Values** boxes on the right. In this example, in the Time series, the **Name** box is referring to the cell containing the word “Time”, and the **Values** box is referring to the cells containing the data points for Time.

6. For this example, since time is already the measure on the bottom axis, select the Time series from the **Series** box, and click **Remove**.
7. Click **Next**.



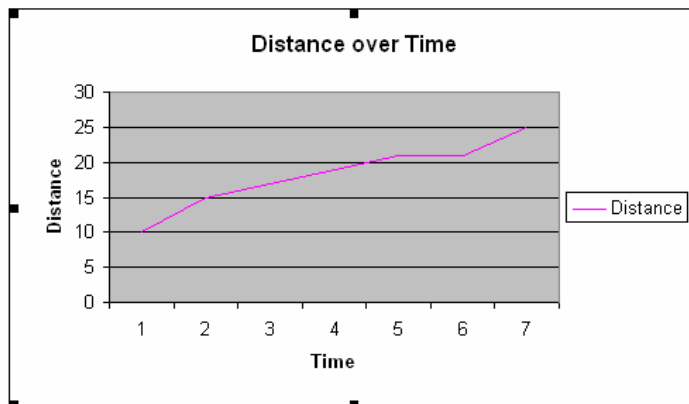
8. Fill in the **Chart title**, **Category (X) axis**, and **Value (Y) axis** boxes to match the above example.

9. Click **Next**.



10. Select whether you want the chart to be added as a new worksheet or as an object in an existing worksheet.

11. Click **Finish**.





Tip: Now that the chart is in your spreadsheet, you may still make changes to it.

To move it around in your spreadsheet, click once in the whitespace of the chart. Then click the mouse and drag the chart to your desired location.

To change any colors of the chart, right-click on the part you want to change, and select the topmost choice (Format Data, or Plot, or Chart). From this Format window, you can change colors, line styles, line widths, shadow effects, fonts, and placement of the object.



Note: You can get back into the Chart Wizard with the current chart's information by left-clicking once in the whitespace of the chart, and then clicking the Chart Wizard button, or **Insert > Chart**. From here, you can change the type of Chart, modify the data range, or change the labeling information.