

Create an Excel Chart

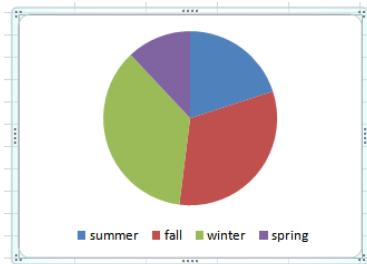
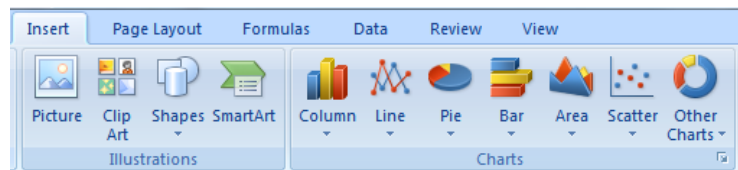
1. Collect and tally data
2. Create a simple chart in Excel starting at the top of the spreadsheet
 - a. type a title for your graph in B1
 - b. type in A2 your first row title. Press the down arrow key. Type the next row title in A3.

	A	B	C	D	E
1		6th Grade Birthdays by Season			
2	summer	5			
3	fall	8			
4	winter	9			
5	fall	3			

3. Highlight the cells from A2 to B5 (*the first cell never highlights*)

	A	B
1		6th Grade Birthdays by Season
2	summer	5
3	fall	8
4	winter	9
5	spring	3

4. Click the **Insert Tab** on the Ribbon
5. Click a chart type.
6. A new chart will appear:



7. To make changes to the details of the chart, click once to select it
8. Click the **Design Tab** under **Chart Tools** on the Ribbon. You can Change the Chart Type, Switch the Row/Column Data, Select New Data for your chart, or change the color scheme.

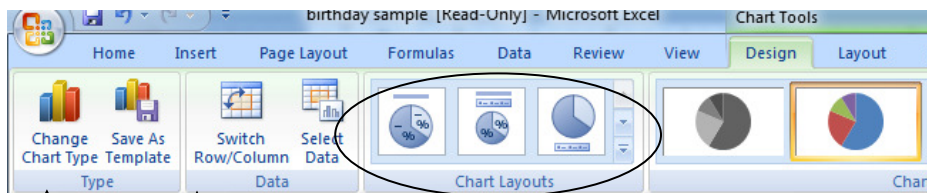
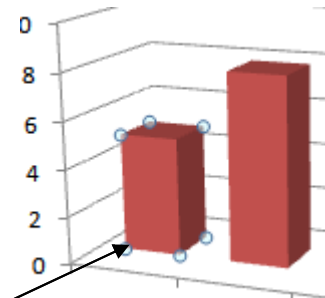
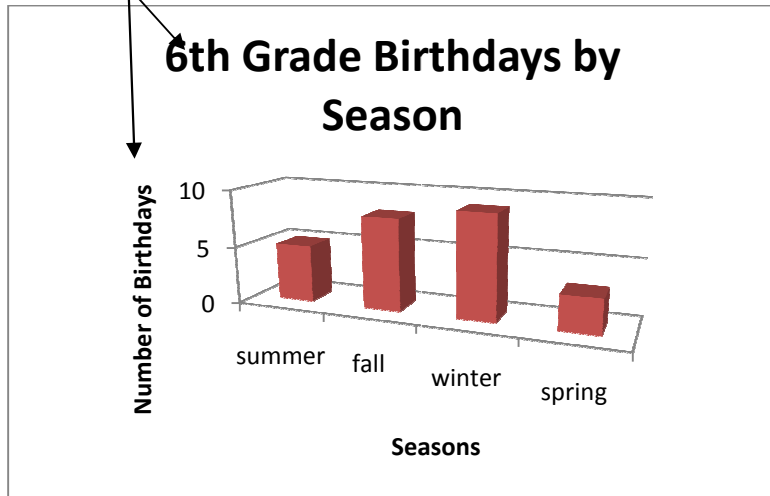
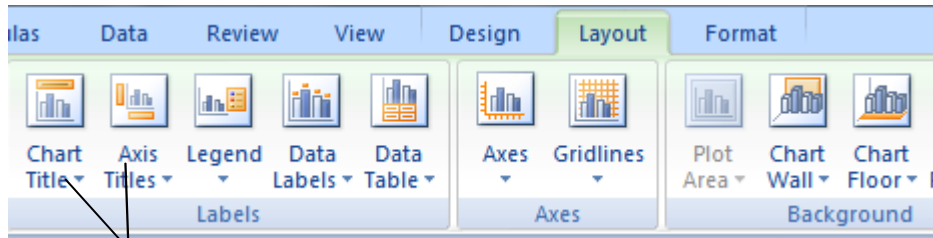


Chart Layouts Add/take away the titles, x/y axis labels, Legend, table, labels, and data points. Try different layouts until you get the layout you want.

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The Layout Tab of Chart Tools is a quick way to change specific parts of your chart. It lets you quickly change the labels on your chart, add/delete the legend, data labels, change gridlines, etc.



Formatting Color

To change the design of a single column, click once on the column. This selects ALL the columns. **Click again** on the single column. **Now just this first column is selected.** Right Click and choose **Format Data Point**. Change the fill and outline of your chart.

PICTOGRAPH

You can turn your column charts into a Pictograph if you have the right image and choose the right settings. The best images will be landscape type shapes for stacking:

