

# Create a Chart

To create a chart in Excel, you first select the range in a worksheet containing the data you want to chart. Once you've selected a range, you can use buttons on the INSERT tab on the Ribbon to create a chart based on the data in the range. **CASE** ➤ *Using the worksheet containing the quarterly expense data, you create a chart that shows how the expenses in each country varied across the quarters.*




1. Start Excel, open the file **EX D-1.xlsx** from the location where you store your Data Files, then save it as **EX D-Quarterly Tour Expenses**

You want the chart to include the quarterly tour expenses values, as well as quarter and country labels. You don't include the Total column and row because the figures in these cells would skew the chart.

2. Select the range **A4:E12**, then click the **Quick Analysis tool**  in the lower-right corner of the range

The Quick Analysis tool contains a tab that lets you quickly insert commonly used charts. The CHARTS tab includes buttons for each major chart type, plus a More Charts button for additional chart types, such as stock charts for charting stock market data.

3. Click the **CHARTS** tab, verify that the **Clustered Column** is selected, as shown in **FIGURE D-3**, then click **Clustered Column**

The chart is inserted in the center of the worksheet, and two contextual CHART TOOLS tabs appear on the Ribbon: DESIGN, and FORMAT. On the DESIGN tab, which is currently in front, you can quickly change the chart type, chart layout, and chart style, and you can swap how the columns and rows of data in the worksheet are represented in the chart. When seen in the Normal view, three tools display to the right of the chart: these enable you to add, remove, or change chart elements , set a style and color scheme , and filter the results shown in a chart . Currently, the countries are charted along the horizontal x-axis, with the quarterly expense dollar amounts charted along the y-axis. This lets you easily compare the quarterly expenses for each country.

4. Click the **Switch Row/Column** button in the Data group on the **CHART TOOLS DESIGN** tab

The quarters are now charted along the x-axis. The expense amounts per country are charted along the y-axis, as indicated by the updated legend. See **FIGURE D-4**.

5. Click the **Undo** button  on the Quick Access toolbar

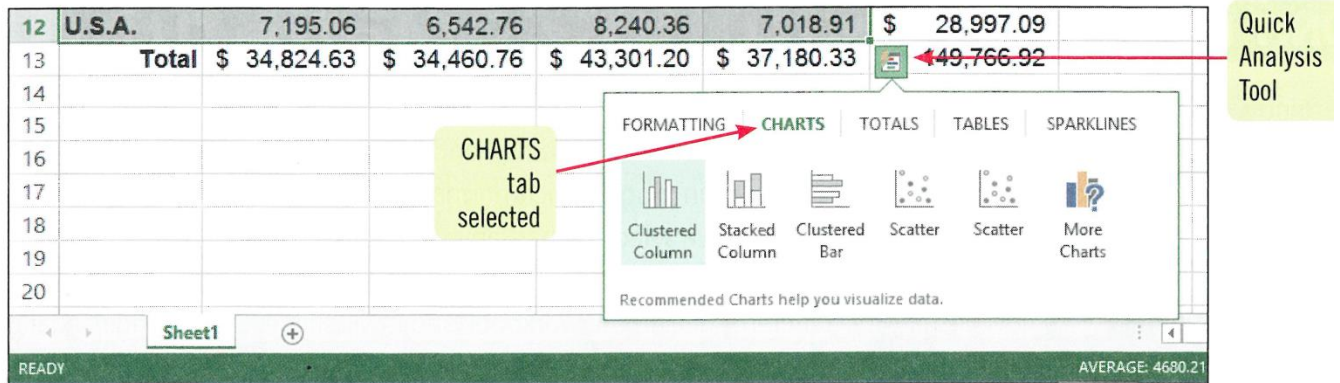
The chart returns to its original design.

6. Click the **Chart Title** placeholder to show the text box, click anywhere in the **Chart Title** text box, press **[Ctrl][A]** to select the text, type **Quarterly Tour Expenses**, then click anywhere in the chart to deselect the title

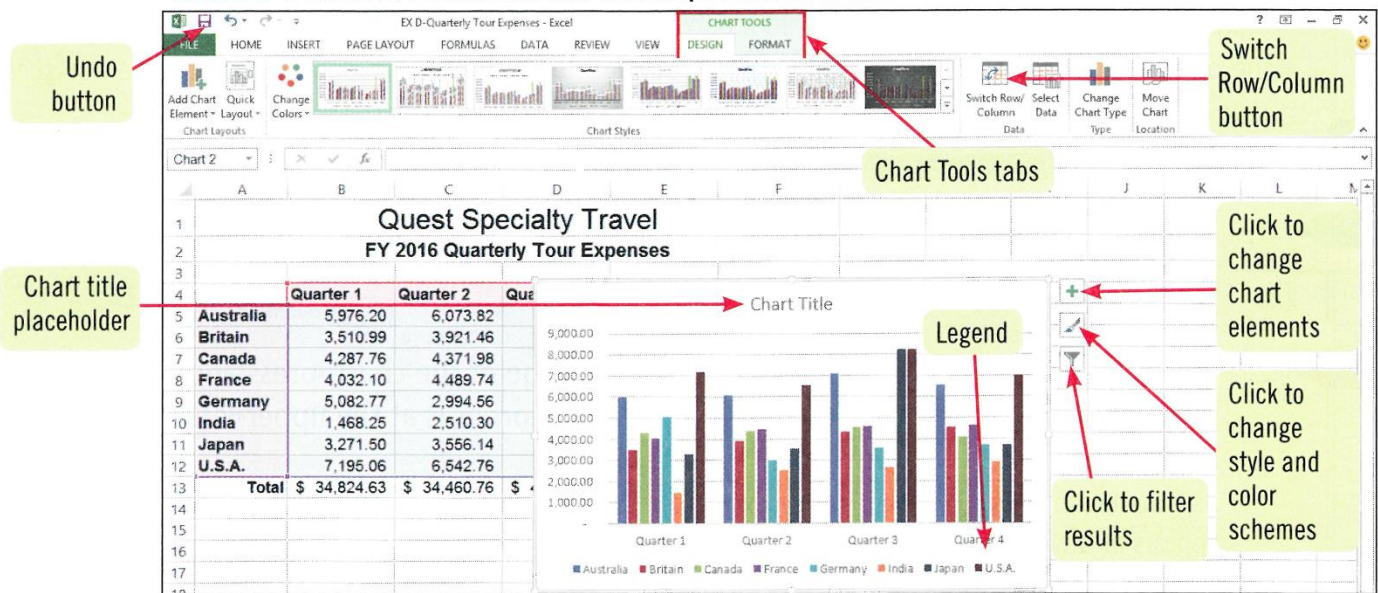
Adding a title helps identify the chart. The border around the chart and the chart's **sizing handles**, the small series of dots at the corners and sides of the chart's border, indicate that the chart is selected. See **FIGURE D-5**. Your chart might be in a different location on the worksheet and may look slightly different; you will move and resize it in the next lesson. Any time a chart is selected, as it is now, a blue border surrounds the worksheet data range on which the chart is based, a purple border surrounds the cells containing the category axis labels, and a red border surrounds the cells containing the data series labels. This chart is known as an **embedded chart** because it is inserted directly in the current worksheet and doesn't exist in a separate file. Embedding a chart in the current sheet is the default selection when creating a chart, but you can also embed a chart on a different sheet in the workbook, or on a newly created chart sheet. A **chart sheet** is a sheet in a workbook that contains only a chart that is linked to the workbook data.

7. Save your work

**FIGURE D-3: CHARTS tab in Quick Analysis tool**



**FIGURE D-4: Clustered Column chart with different presentation of data**



**FIGURE D-5: Chart with rows and columns restored and title added**

