Lecture 16

Excel: Charts

Prior to class, watch the topic enhancement video on charts: [http://www.gcflearnfree.org/office2013/excel2013/22](http://www.gcflearnfree.org/office2013/excel2013/22)

1. Quickly creating basic charts
   a. x-axis data is always located in the left (column) or in the top (row) of the data set

2. Creating well designed charts
   a. Display the data in a meaningful way
      i. Add titles, labels, and/or legends as needed
      ii. Do not “clutter” your charts
   b. Fine-tuning charts with Design Tab choices
      i. Chart layouts
      ii. Moving charts
      1. Objects within a worksheet
      2. Charts as their own worksheet
      3. Quizzes will specify how to display your charts and where, pay attention!

3. Layout Tab options
   a. Adding titles, labels, and legends
   b. Using axes and gridlines
   c. Other formatting tools
      i. Change rotation of chart text

4. Adjusting specific chart types
   a. Column charts, line charts, scatter charts, bar charts, and area charts
   b. Changing a charts source data
   c. Making charts static

5. Manipulating Charts
   a. Changing chart type
   b. Combo charts
      i. adding/changing a secondary scale

Quiz on Wednesday: All 50 minutes devoted to the quiz