


Excel 2000/2002

Creating, Modifying and Formatting Charts

Creating a Chart with the Chart Wizard

1. Open **ChartPrac.xls** and save it as **ProfDev.xls**.
2. Adjust the **Zoom** level to 100%, if it isn't already set at that level.
3. Select the table data you want to chart. Click cell **B4**. Press and hold the [Shift] key while clicking cell **F11**.
4. Click the **Chart Wizard** button on the Standard toolbar. 
5. Make sure the **Standard** Types tab is selected. Choose **Bar** in the Chart type list.
6. Check to make sure the first choice is selected (upper left corner), and then click [**Next >**].
7. Make sure that the **Data Range** tab is selected, and that the **Columns** radio button is selected in the **Series in:** section, and then click [**Next >**].
8. Enter **Professional Development Budget 2003** in the Chart title window, and then click [**Next >**].
9. In Step 4, check to be sure that **As object in: ProfDev03** is selected. This will put the chart on the same worksheet as the table. If you want the chart on a separate page, select the **As new sheet:** option.
10. Click [**Finish**].

Resizing and Moving a Chart

Resizing a Chart

1. Put the mouse pointer in the white space of your chart.
2. Drag the chart to cell **A13**.
3. Resize the chart by using the lower right sizing handle. Drag it to the right to cell **I29**.

Resizing the Chart's Plot Area

1. Put the mouse pointer on the gray area of the chart, and click to select it.
2. Move the mouse pointer to the lower middle black handle in the fuzzy border. You will see a double-headed arrow and a dotted box around the plot area.
3. Drag the double-headed arrow and dotted box downward into cell **A28**, or as close as you can get to the bottom of the chart area. The size of the plot area gets bigger, but the chart remains the same size.


Changing the Font Size of the Chart

1. Select the **Chart Area**.
2. Click the **Font Size** list arrow on the **Formatting** toolbar.
3. Change the **Font Size** to **8**. This makes the font on the whole chart smaller.
4. Save the file.


Changing the Location of the Legend in the Chart

1. Double click the white space in the legend box. You will see the **Format Legend** options window.
2. Click the **Placement** tab.
3. Select **Bottom**, and then click [**OK**].


Changing the Color of the Data Series

1. Click once on any of the lavender bars in the chart. The chart toolbar will display “Spring 2003” Series.
2. Click Format Data Series button on the Chart toolbar. 
3. Notice the six tabs on the **Format Data Series** dialog box. Make sure that the **Patterns** tab is selected. Change the color to Red, and then click [**OK**]. The bars representing Spring 2003 change to red.


Changing Formatting of the Chart's Title

1. Click the Chart Title. The Chart toolbar displays “Chart Title.”
2. Click the **Format Chart Title** button on the Chart toolbar. 
3. Select the **Font** tab.
4. Change the Font to **Verdana**, the Font Style to **Bold Italic**, and the **Font Size** to 10.
5. Change the Color to any color you like, and then click [**OK**].

Changing the Chart Type


1. Click on the Chart area to select the chart.
2. Click the list arrow to the right of the Chart Type tool on the Chart toolbar. 
3. Select the Column Chart (third row, first item). The chart becomes a column chart.

Changing Chart Data

1. Click outside the chart area. This deselects the chart.
2. Select cell C5 in the table.
3. Type 7800, and press [**Enter**]. Note that the table and the chart changed to reflect the new data.
4. Click the Undo button on the Standard toolbar. This restores the original values in the table and the chart. 

Working with Graphics and Colors

Adding a Graphic to the Chart


1. Click once on the column that represents Spring 2003.
2. Click the **Format Data Series** button on the Chart toolbar. 
3. Make sure the **Patterns** tab is selected.
4. Click the **Fill Effects** button under Area.
5. Click the **Picture** tab, and then click the **Select Picture** button.
6. Find a small picture file you want to use; select it.
7. Click **Insert**.
8. Click the **Stack** option under Format.
9. Click **[OK]**, **[OK]**.

Using Color Gradients in the Chart

1. Click once on the Chart Area to make it active.
2. Click the **Format Chart Area** button on the Chart toolbar.
3. Make sure the **Patterns** tab is selected.
4. Click **Fill Effects**.
5. Click the **Gradient** tab if it isn't already selected.
6. Click the **2 Color** option.
7. Click the **Color 1** list arrow, and choose a color you like.
8. Click the **Color 2** list arrow, and choose another color you like.
9. Click the **Diagonal Down** radio button under Shading Styles.
10. Click the first item in the second row (third selection).
10. Click **[OK]**, **[OK]**.

Formatting Data

Changing the Value Axis Scale

1. Click once on any numeric value on the left side of the chart. This selects the **Value** axis.
2. Click the **Format Axis** button on the Chart toolbar. 
3. Click the **Scale** tab.
4. Change the Maximum value to **15000**.
5. Press **[OK]**.