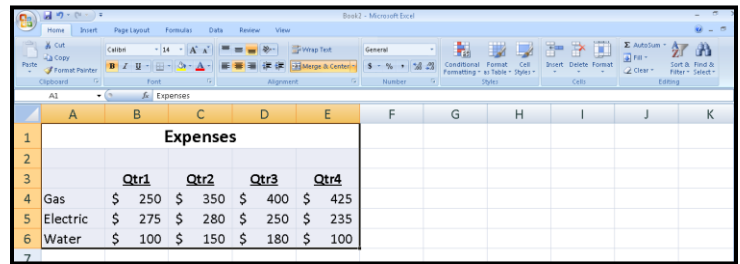


# Charting With Excel 2007

Type the data into the spreadsheet

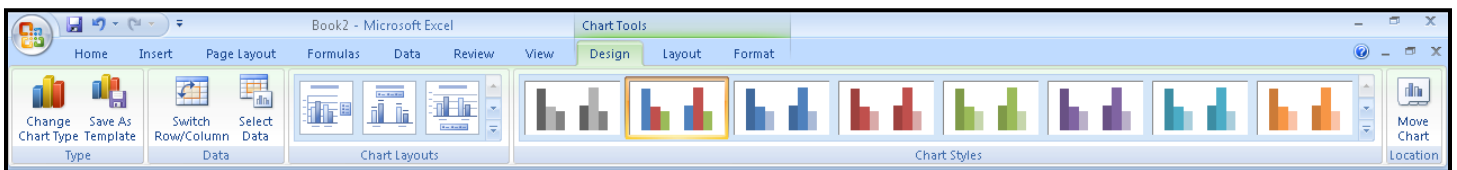
1. Highlight the data you want to chart
2. Click **Insert**, select the chart type
3. Work through each of the **Chart Tools (Contextual Ribbon) Tabs** to modify/update the chart OR right-click to update.



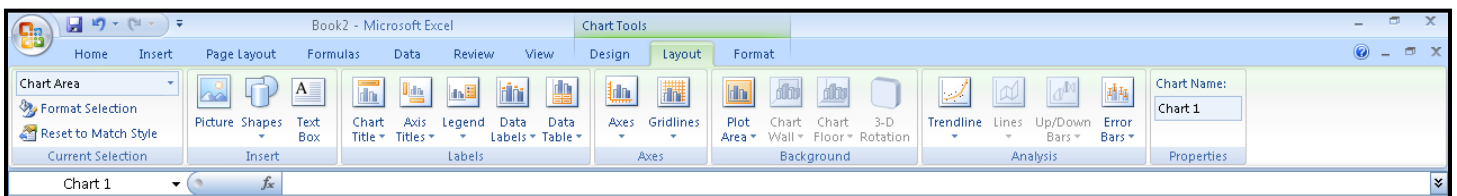
	Qtr1	Qtr2	Qtr3	Qtr4
Gas	\$ 250	\$ 350	\$ 400	\$ 425
Electric	\$ 275	\$ 280	\$ 250	\$ 235
Water	\$ 100	\$ 150	\$ 180	\$ 100



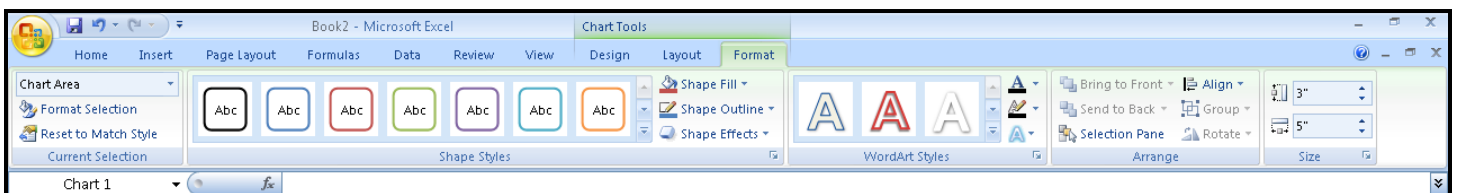
## Chart Tools – Design



## Chart Tools – Layout (old Chart Wizard options)



## Chart Tools – Format



## Tips for Working With Charts

1. **Move** a chart by going to the white area of the chart (Chart Area), left-click and drag to the new location OR select **Design, Move Chart**
2. **Delete** the chart by selecting the chart and pressing the Delete key on the keyboard
3. Select the chart to bring up the **Contextual Ribbon Tabs**

4. **To change the chart type/style/layout:**

Select **Design, Change Chart Type OR Chart Layout OR Chart Styles**

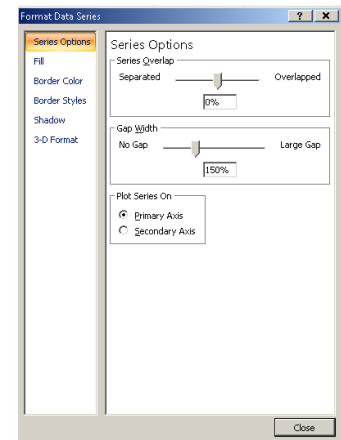
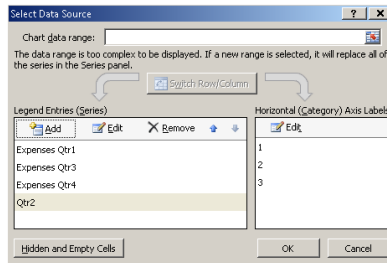
5. **To remove data from a chart:**

Select the data in the chart, press the delete key OR select **Design, Select Data**

6. **To add/change data:**

Select **Design, Select Data**

**Contiguous data – resize the box**  
**Noncontiguous data – hold ctrl key and highlight the area**



7. **Format The Chart (colors, scale, etc):**

Select an object **Layout, Format Selection OR** update objects by **Layout, Labels/Axes**

(Note: Pattern options are not available in Excel 2007)

OR **Format, Shape Styles, WordArt Styles**

8. **To resize a chart:**

Move to a handle, left click and pull in or out OR **Format, Size**

9. **To add a Trendline:**

Select **Layout, Analysis, Trendline**  
Select the type from the Gallery and based on the which series  
Click OK

10. **To print the chart only:**

Select the chart  
Click the **Print Preview OR Printer** button on the **Quick Access Toolbar**

(Note: Add buttons to the Quick Access Toolbar by clicking on the drop down arrow and selecting the buttons)

