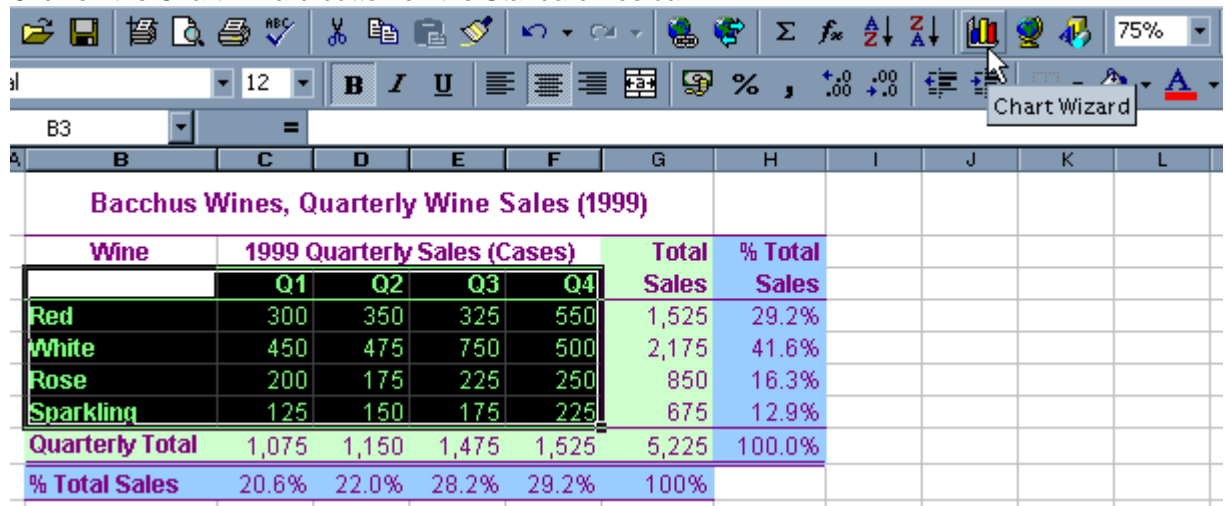


## Exercise 5: Creating Charts 1 - Column Charts

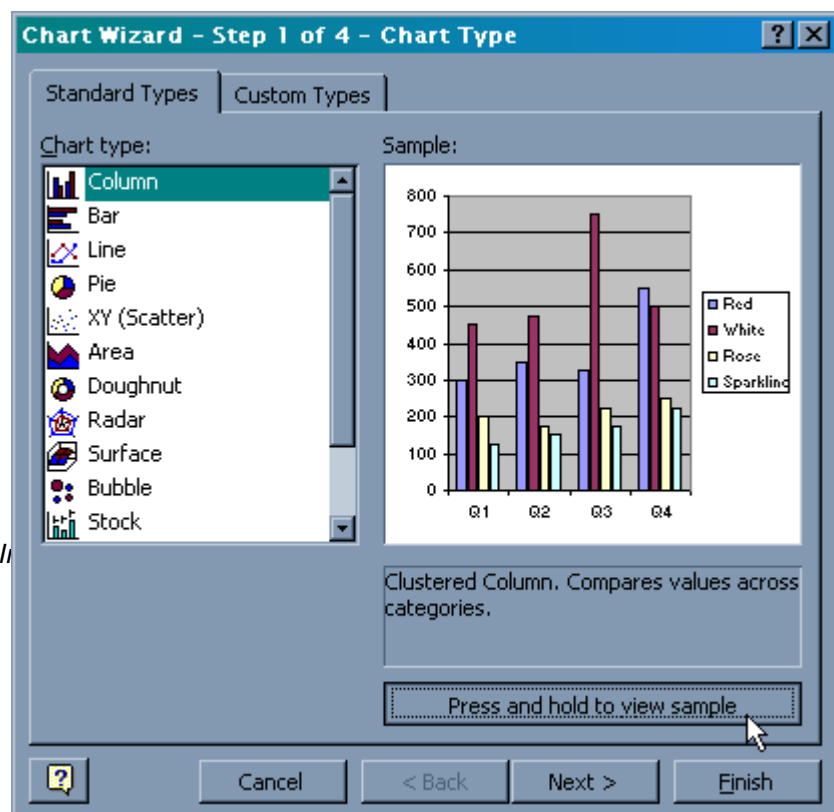
After completing this exercise you will be able to:

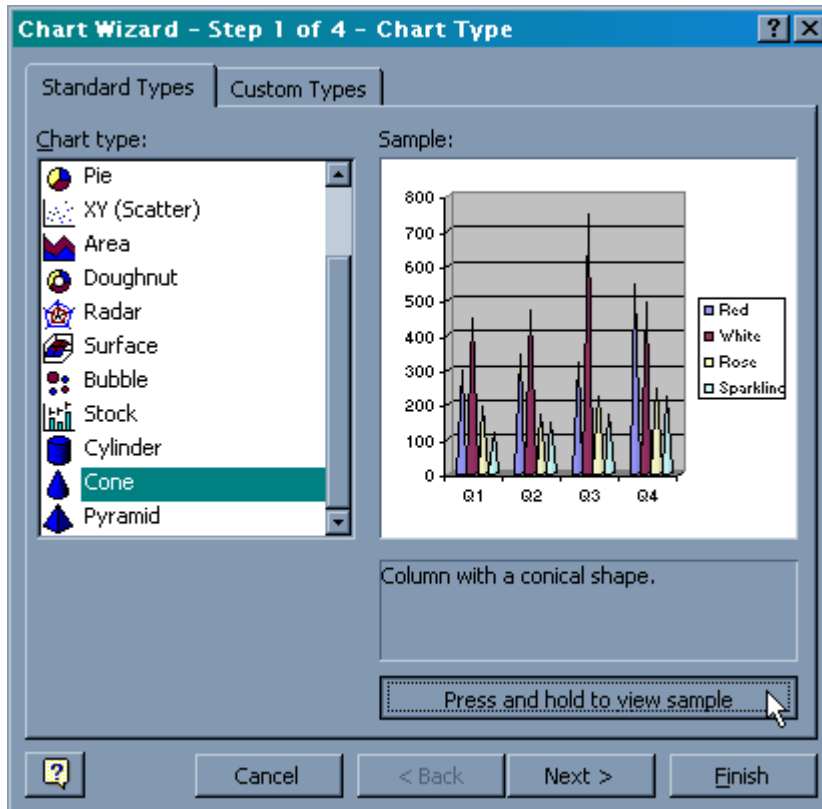
- create and format simple column charts;
- understand the different components that make up an Excel Chart.

1. Create a copy of the Ex-3 worksheet and rename it Ex-4
2. Select the range B3:F7. Set the Zoom control to 75% (this will enable you to better position the chart, you are about to create, on the worksheet);
3. Click on the Chart Wizard button on the Standard Toolbar:

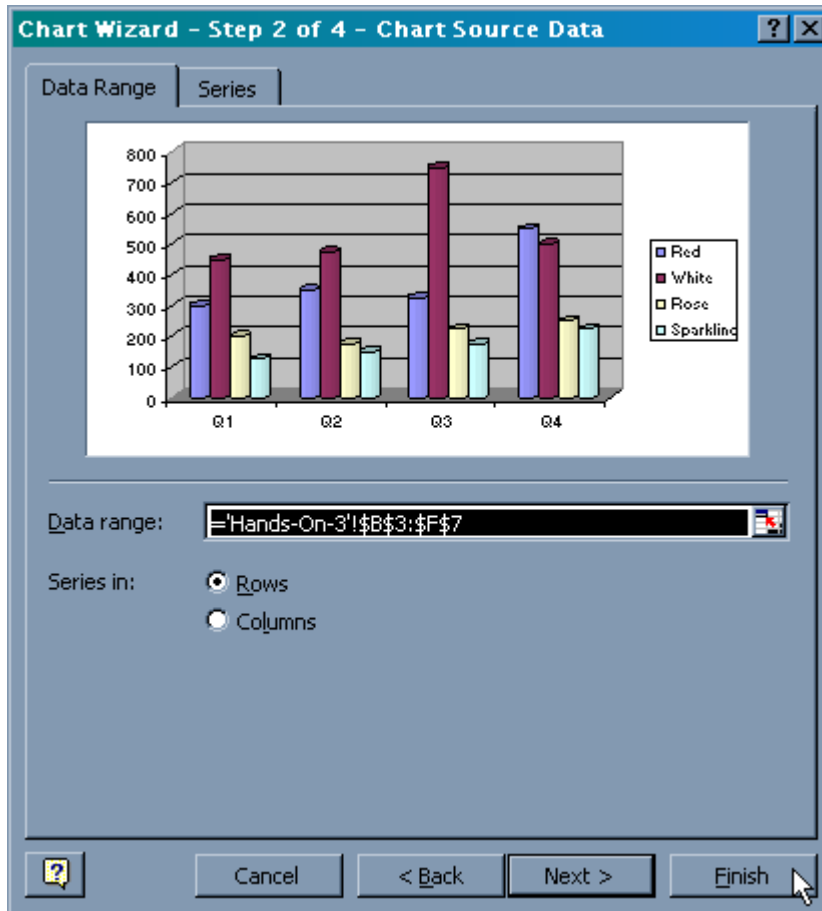


4. Follow the steps in the Chart Wizard to create an appropriate Column Chart. You can compare the different column types by clicking on the 'Press and hold to view sample' (as shown here):

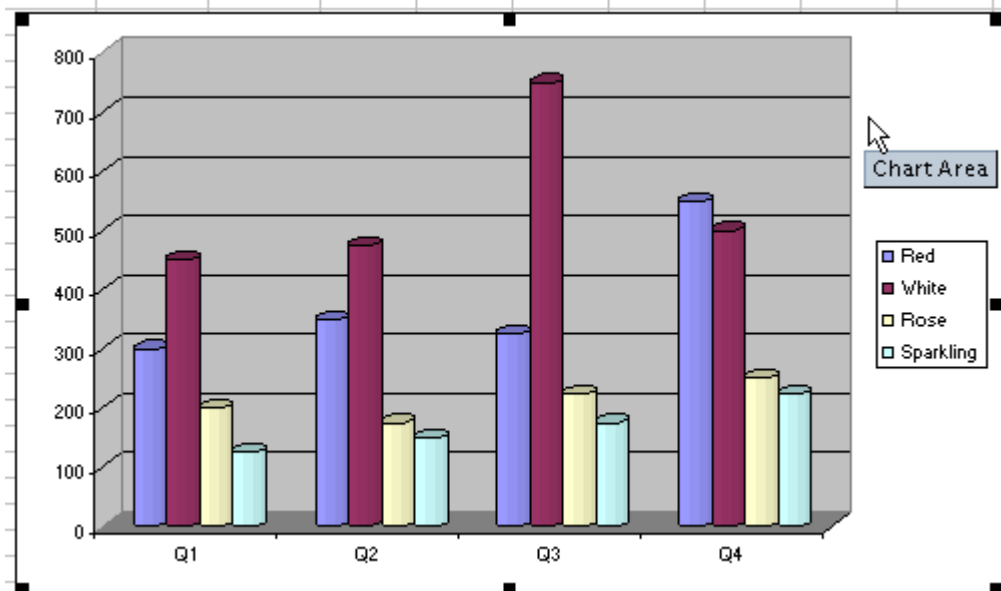




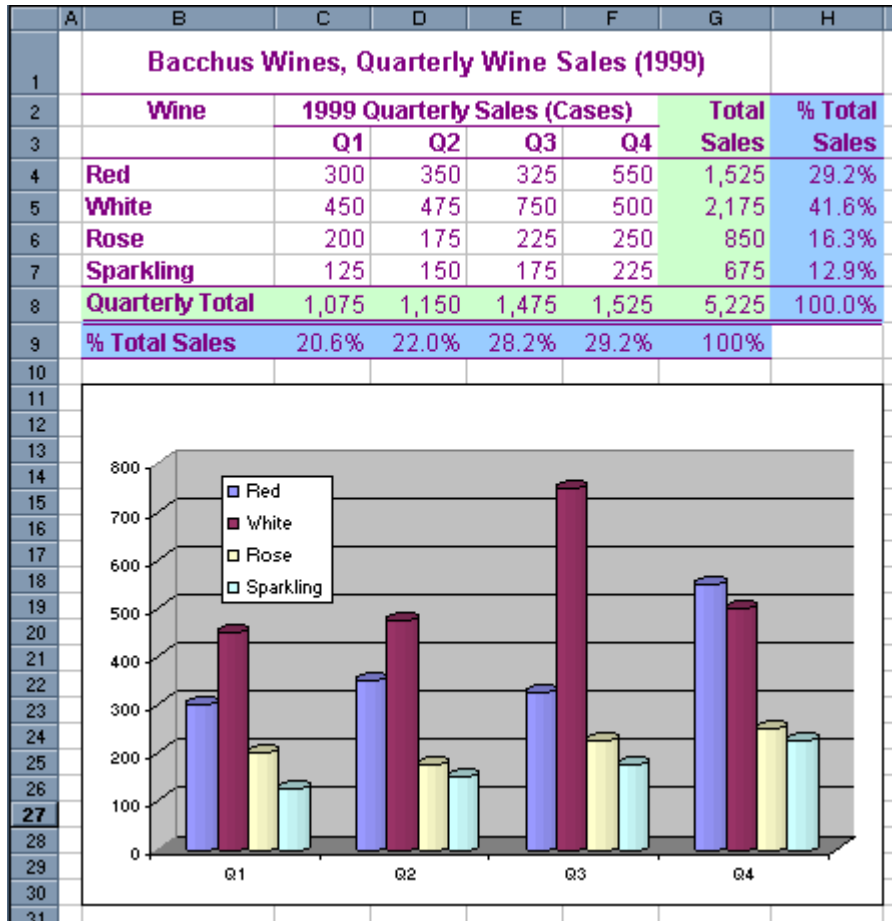
5. When you have selected a column type that takes your fancy, click next to move to the next step in Chart creation:



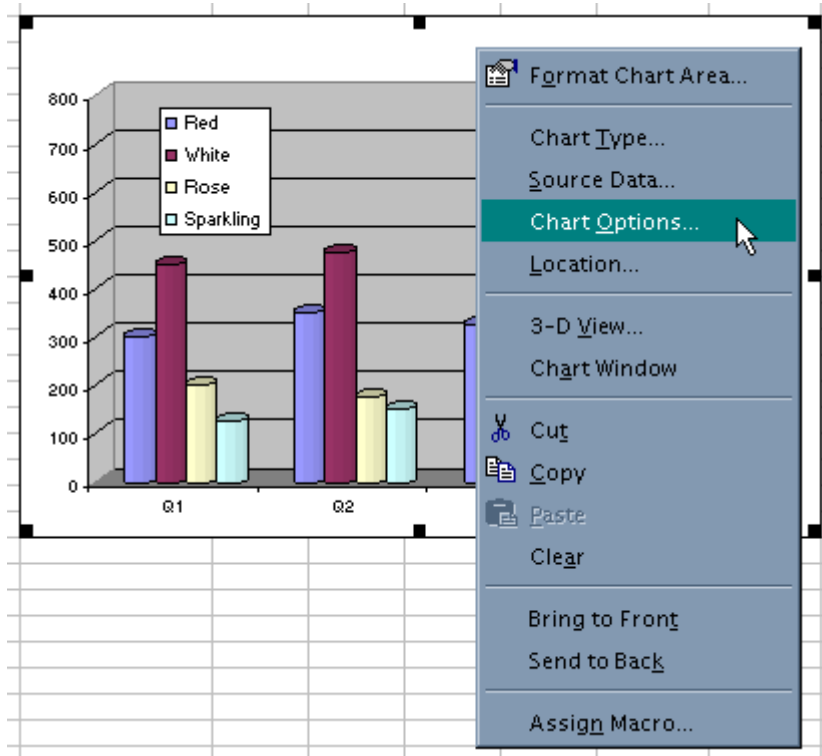
6. Select Finish to display your chart on the active worksheet (Note: I have deliberately not completed Steps 3 and 4 in the Chart Wizard - try those for yourself after you have completed this Hands-On exercise):



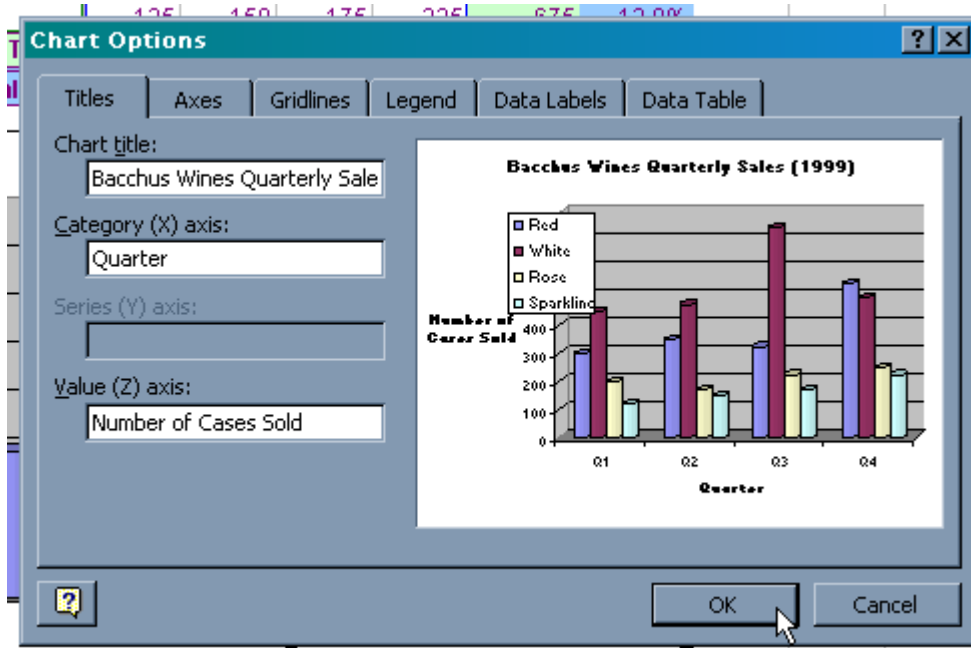
7. Reposition the chart under the tabulated data. Note: if you hold the [Alt] key down whilst dragging the Chart Area handles (black dots) it will 'snap' to the borders of the underlying worksheet cells.
8. If you are happy with the chart's appearance, fine. If not, rearrange the chart elements to improve the charts appearance:



9. Because we exited the Chart Wizard at Step 2 we currently have no titles for the chart or the x- and y- axes. To add these to the chart right click on the Chart Area (the white space around the Chart not the Chart itself) and select Chart Options from the drop down list:



10. Add chart and axes titles, and explore what the other options do:



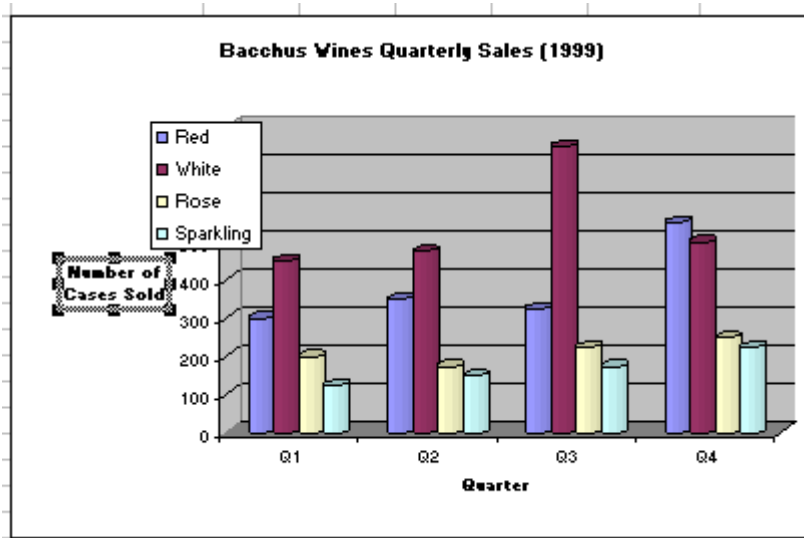
11. When you select ok you are in for a shock. Excel has messed up the chart by adding the titles. So you will need to rearrange everything. Moral of the story: best add titles and all other chart components before you start formatting and rearranging the chart

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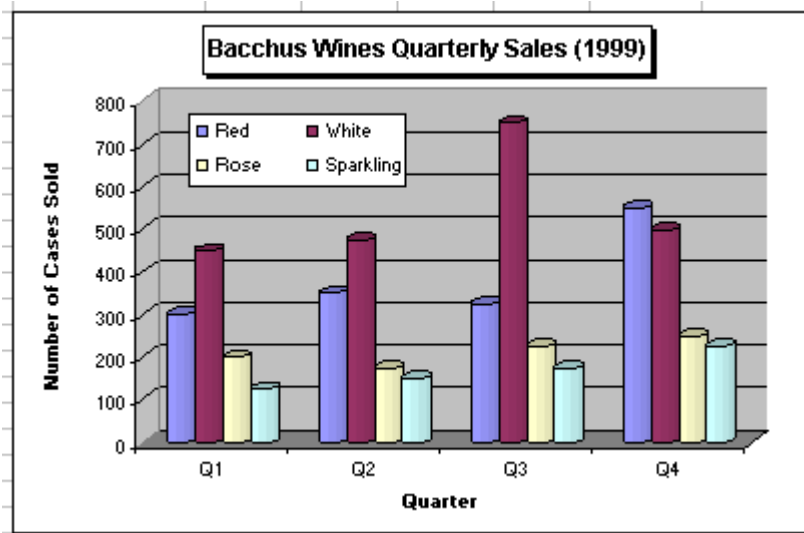
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elements. So best to do this right at the beginning by working through all the steps in the Chart Wizard:



12. Rearrange and reformat the different elements of the chart to improve its appearance. You can do by right-clicking on the element you want to modify. For example, you could add a shadow box to the chart title, realign the category axis, and reposition the chart elements. A possible final chart may look something like that shown below:



13. Set the print area so that the table and chart will be printed out on the same page. Don't forget to use Print Preview to examine what your work will look like before printing it out.
14. Use the File/Page Setup...option to alter the page layout. Does it look better landscape or portrait? Add appropriate headers and footers, centre the work on the page;
15. When you are happy with its appearance Save it and then Print it out.