

TASKS PERFORMED WITH CHART WIZARD

The chart wizard is the easiest way to create a chart in Excel. It provides a step-by-step process for creating several different types of charts. A list of chart types is provided under the section **Chart Type**. There are four steps that you need to follow when using the Chart Wizard. The dialog boxes that will appear are shown in the illustration at the bottom of this document. The steps that need to be followed are:

❖ Step 1: Selecting the Chart Type

- This is used to select the type of chart to be created.
- It provides a list of the chart types that are available in Excel.
- It presents several chart subtypes for each chart type.

❖ Step 2: Specifying the Chart Source Data

– This option specifies the worksheet cells that contain the data and labels that will appear in the chart. The data in the worksheet can be selected before the Chart Wizard button is clicked or from the Data Range area. The easiest way to select the data is before the Chart Wizard is selected.

❖ Step 3: Specifying the Chart Options

– This option is used to change the look of the chart by changing options that affect the titles, axes, gridlines, legends, data labels, and data tables.

❖ Step 4: Specifying the Chart Location

– This option is used to specify where to place the chart. The options are:

- Embedded in a Worksheet along with the worksheet data. When this option is chosen, the chart will appear in the same worksheet as the data.
- In a separate sheet called a chart sheet. To display the chart in a new chart sheet, this option would be chosen. The textbox next to the text will highlight when this option is chosen. To name the Chart Tab, input a name for the tab into the textbox.

