

Creating Column Charts

A chart is also called a graph. It is a visual representation of selected data in a worksheet. A well-designed chart draws the reader's attention to important data by illustrating trends and highlighting significant relationships between numbers.

- ❖ For this exercise, you will use the **High Tech Stock Club-Chart** workbook that is found in the folder that was downloaded from the Excel 2007 Web page.
- ❖ This **Column Chart** will be used to compare the **Initial Price** and the **Current Price**.
- ❖ With a **Column Chart**, either one data series or multiple data series may be selected.
- ❖ In order to specify the **Legend** in a **Column Chart**, the column headings have to be selected.
- ❖ To create the **Column Chart**:
 - Select the range **A2** through **A7**.
 - Hold down the **Control** key and select the following ranges:
 - **E2** through **E7**.
 - **G2** through **G7**.
 - When holding down the **Ctrl** key, it is possible to select a range of non-contiguous cells.
- ❖ Click the **Insert Tab**.
- ❖ In the **Charts Group**, click **Column**.
- ❖ A gallery of different styles of Column charts will appear.
- ❖ Click the **first** option under **2-D Column**.
- ❖ The **Column Chart** will appear in the window.
- ❖ The **Chart Tools** tabs will display.
 - A description of these tabs is provided in separate documents.
 - The documents may be found in the **Excel 2007 Web page** under the **Charts** area.
- ❖ To move the chart to a different location:
 - Move the mouse over the chart until the mouse pointer changes to a four-headed arrow.
 - Drag the chart to the desired location.
- ❖ To resize the chart:
 - Select one of the resizing areas along the edge or corners of the chart.
 - Move the mouse button to one of these areas.
 - Click and drag the mouse pointer until the chart is resized appropriately.
- ❖ To make other formatting changes to the chart, see the documents on the **Chart Tools Tab**. These are:
 - **Chart Tools Tab-Design** – This ribbon is used to make changes to the design of the chart, such as changing the type of chart.
 - **Chart Tools Tab-Layout** – Use this ribbon to make changes to the layout of the chart, such as changing the background for different parts of the chart.
 - **Chart Tools Tab-Format** – To make changes to the format of the chart, such as the fill color for shapes, use this ribbon.

