

Excel 2003

Creating and Modifying Charts

**User's Manual**

University of Wisconsin Oshkosh

Division of Information Technology  
Judy Chartre'

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■ **Technology Training Staff:**

- Judy Chartre'
  - Ph: 0238 email: [chartre@uwosh.edu](mailto:chartre@uwosh.edu)
- Sarah Bradway
  - Ph: 3334 email: [bradways@uwosh.edu](mailto:bradways@uwosh.edu)
- Michelle Loker
  - Ph: 1154 email: [loker@uwosh.edu](mailto:loker@uwosh.edu)

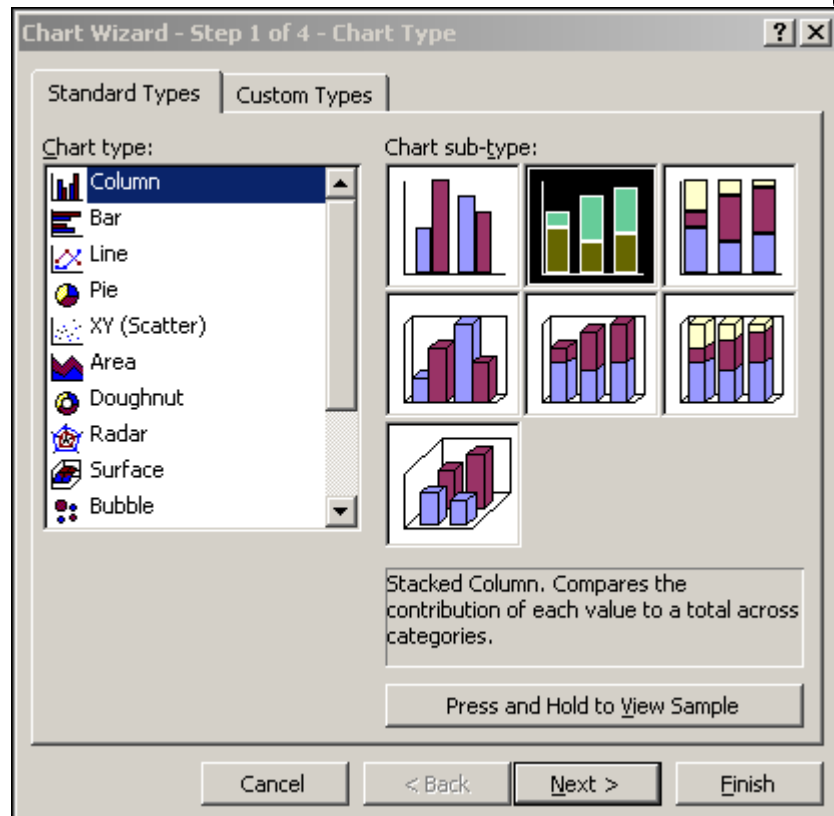
## Create a Chart

A chart is a visual representation of information based on data in the worksheet, consisting of:


- **Data Range** – The range of cells that contains the actual data being charted.
- **Data Point** – One item of data (one cell) in a data range.
- **Data Row** – A row of cells where each cell contains a unique piece of information such as item, cost and quantity.
- **Data Series** – One column containing the same data point (piece of information) from each data row.
- **Data Markers** – The graphic representation of a data point in a chart such as one bar in a bar chart or one slice in a pie chart.

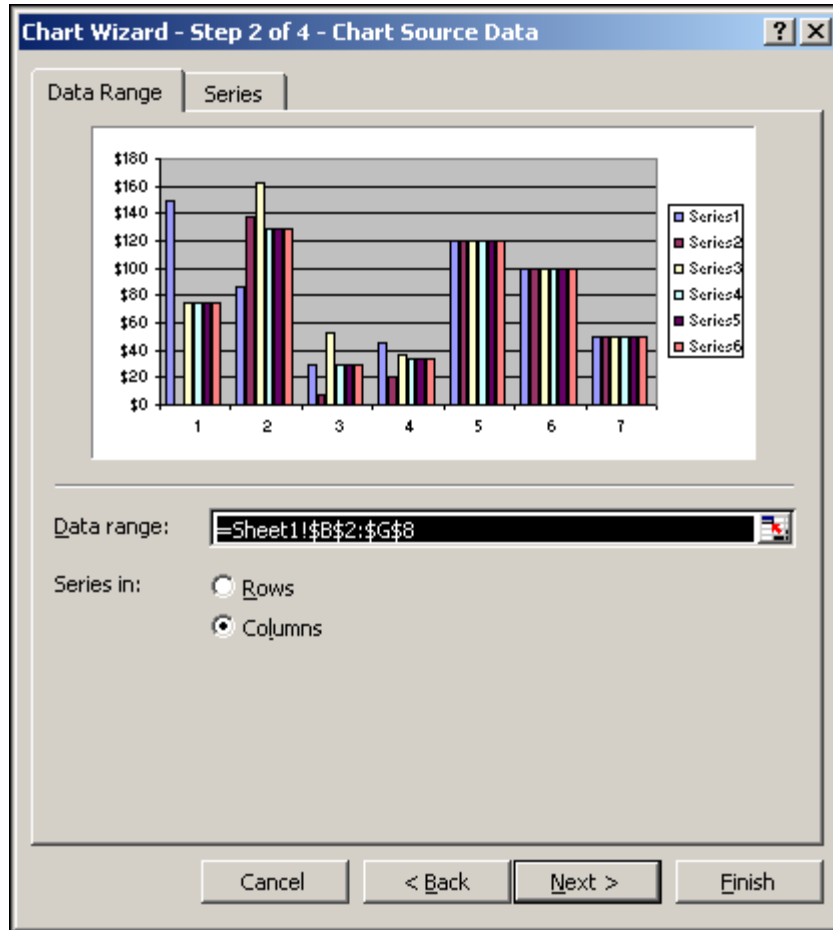
There are many different types of charts. The type you choose depends on how you want to analyze your data. To view the different charts and description of each, click *Insert*→*Chart* or click on the Chart button located on the Standard toolbar. 

Example:

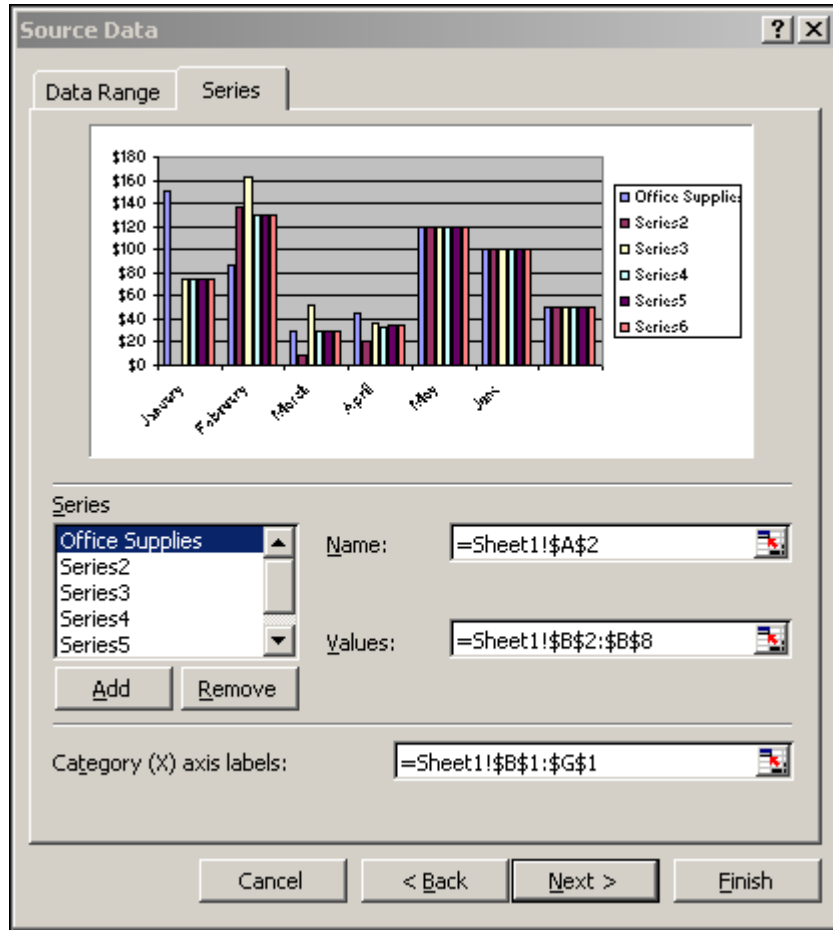


### Create a Column, Bar or Line Chart

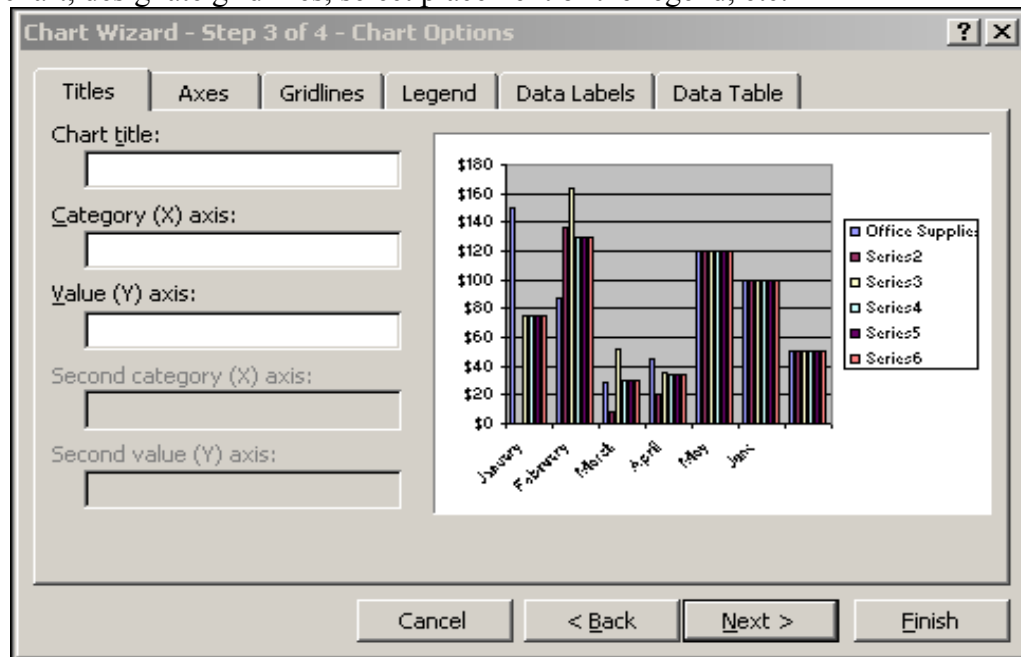
1. To start the Chart Wizard click Insert→Chart. 
2. On the Standard Types page, select Column, Bar or Line chart and the desired chart sub-type.
3. Click Next.
4. On the Data Range page:
  - Select the cells containing the data you want to chart.
  - Select whether the series is in rows or columns.



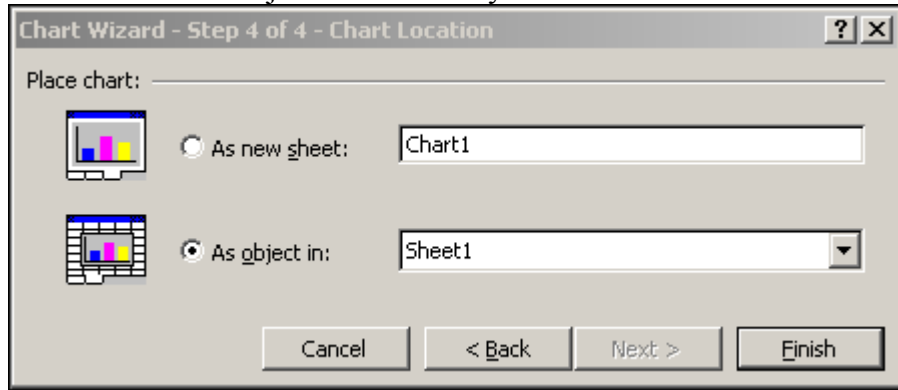
5. On the Series page:
  - Name each series by selecting a cell or typing text.
  - Enter a label for the category (X) axis by selecting a range of cells or typing text.



6. Click Next.
7. This will open the Chart Options dialog box where you can add a title to your chart, designate gridlines, select placement of the legend, etc.




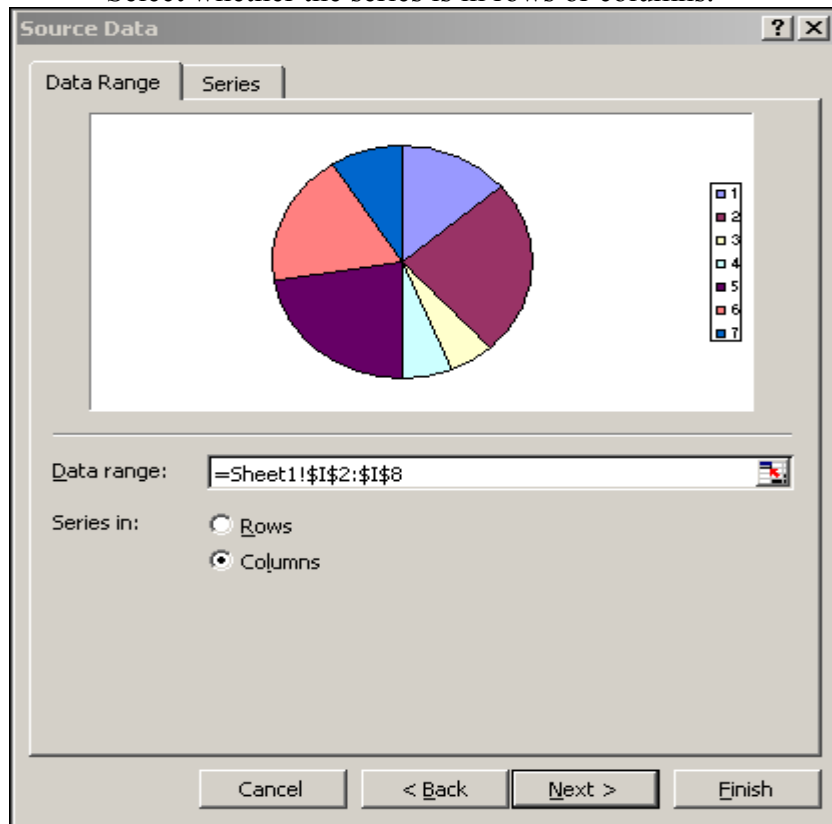
8. Click next.
9. In the Chart Location dialog box,
  - Choose New Sheet and name the sheet, or
  - Choose New Object and select any worksheet in the workbook.



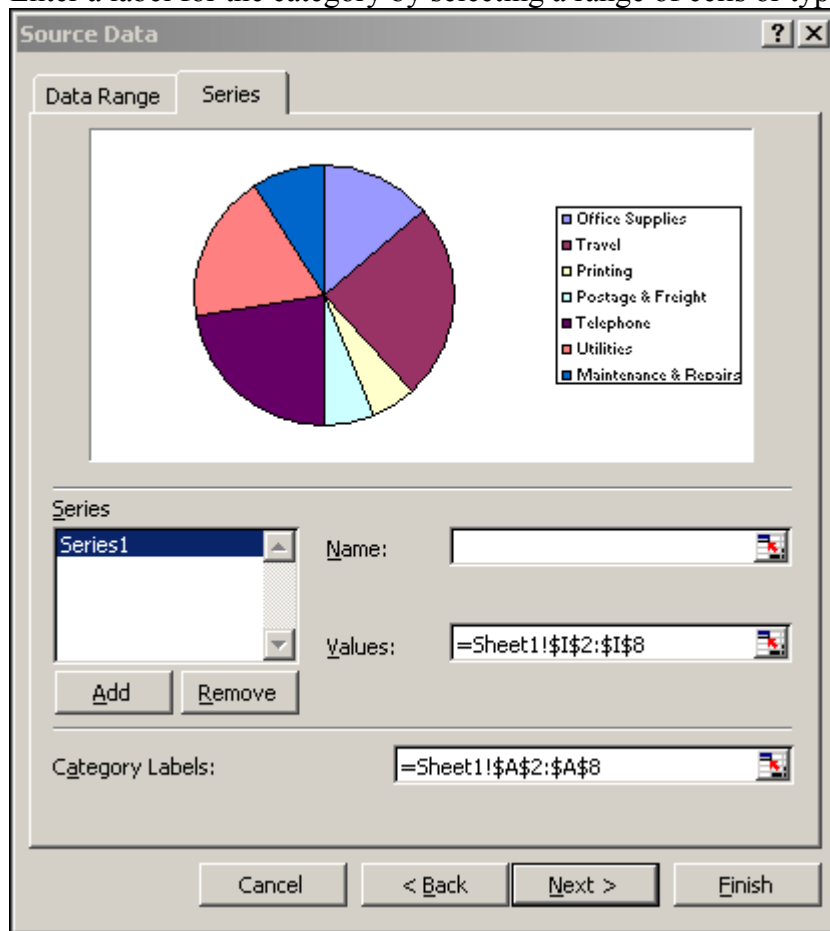
10. Click Finish.

### Create a Pie Chart

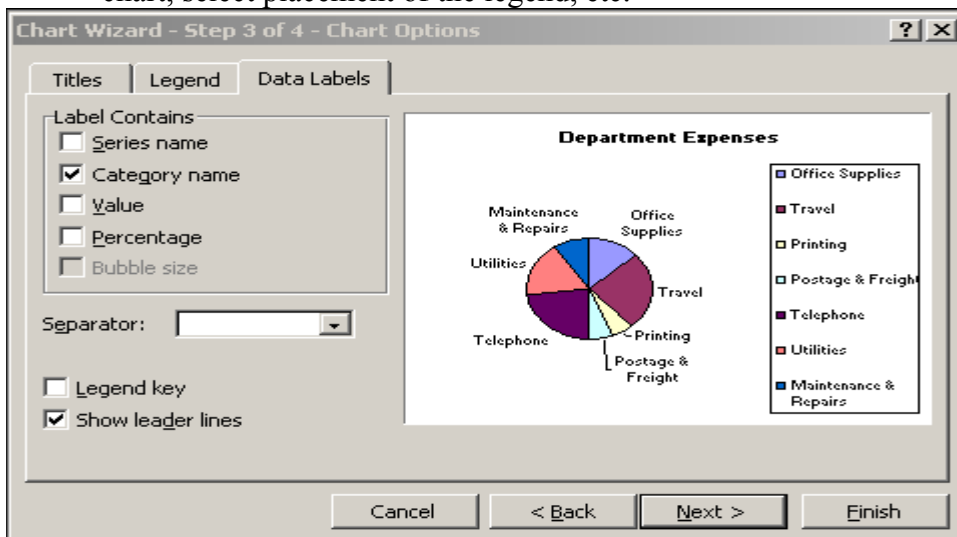
1. To start the Chart Wizard click Insert→Chart. 
2. On the Standard Types page, select Pie and the desired chart sub-type.
3. Click Next.
4. On the Data Range page:
  - Select the cells containing the data you want to chart.
  - Select whether the series is in rows or columns.



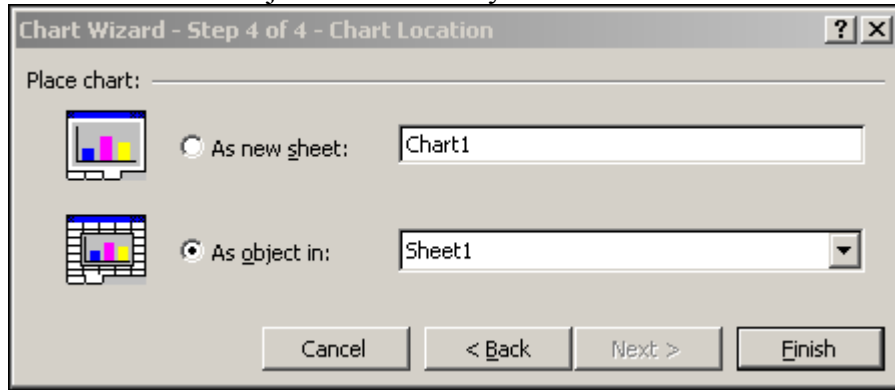
5. On the Series page:
  - Name each series by selecting a cell or typing text.
  - Enter a label for the category by selecting a range of cells or typing text.



6. Click Next.
7. This will open the Chart Options dialog box where you can add a title to your chart, select placement of the legend, etc.



8. Click next.
9. In the Chart Location dialog box,
  - Choose New Sheet and name the sheet, or
  - Choose New Object and select any worksheet in the workbook.



10. Click Finish.

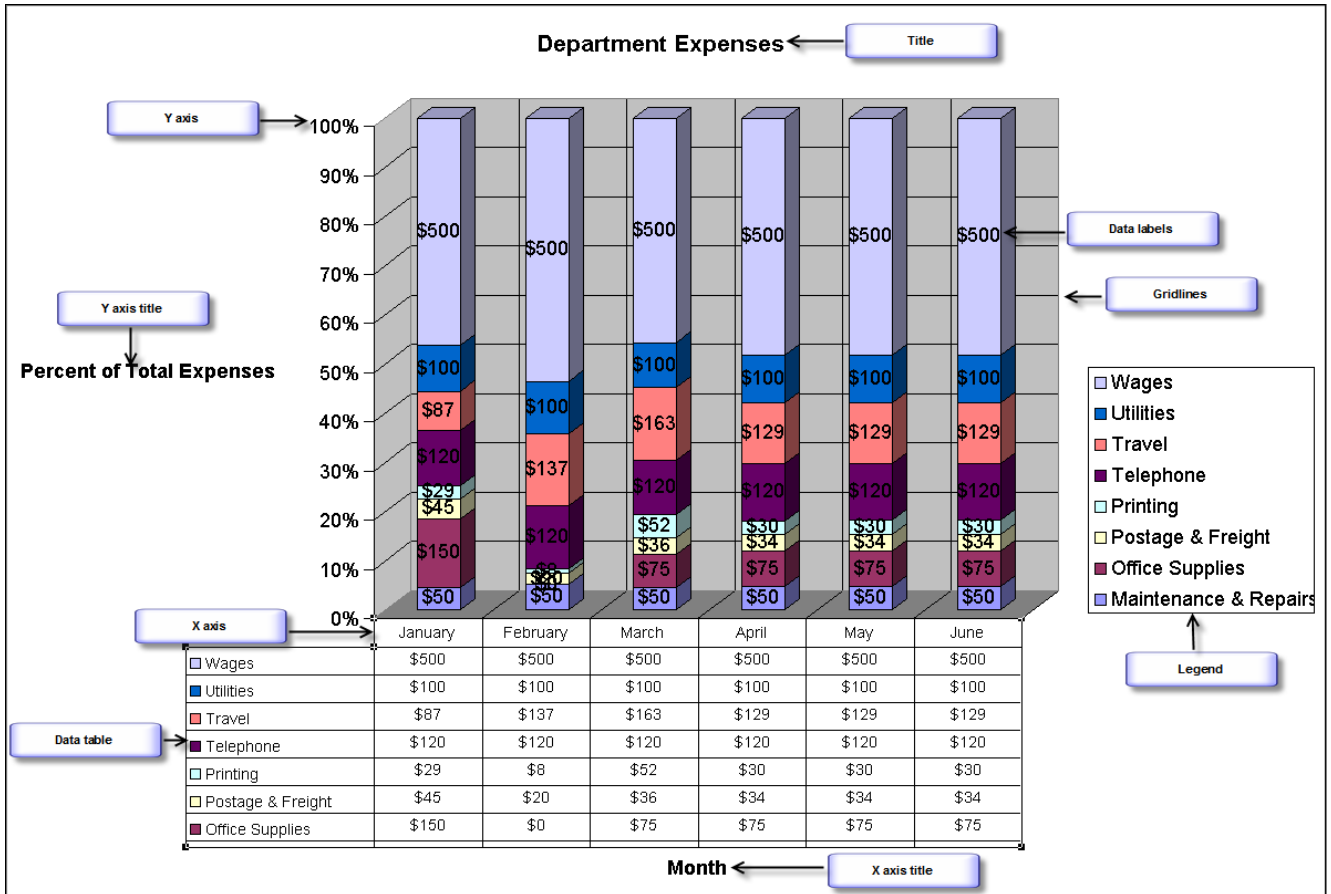
### Selecting Non-adjointing Data

Your chart data does not need to be in rows or columns that are contiguous. You can select any data by holding down the Ctrl key and selecting the cells you want charted

## Format Chart Items

There are many different chart items you can add to a chart where more explanation or clarification might be needed:

Chart Title	Describes what the overall chart represents.
Category (X) Axis Title	Describes what the X axis represents.
Value (Y) Axis Title	Describes what the Y axis represents.
Axes	In charts displaying multiple data series, the X axis shows the data series in each category, and the Y axis shows how the data is measured (dollar amounts, time, etc.).
Gridline	Each of the X and Y axes can display both major and minor gridlines.
Legend	Indicates what color represents which particular data series.
Data Labels	Indicates the numeric value, the percentage, or the name of a single data point.
Data Table	Displays the worksheet data the chart is based on in a table below the chart.



### Modify Chart Items

1. Select Chart Options from the Chart menu, or select any blank area of the chart and right-click the mouse for Chart Options.
2. Select the appropriate page for the item you want to modify.
3. Make the change.
4. Click OK.

### Format Chart Items

1. Right-click an item and choose Format, or use the Format menu.
2. Make the necessary changes to the item
3. Click OK.

## Change the Chart Type

### Changing the Chart Type

1. Right-click and Choose Chart Type, or select Chart Type from the Chart menu.
2. Select the appropriate chart type.
3. Click OK.

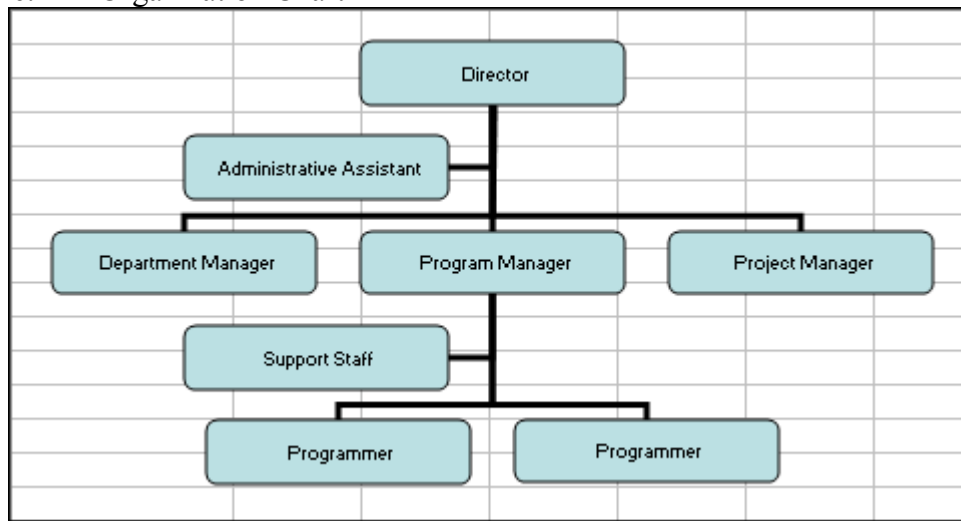
*(Note: You may need to modify or format some chart items to appear correctly in the new chart type.)*

## Create a Diagram


Diagrams are similar to charts in the respect that they are both visual representations of information; however, diagrams are *not* related to data on your worksheet. Some types of diagrams are:

- Organization Chart – shows a hierarchical relationship.
- Cycle Diagram – shows a continuous process or cycle.
- Radial Diagram – shows the relationship of a core element to other elements.
- Pyramid Diagram – shows foundation-based relationships.
- Venn Diagram – shows areas of overlap between elements.
- Target Diagram – shows steps toward a goal.

Example: An Organization Chart



### To Create a Diagram

1. Select the location for the diagram.
2. Choose Insert→Diagram, or select the Diagram button  on the Drawing toolbar.
3. Select the diagram type.
4. Enter text.
5. Add additional objects (optional).
6. Modify the layout (optional).
7. Format the diagram (optional).
8. Reposition the diagram, if necessary.

