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Creating a chart / graph

Microsoft Excel 2003

There are many chart types that you can choose but the line graph has been chosen as an example here. It depends on how you wish to present your data, and then the chart type changes.
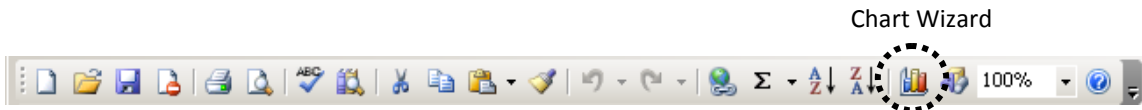
Tip: It is easier to create a chart/graph if your data is nicely organised. Also, analyse your data to see which data refers to which series and axis. Have a quick brainstorm first.

e.g. Line Chart

1. Highlight data area to be graphed

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2	Auckland	19	20	19	16	14	12	11	11	13	14	16	18
3	Palmerston North	18	18	17	14	11	9	9	9	11	13	14	16
4	Queenstown	17	17	14	11	8	5	4	6	9	11	13	15
5													

2. Click **Chart Wizard**

Chart Wizard

3. **[Step 1]** Select the chart type (eg. Line graph) and sub chart type > Click **Next**

(1) Choose chart Type

(2) Choose sub-chart Type

Sub-chart type description

Click here to see a quick preview of a chart / graph

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4. **[Step 2]** Click **Next** if your chart preview looks right in the preview. *Otherwise, try following check points*.

Trouble shooting 1: Try both **Row** and **Columns** radio button for the series option. Check with the preview of your chart.
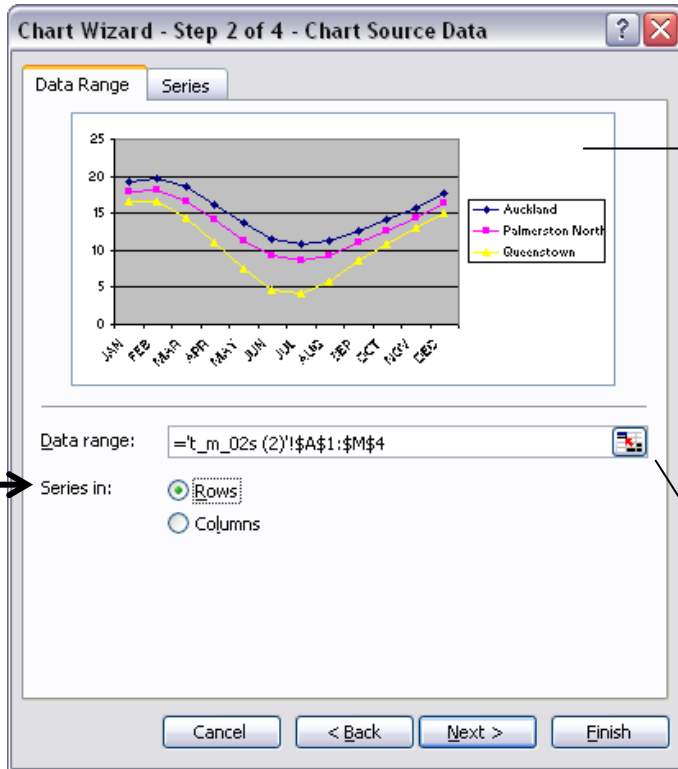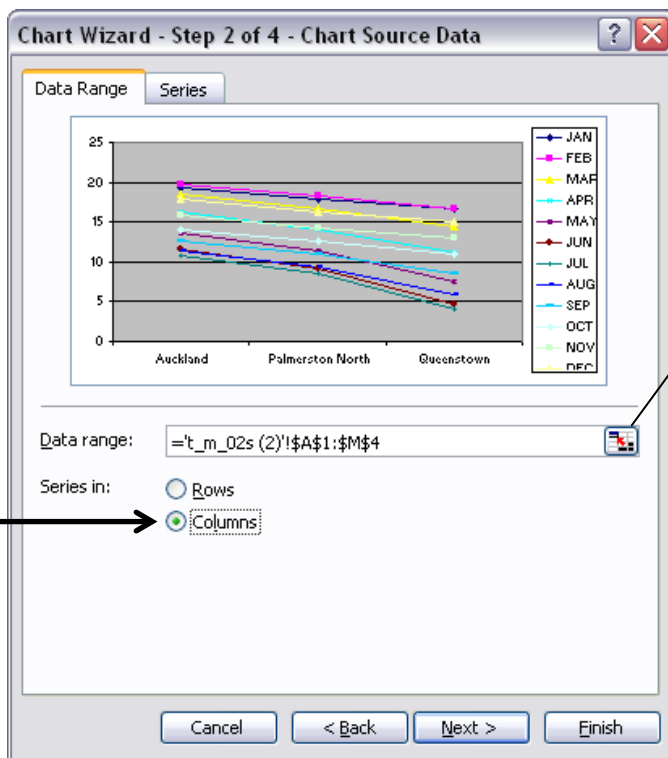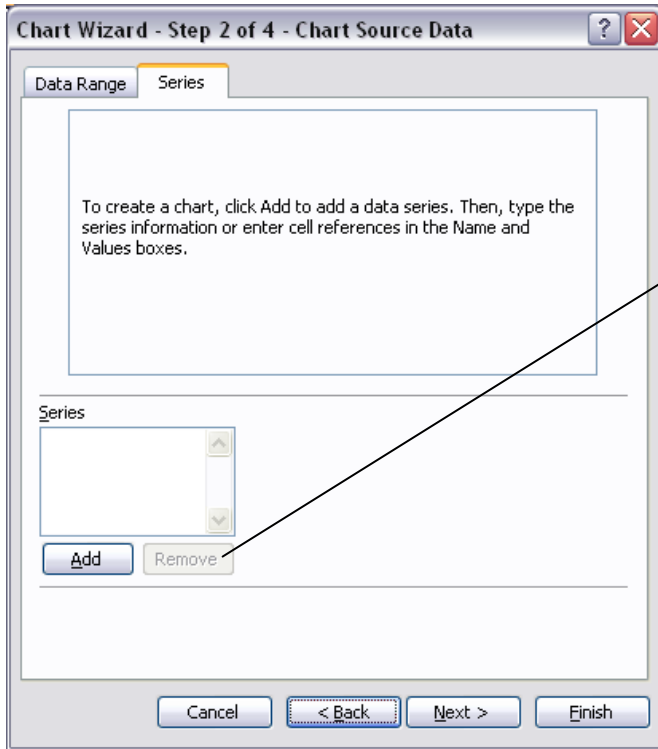
Series in Rows

Chart preview

Chart Wizard - Step 2 of 4 - Chart Source Data

Data Range | Series

Data range: ='t_m_02s (2)'!$A$1:$M$4

Series in: ⊙ Rows
○ Columns

Cancel | < Back | Next > | Finish

Troubleshooting 2:

Re-choose the data range. Click on the **Collapse Dialog** button at the right end of the **Data range** box.

This will temporarily shrink the dialog window, and then re-highlight data again.

Series in Columns

Chart Wizard - Step 2 of 4 - Chart Source Data

Data Range | Series

Data range: ='t_m_02s (2)'!$A$1:$M$4

Series in: ○ Rows
⊙ Columns

Cancel | < Back | Next > | Finish

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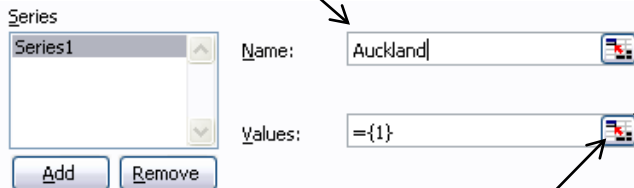Troubleshooting 3: **Remove all series**, and then add series one at a time.

Click **Remove** to remove all series.

Adding a series

a. Click **Add**

b. Type a series name in the **Name** box

This will temporarily shrink the dialog window.

c. Click on the **Collapse Dialog** button of the **Values**

d. Highlight data for the series **without any headings**, e.g. *Auckland*

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2	Auckland	19	20	19	16	14	12	11	11	13	14	16	18
3	Palmerston North	18	18	17	14	11	9	9	9	11	13	14	16
4	Queenstown	17	17	14	11	8	5	4	6	9	11	13	15
5													
6													
7													
8													

Chart Wizard - Step 2 of 4 - Chart Source Data - Values:

='Sheet 1'!$B$2:$M$2

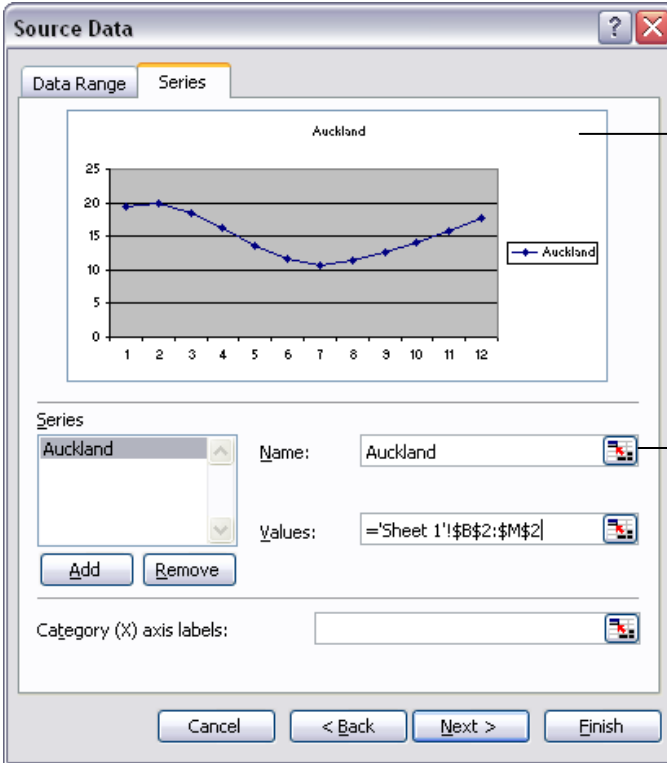e.   Click the **Collapse Dialog** button or press the **ENTER** key

Chart preview

This is a label of series.

f.   Repeat step **a** to **e** above for the rest of series, e.g. *Palmerston North, Queenstown*
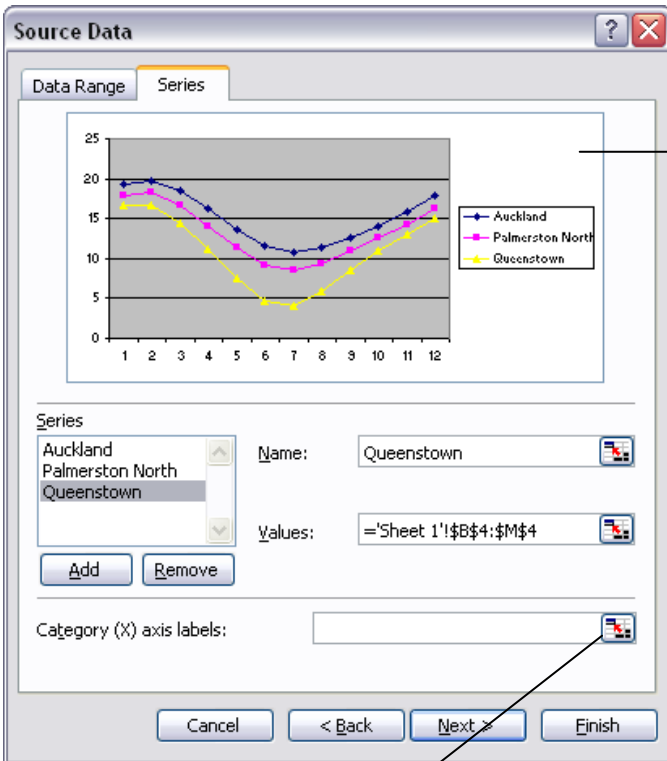

Chart preview

If your chart becomes uncountable, you can start creating a chart from scratch and highlight exact data that you wish to add to a series.

You can also take time to think about how you are going to structure the chart / graph.

g.   Click **Collapse Dialogue** box for X axis

h. Highlight data (e.g. *months*) for x axis without the heading, e.g. *Location*
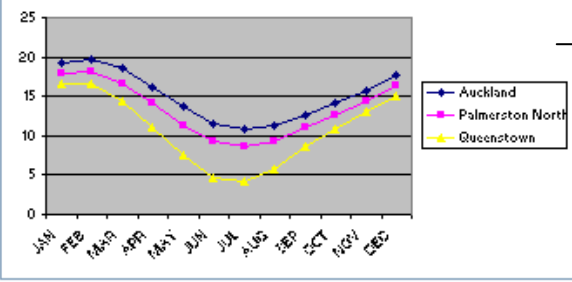
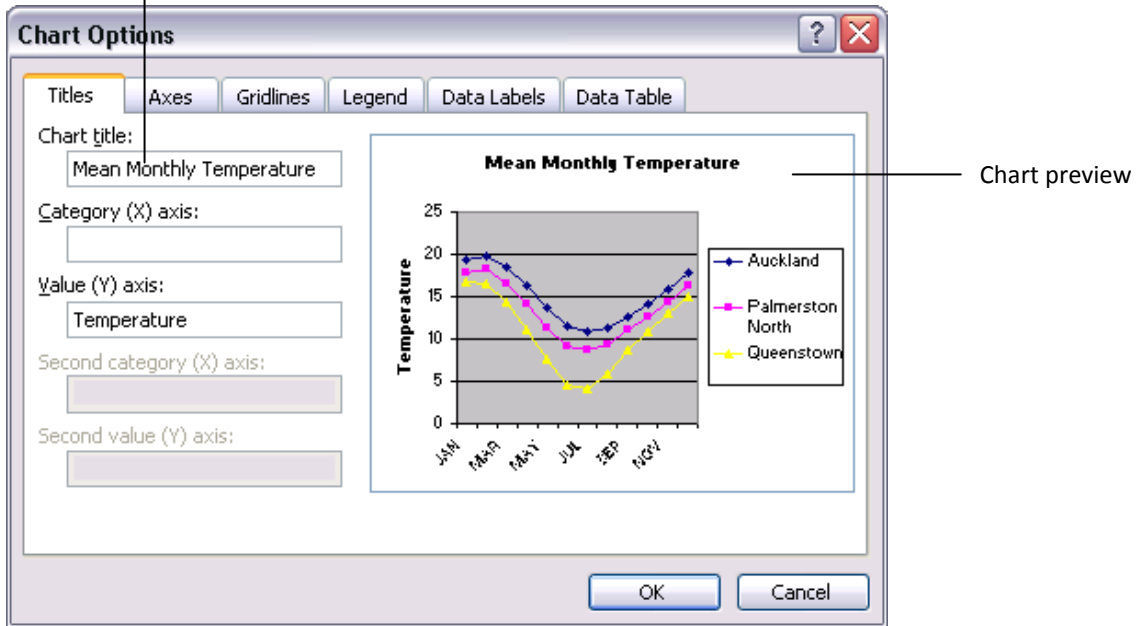|	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2	Auckland	19	20	19	16	14	12	11	11	13	14	16	18
3	Palmerston North	18	18	17	14	11	9	9	9	11	13	14	16
4	Queenstown	17	17	14	11	8	5	4	6	9	11	13	15
5													
6					Source Data - Category (X) axis labels:							?	X
7					='Sheet 1'!$B$1:$M$1								
8													

i. Check the preview

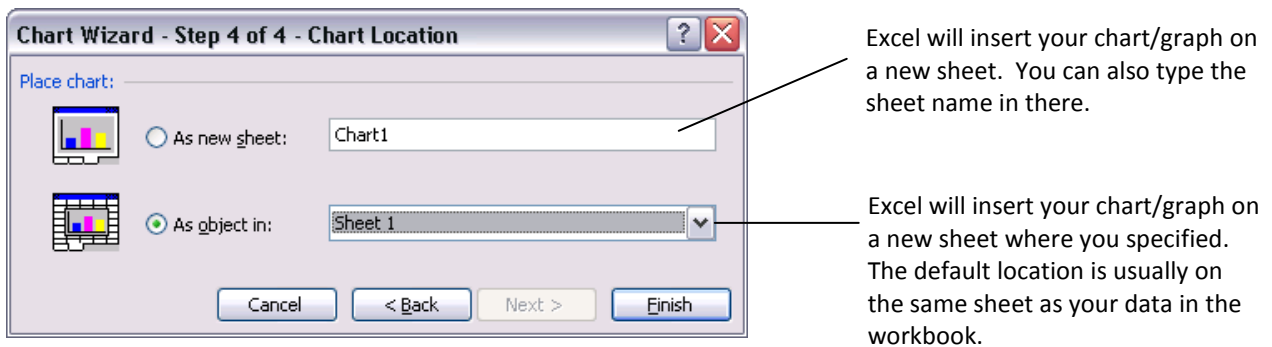Chart preview

Troubleshooting 4:
Choose a different type of the chart/graph. It is sometimes better to start with **Scatter** chart rather than Line chart. You can draw lines after you create the chart.

XY (Scatter)
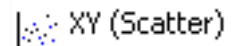
5. **[Step 3]** Type a chart title and other necessary information in the **Titles** tab

Chart preview

6. **[Step 4]** Choose the chart location. > Click **Finish**

Excel will insert your chart/graph on a new sheet. You can also type the sheet name in there.

Excel will insert your chart/graph on a new sheet where you specified. The default location is usually on the same sheet as your data in the workbook.

7. Done!