# Creating a chart / graph

# **Microsoft Excel 2007**

There are many chart types that you can choose from, a line graph has been chosen as an example here. Which chart you choose will depend on how you want to present your data.

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

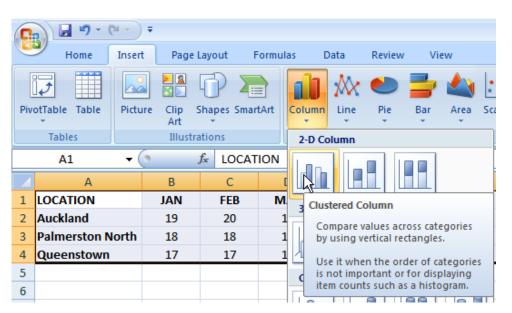
1. Highlight data area to be graphed

4	А	В	С	D	Е	F	G	Н	- 1	J	K	L	М
1	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	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

2. Click Insert



3. Click the chart type (eg. Column graph) and sub chart type



You can hover over a chart type for a description



#### 4. The chart is created

	А	В	С	D	E	F	G	Н	1	J
1	LOCATION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2	Auckland	19.3	19.8	18.5	16.2	13.7	11.6	10.8	11.3	12.6
3	Palmerston North	17.9	18.2	16.6	14.1	11.3	9.2	8.6	9.3	11.0
4	Queenstown	16.7	16.6	14.4	11.1	7.6	4.6	4.1	5.8	8.6
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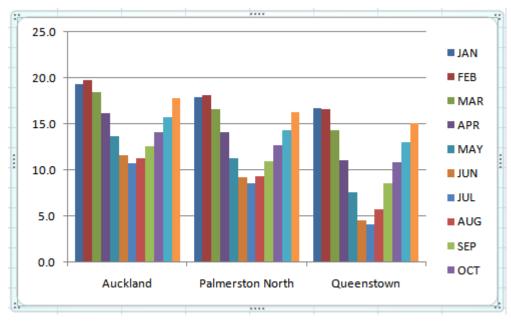
#### **Switch Row/Column**

When switching the Row/Column the data being charted on the X axis will move to the Y axis and vice versa.

- 1. Select the chart you wish to edit
- 2. Click on **Design** under chart tools > **Switch Row/Column**



# The axis data is changed around





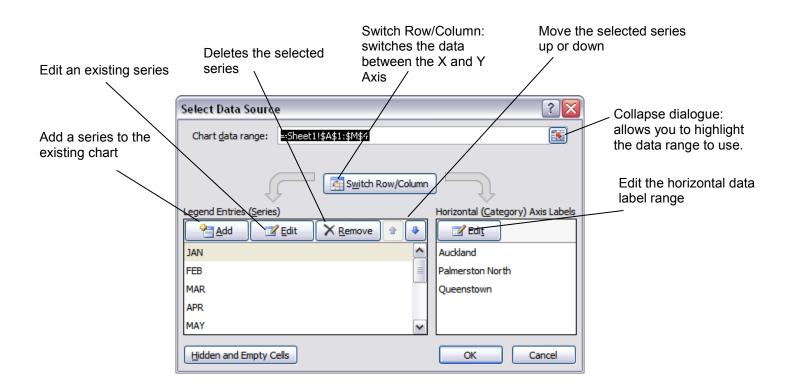
#### Changing the data range

Changing the data range for a chart that has already been created

- 1. Select the chart you wish to change the data range for
- 2. Click on Chart Tools > Design > Select Data



3. The Select Data Source window opens



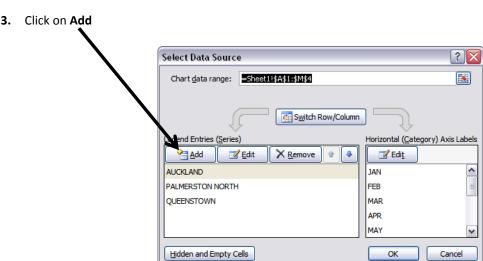
4. Click on the **Collapse Dialog** button at the right end of the **Chart Data range** box, this will temporarily shrink the dialog window, you can then re-highlight the data again



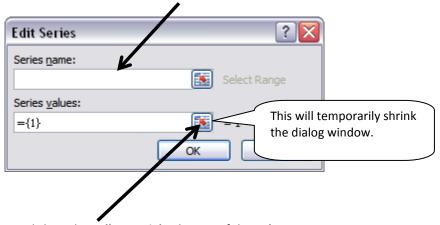
# Adding a series

- 1. Select the chart you wish to add a series to,
- 2. Click on **Select Data** under Chart Tools > Design





4. Type a series name in the **Name** box e.g. *Dunedin* 

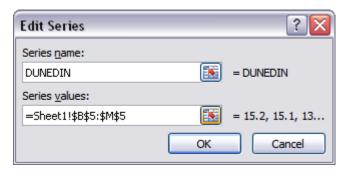


- 5. Click on the **Collapse Dialog** button of the **Values**
- 6. Highlight data for the series without any headings,

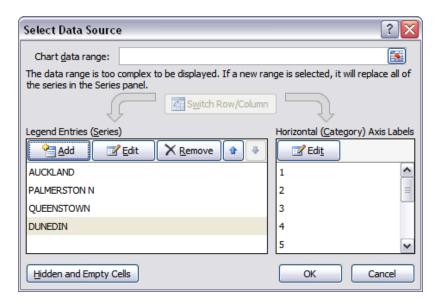
4	А	В	С	D	Е	F	G	Edit Series				? 🗙	М
1	LOCATION	JAN	FEB	MAR	APR	MAY	JUN				DEC		
2	AUCKLAND	19.3	19.8	18.5	16.2	13.7	11.6	={1}+Sheet1	.!\$B\$5:\$M\$5F		17.8		
3	PALMERSTON N	17.9	18.2	16.6	14.1	11.3	9.2	8.6	9.3	11.0	12.7	14.3	16.3
4	QUEENSTOWN	16.7	16.6	14.4	11.1	7.6	4.6	4.1	5.8	8.6	10.9	13.0	15.1
5	DUNEDIN	15.2	15.1	13.7	11.9	9.2	7.0	6.5	7.5	9.3	10.9	12.4	13.9



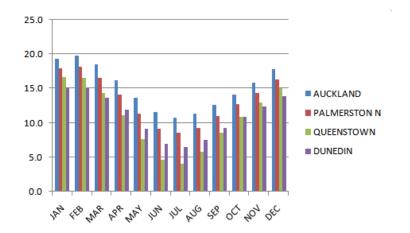
- 5. Select the chart you wish to add a category to, click on **Design** under Chart Tools > **Select Data**
- 6. Click on **OK**



7. The series has been added, click on OK



#### 8. Done!



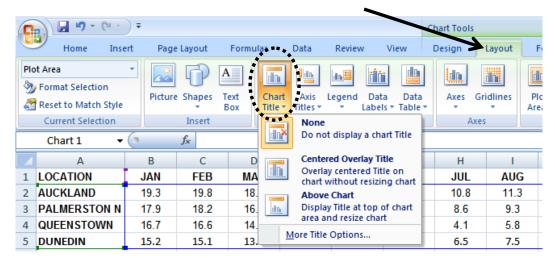
If your chart becomes uncountable, you can start creating a chart from scratch and highlight exact data that you wish to add to a series.

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

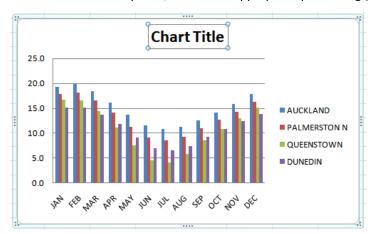


# **Adding a Chart title**

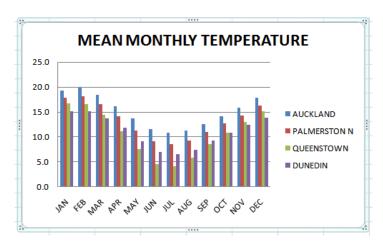
- 1. Select the chart you wish to edit
- 2. Click on Layout > Chart Title



3. From the Chart Title options, choose the appropriate positioning (Centered Overlay or Above Chart) for your title.



4. The title is added to your chart, Select the title box and type in the text for your title

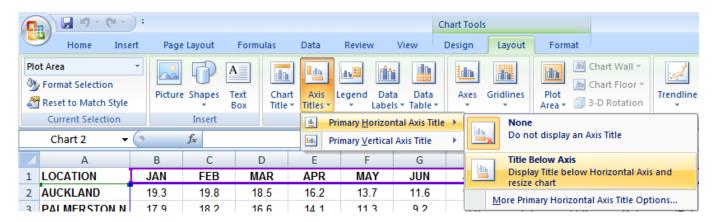


5. Done!

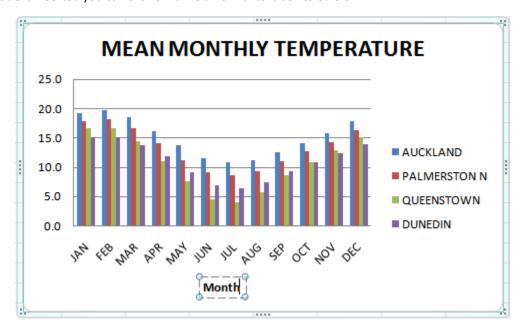


#### Adding a axis title

1. Select the chart you wish to add axis titles to



- 2. Layout > Axis Titles > Choose from;
  - a. Primary Horizontal Axis Title
    - None
    - Title Below Axis
  - b. Vertical Axis Title
    - None
    - Rotated title
    - Vertical Title
    - Horizontal Title
- 3. Once the title is inserted you can click on it like a normal text box to edit it



4. Done!