Creating a chart / graph

Microsoft Excel

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.
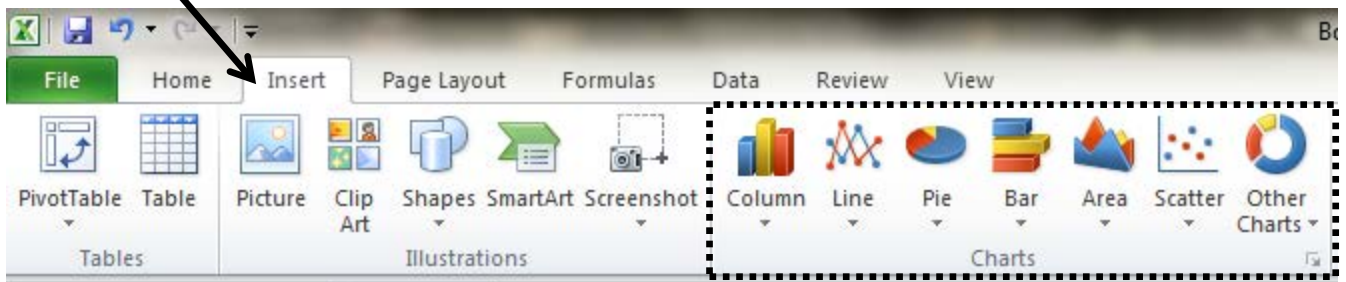
> Tip: It is easier to create a chart/graph if your data is nicely organised. Also, analyse your data to see which data refers to which series and axis. Have a quick brainstorm first.
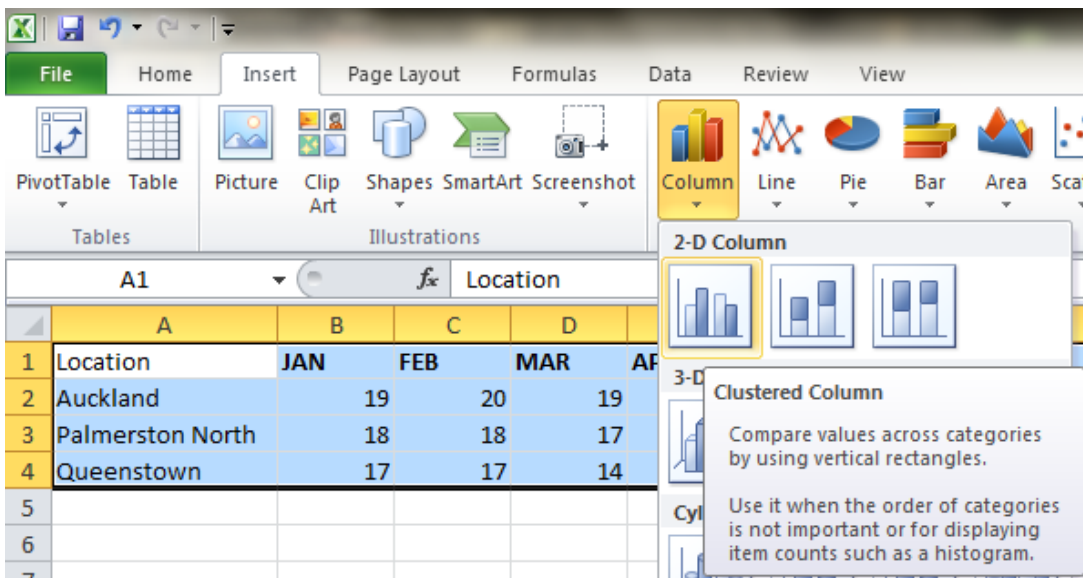
e.g. Line Chart

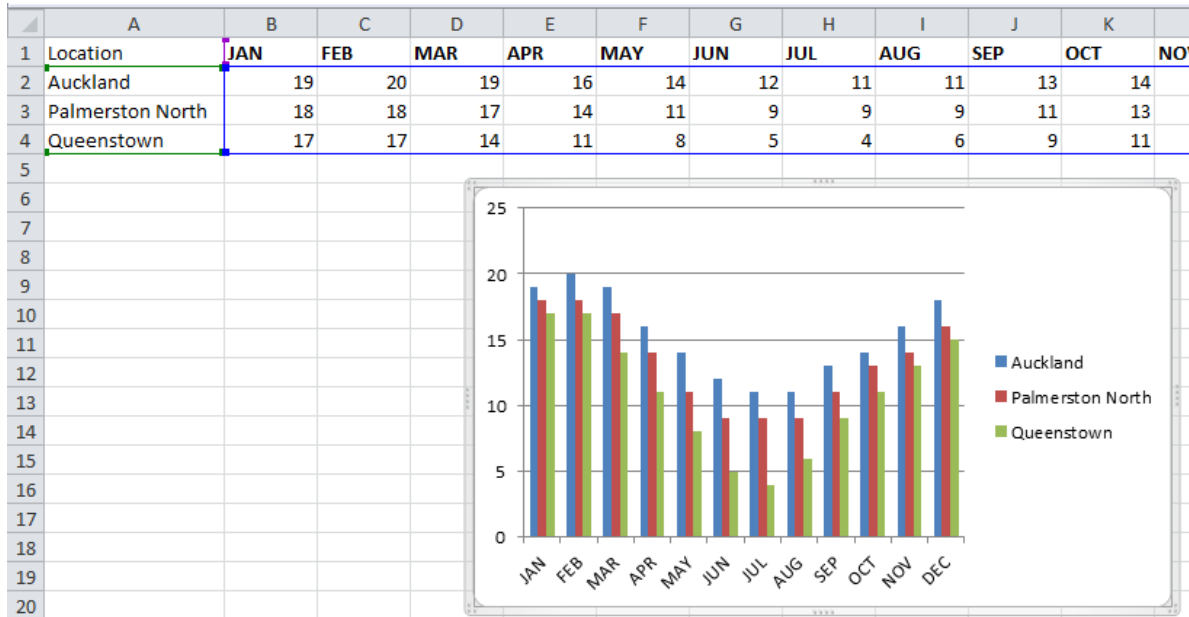|	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Location	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2	Auckland	19	20	19	16	14	12	11	11	13	14	16	18
3	Palmerston North	18	18	17	14	11	9	9	9	11	13	14	16
4	Queenstown	17	17	14	11	8	5	4	6	9	11	13	15

1. Highlight data area to be graphed

2. Click **Insert**

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

Clustered Column

Compare values across categories by using vertical rectangles.

Use it when the order of categories is not important or for displaying item counts such as a histogram.

Note:
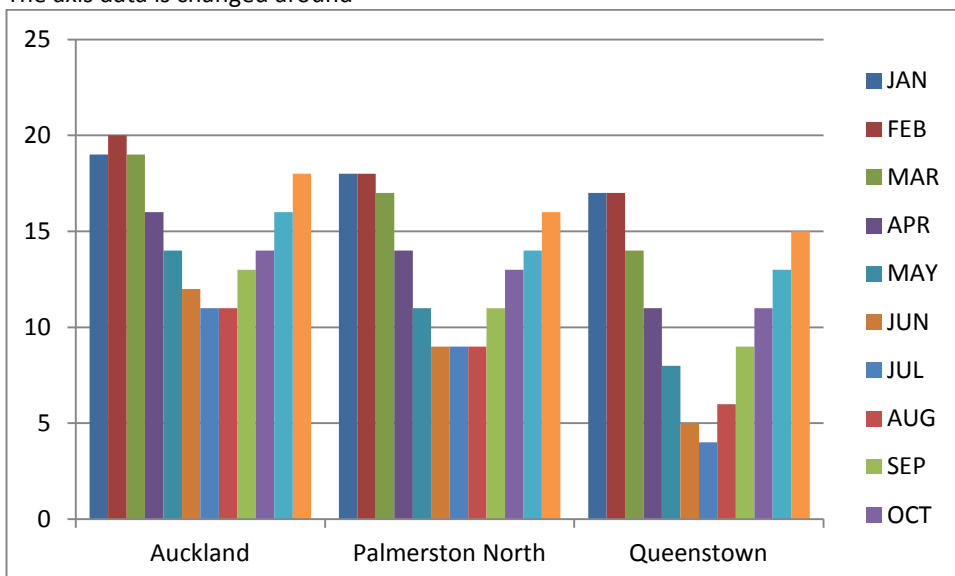You can hover over a chart type for a description

4. The chart is created

Swap axis data

Swap the data over the axis, data being charted on the X axis will move to the Y axis and vice versa.

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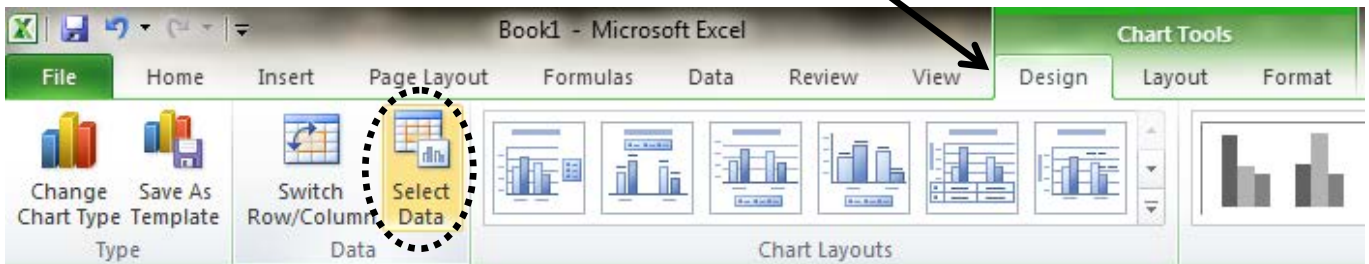2. Click on **Design** under chart tools > **Switch Row/Column**
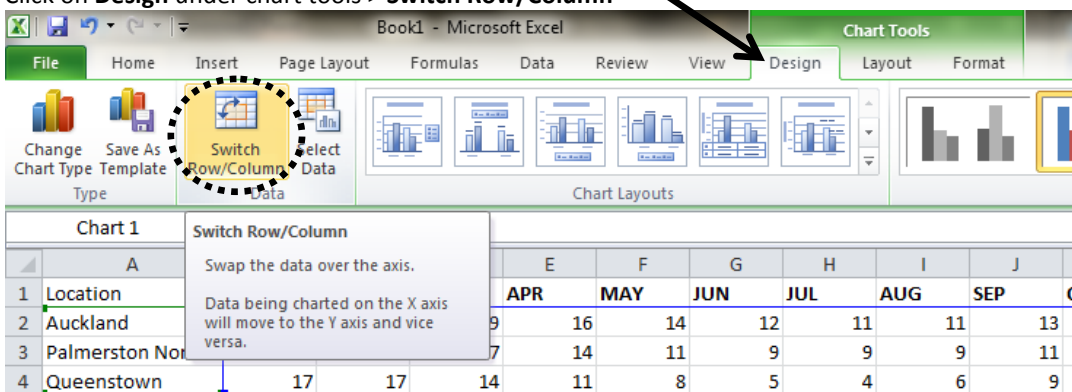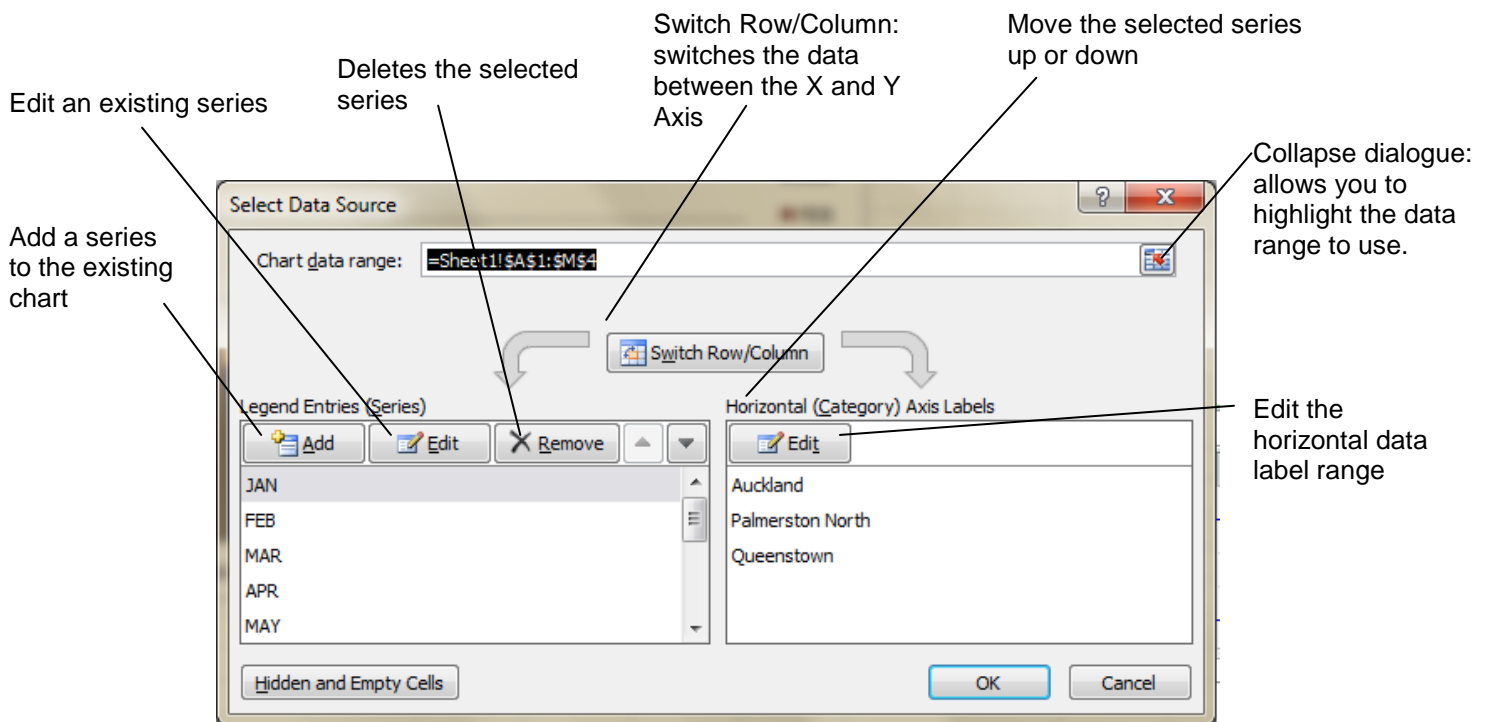

The axis data is changed around

Changing the data range

Change 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 **Design** under Chart Tools > **Select Data**

3. The Select Data Source window opens

Edit an existing series

Add a series to the existing chart

Deletes the selected series

Switch Row/Column: switches the data between the X and Y Axis

Move the selected series up or down

Collapse dialogue: allows you to highlight the data range to use.
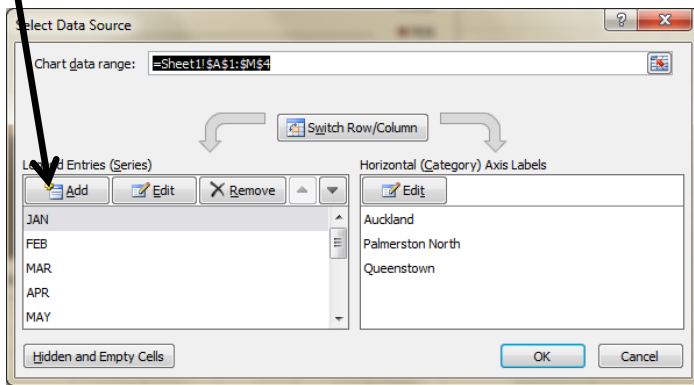
Edit the horizontal data label range

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

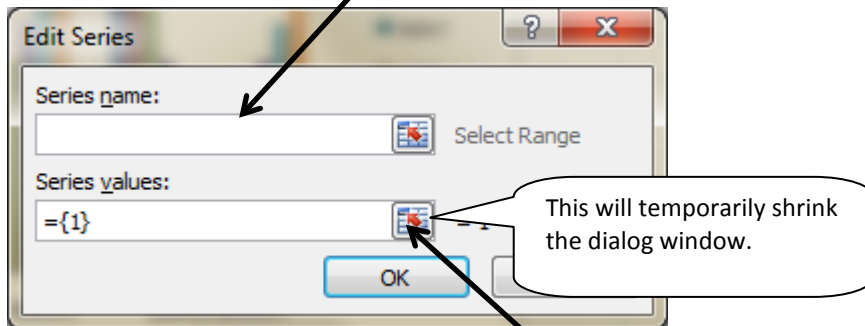## Adding a series

1. Select the chart you wish to add a series to,

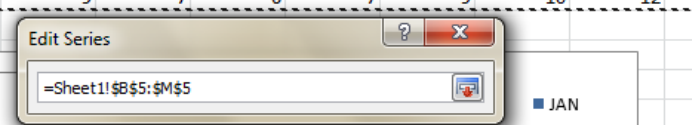2. Click on **Select Data** under Chart Tools
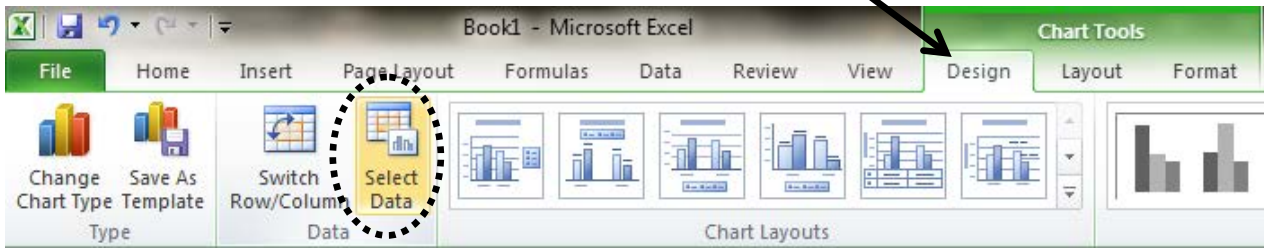
3. Click on **Add**

4. Type a series name in the **Name** box e.g. *Dunedin (or Click on the cell with the name in it e.g. A5)*


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

6. Highlight data for the series **without any headings**,

|	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	Dunedin	15	15	13	11	9	7	6	7	9	10	12	13
6													
7													
8													
9													

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

6. Click on **OK**
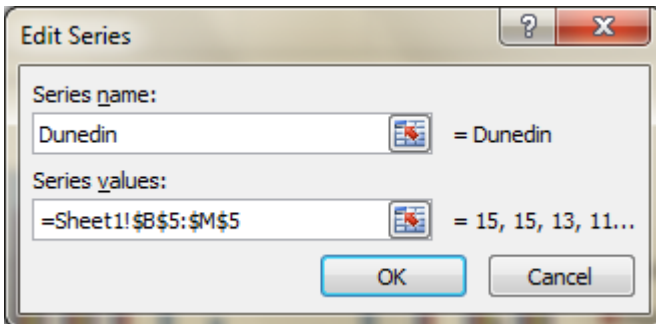
7. The series has been added, click on **OK**
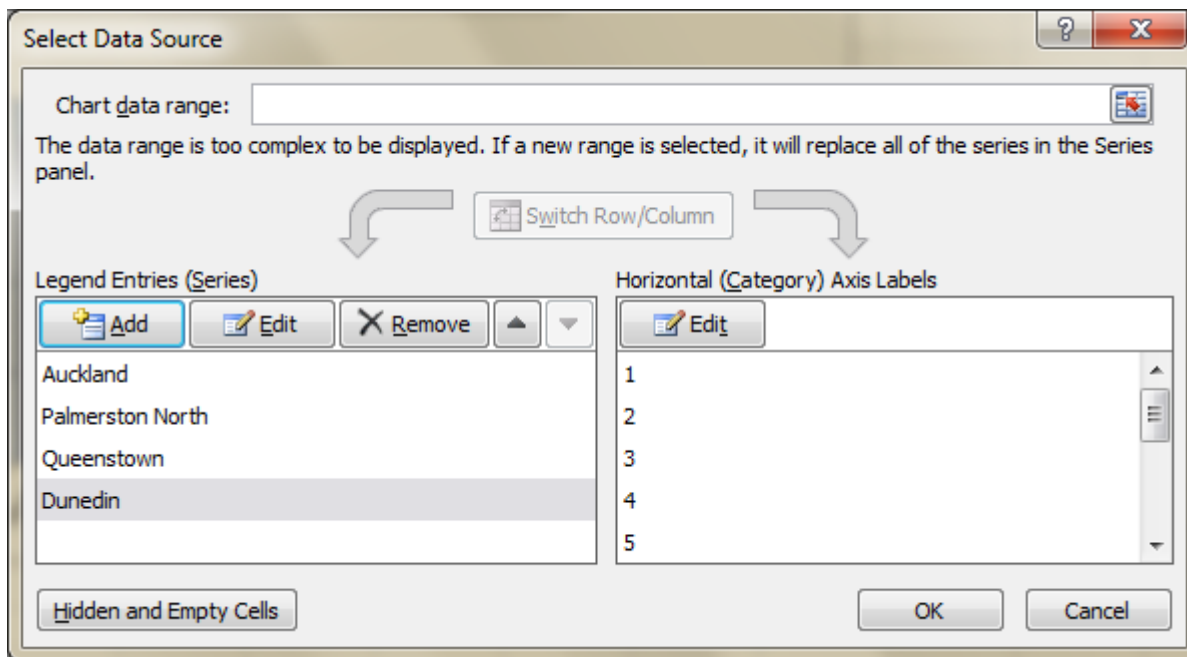
8. Done!
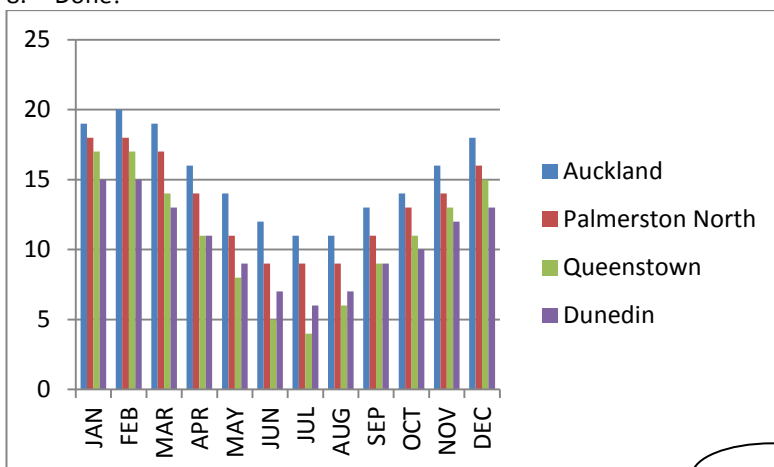
If your chart becomes uncountable, you can start creating a chart from scratch and highlight exact data that you wish to add to a series.
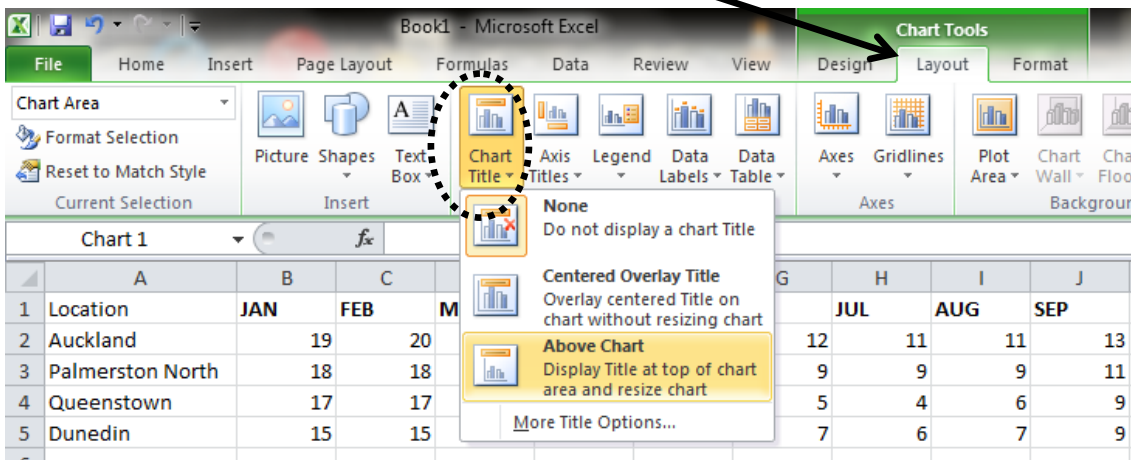
You can also take time to think about how you are going to structure the chart / graph.

This way can be also helpful if the values you wish to add into the chart are not sequential in cells, and you have to select data from different row locations.
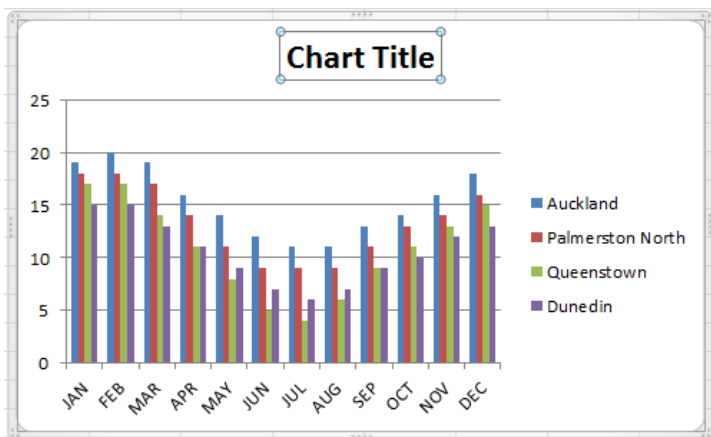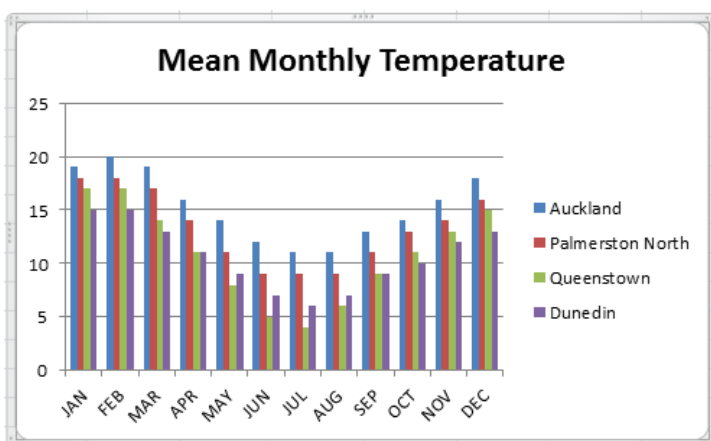
Adding a Chart title

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.
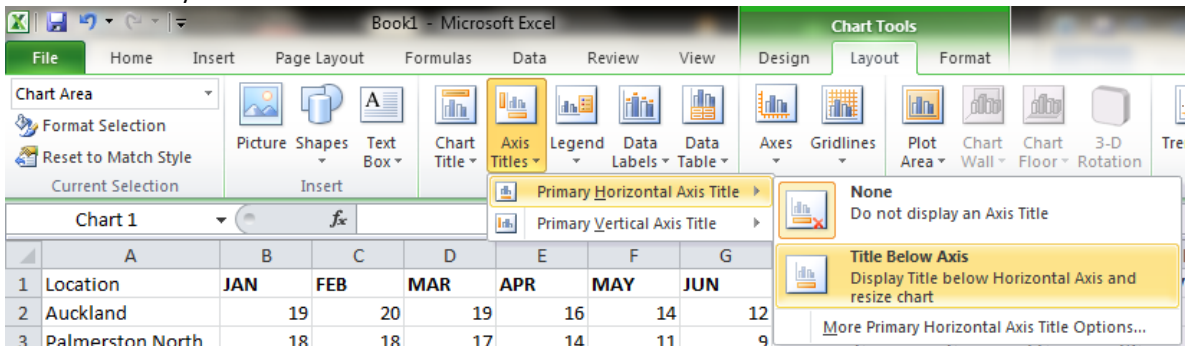

4. The title is added to your chart, Select the title box and type in the text for your title
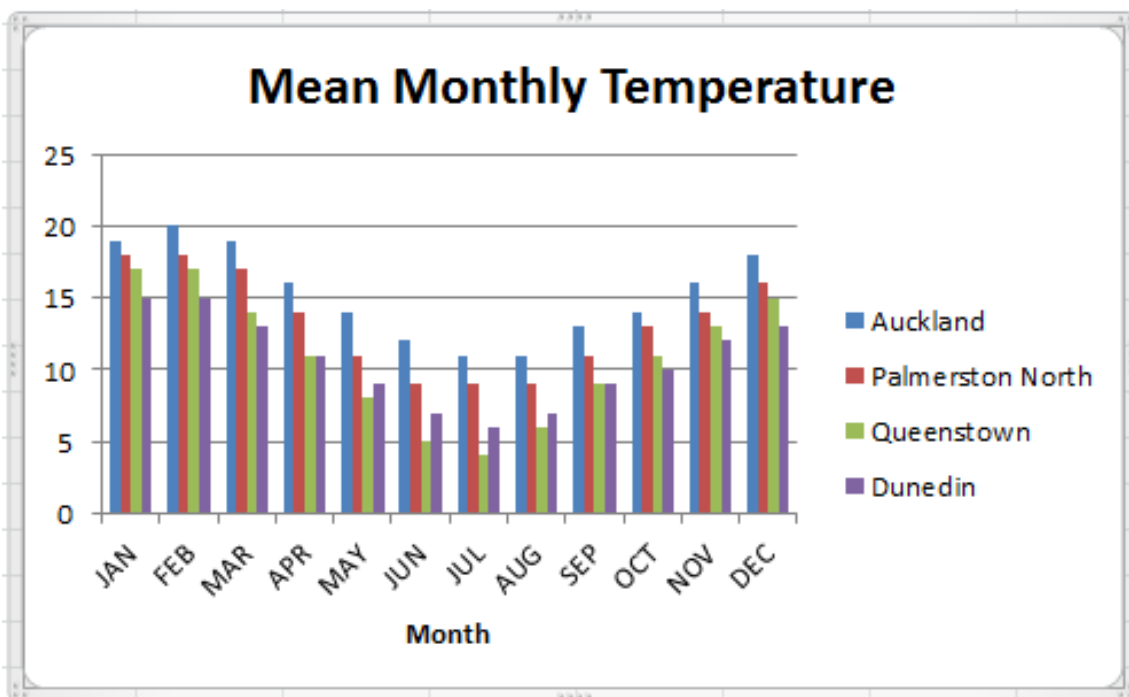

5. Done!

Adding an 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!