

# 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

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2	Auckland	1	9 20	0 19	) 16	i 14	12	2 11	. 11	13	14	16	18
3	Palmerston North	1	8 18	3 17	7 14	11	9	) 9	9	11	13	14	16
4	Queenstown	1	7 1	7 14	l 11	. 8	5	5 4	6	9	11	13	15

Highlight data area to be graphed

2. Click Insert

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

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



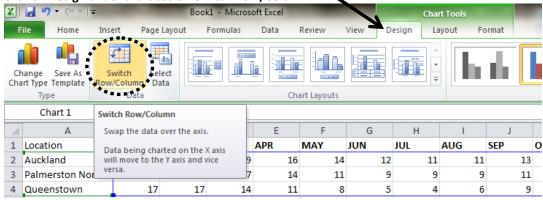
## 4. The chart is created

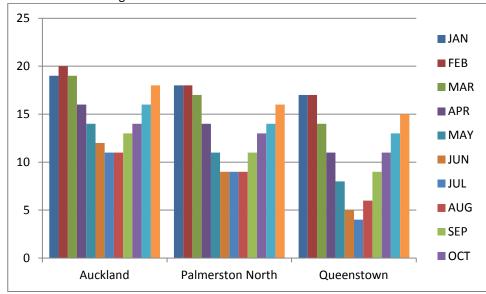
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## Swap axis data

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**





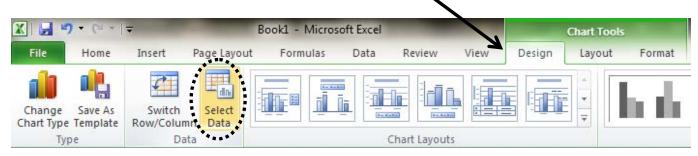
#### The axis data is changed around

# Changing the data range

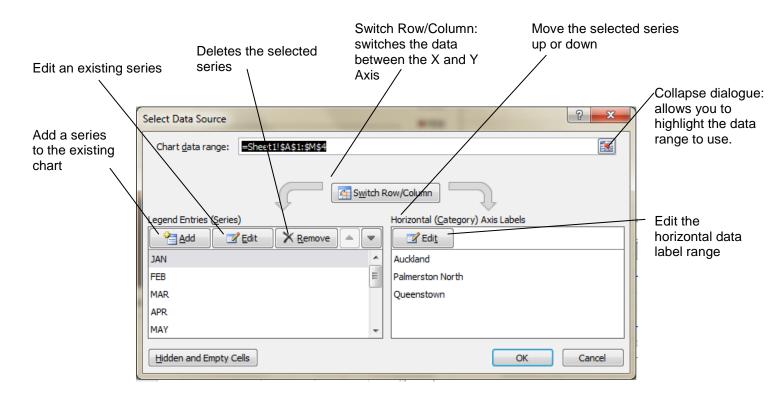


Change the data range for a chart that has already been created

- 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

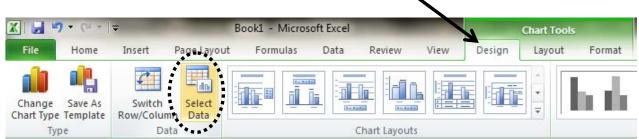


4. Click on the **Collapse Dialog** button at the right end of the **Chart Data range** box, this will temporarily shrink the dialog window, you can then re-highlight the data again



# Adding a series

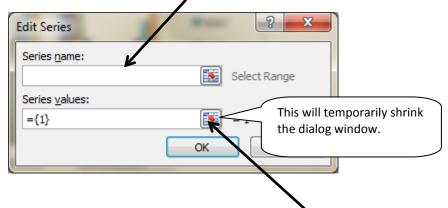
- 1. Select the chart you wish to add a series to,
- 2. Click on **Select Data** under Chart Tools



3. Click on Add

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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)

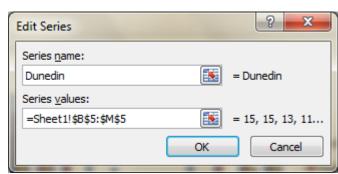


- 5. Click on the Collapse Dialog button of the Values
- 6. Highlight data for the series without any headings,

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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
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- 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

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The data range is too complex to be displayed. If a new ran panel.	nge is selected, it will replace all of the series in the Series
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Queenstown	3
Dunedin	4
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Hidden and Empty Cells	OK Cancel

8. Done! 25 If your chart becomes uncountable, you 20 can start creating a chart from scratch and highlight exact data that you wish to Auckland add to a series. 15 Palmerston North You can also take time to think about 10 how you are going to structure the chart Queenstown / graph. Dunedin 5 0 JAN FEB MAR APR APR JUN JUN JUL AUG SEP SEP OCT 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.

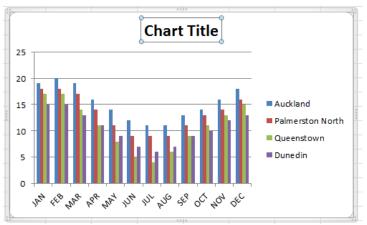


# Adding a Chart title

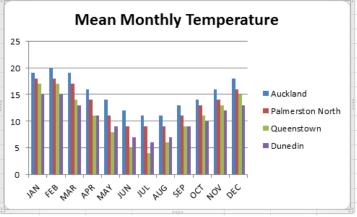
- 1. Select the chart you wish to edit
- 2. Click on Layout > Chart Title

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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!



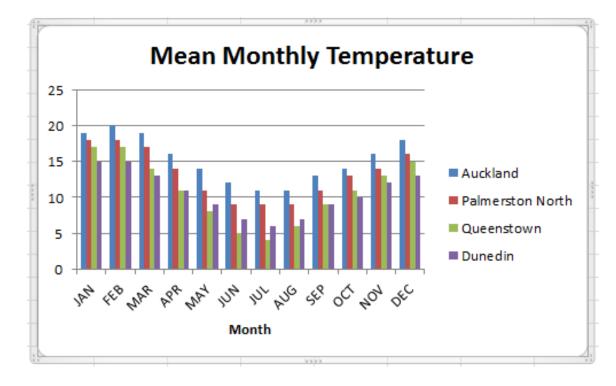
## Adding an axis title

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

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2	Auckland	19	20	19	16	14		12
3	Palmerston North	18	18	17	14	11		9 More Primary Horizontal Axis Title Options

### 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!