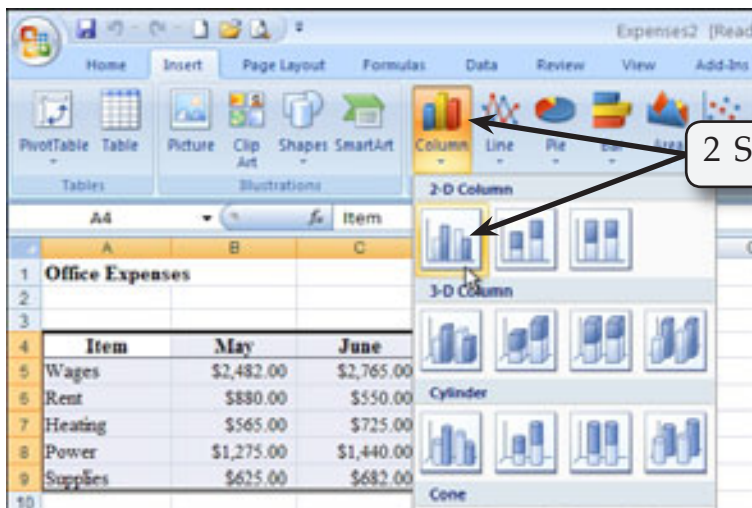
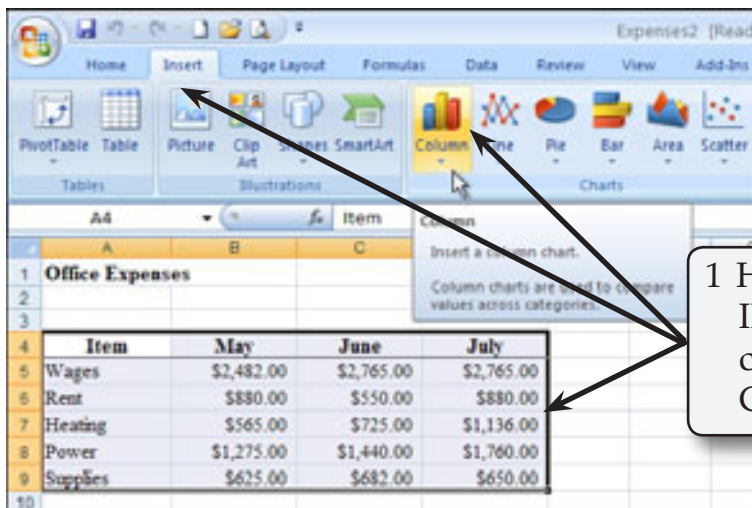


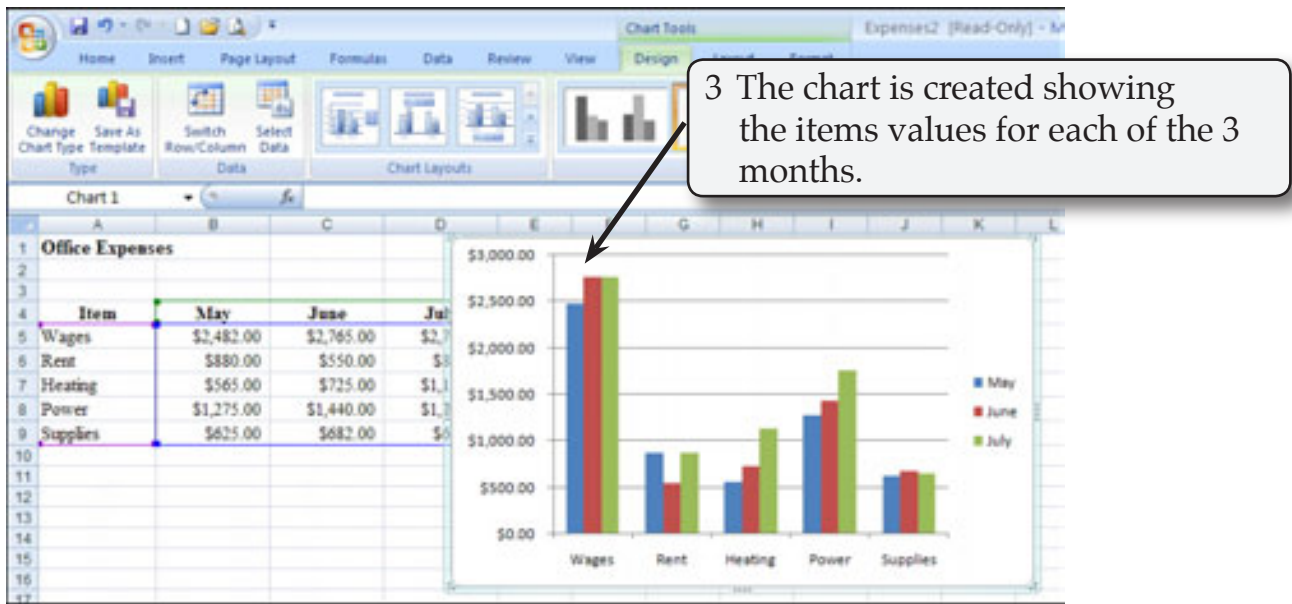
More Detailed Charts

Microsoft Excel allows you to create more detailed charts. To do this a larger spreadsheet will need to be opened.

- 1 Load Microsoft Excel 2007 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or in the OFFICE BUTTON.
- 2 Access the EXCEL 2007 SUPPORT FILES folder and open the CHAPTER 8 folder.
- 3 Open the EXPENSES2 template, selecting YES to the READ-ONLY dialogue box.

Creating a Column Chart



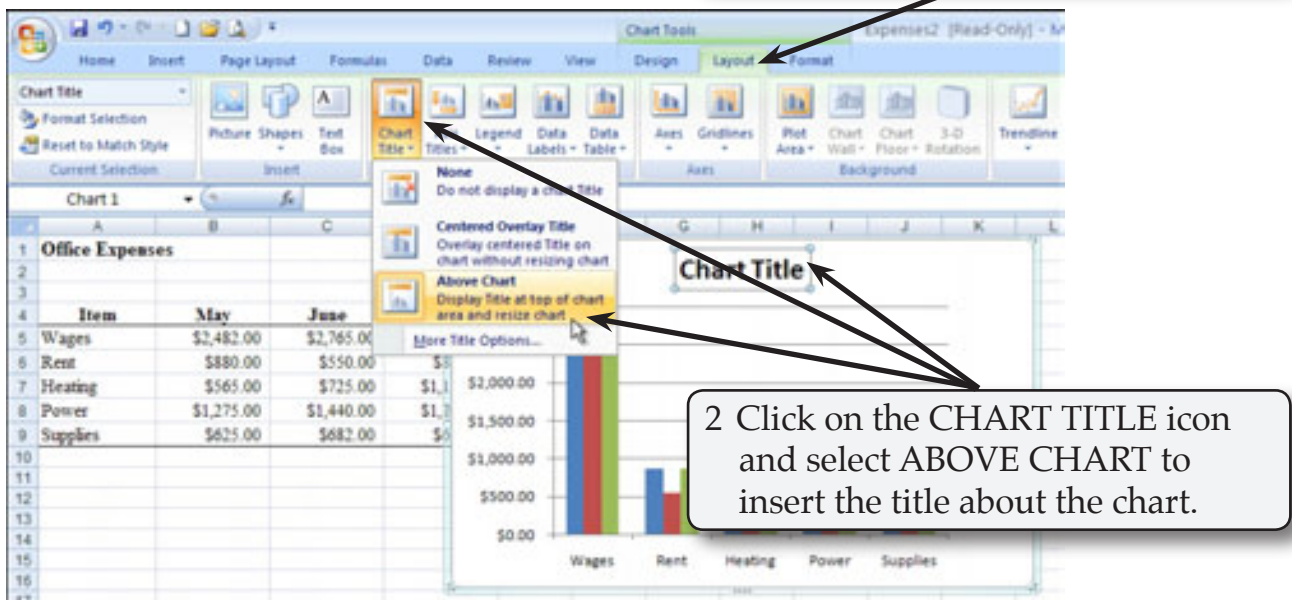


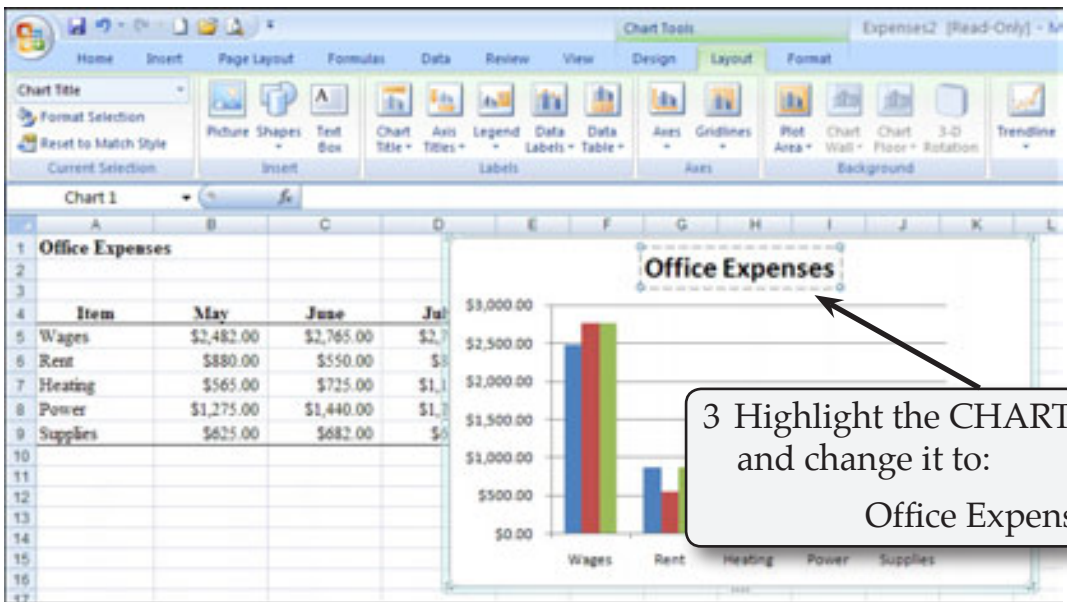
The Chart Options

The COLUMN chart has many more options than the PIE chart. We will look at a few of these new options.

A The Chart Title

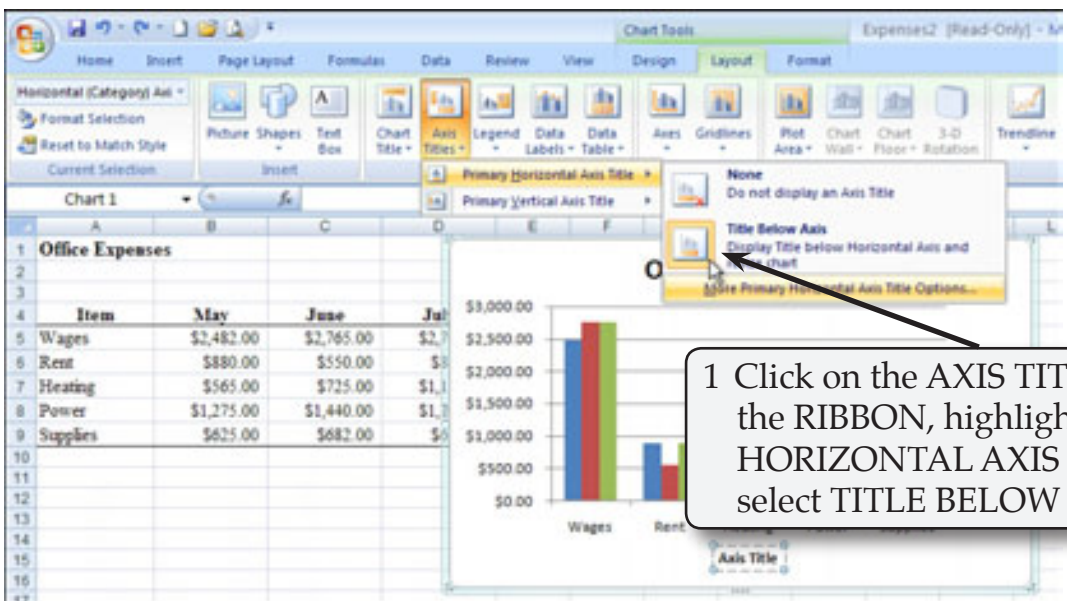
1 Open the LAYOUT tab under CHART TOOLS in the RIBBON.



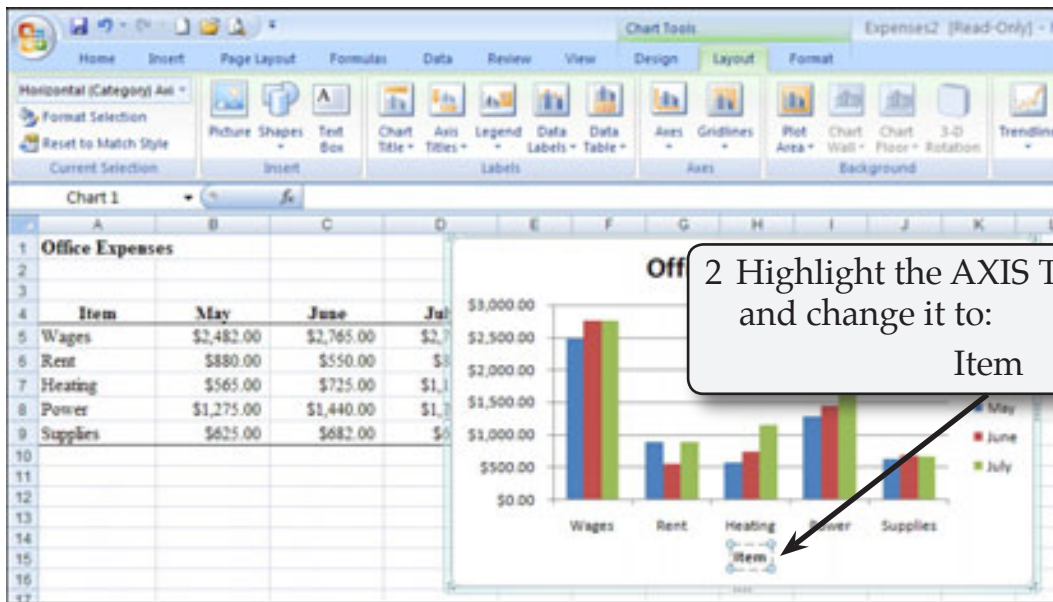


B The Axis Titles

Each axis can be given a title. In this case a title will be added to the X-axis.

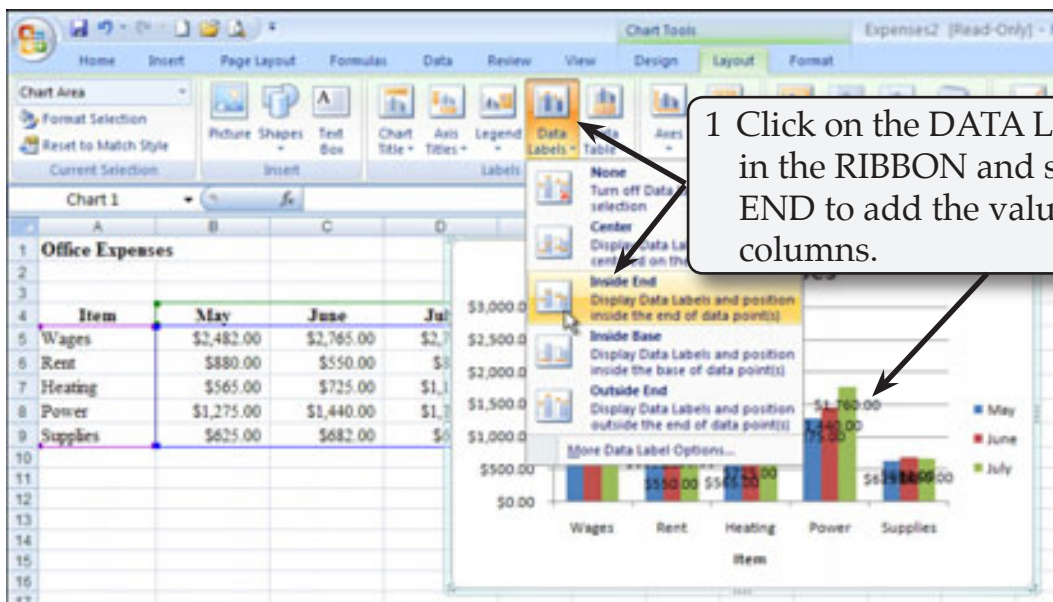


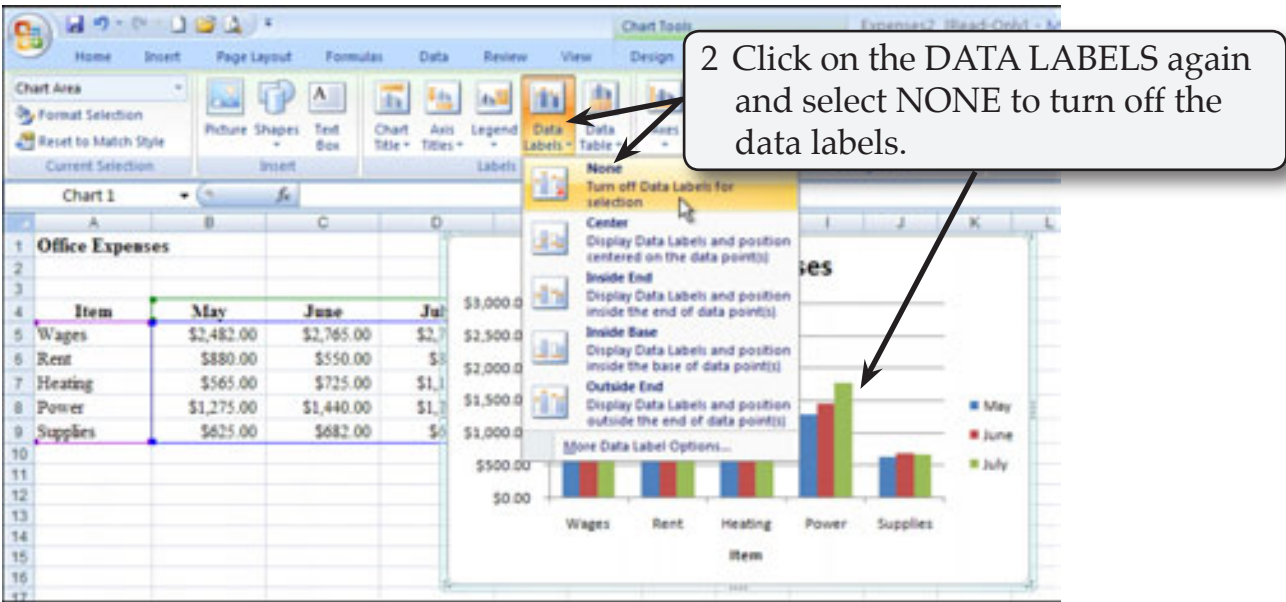
NOTE: We don't really need an X-AXIS label in this case, but it is important to know how to enter it. We will delete the label shortly. The Y-AXIS label is inserted in the same way.



C Data Labels

The Y-axis value of each column can be displayed on the columns.





D Data Table

The spreadsheet table can be added to the chart.

