

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 2010 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab.
- 2 Access the EXCEL 2010 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

Expenses2 [Read-Only]

File Home Insert Page Layout Formulas Data Review View Add-Ins

PivotTable Table Picture Clip Art Shapes SmartArt Screenshot

Column Line Pie Bar Area Scatter Other Charts

Insert a column chart.
Column charts are used to compare values across categories.

| Item | May | June | July |
|----------|------------|------------|------------|
| Wages | \$2,482.00 | \$2,765.00 | \$2,765.00 |
| Rent | \$880.00 | \$550.00 | \$880.00 |
| Heating | \$565.00 | \$725.00 | \$1,136.00 |
| Power | \$1,275.00 | \$1,440.00 | \$1,760.00 |
| Supplies | \$625.00 | \$682.00 | \$650.00 |

1 Highlight cells A4 to D9, open the INSERT tab in the RIBBON and click on the COLUMN icon in the CHART group.

Expenses2 [Read-Only]

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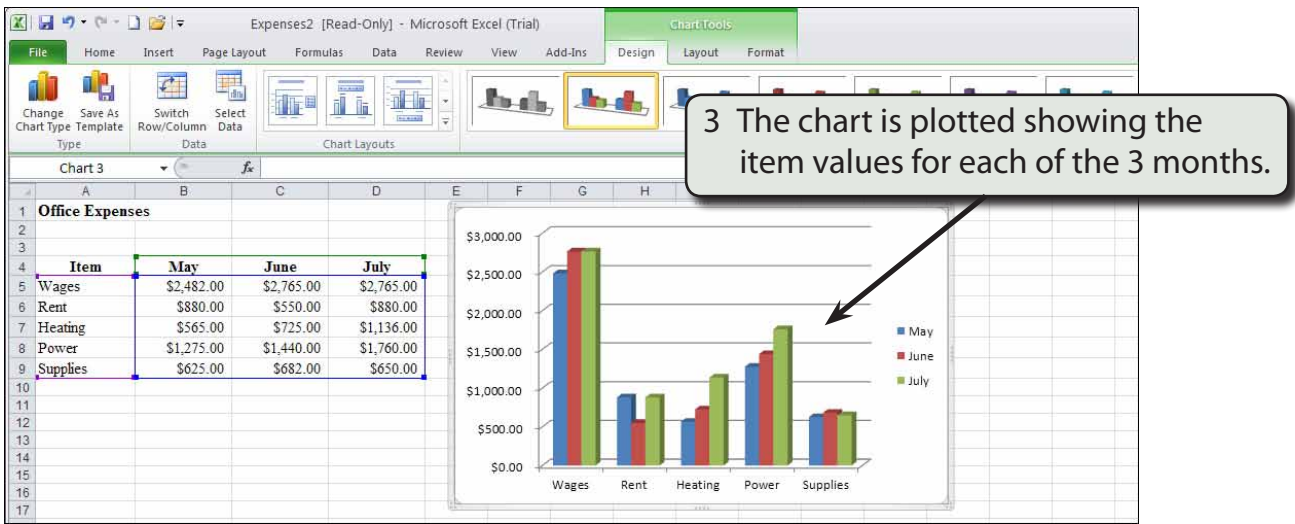
2-D Column

3-D Column

Cylinder

Cone

2 Select the first 3-D Column chart.

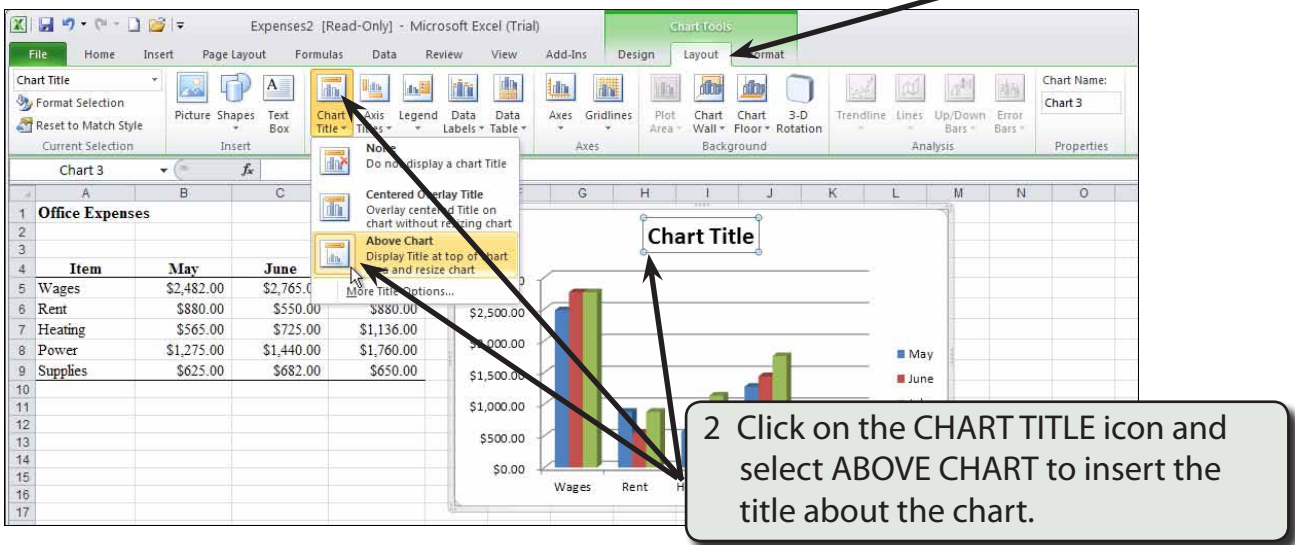


The Chart Options

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.



3 Highlight the CHART TITLE text and change it to:
Office Expenses

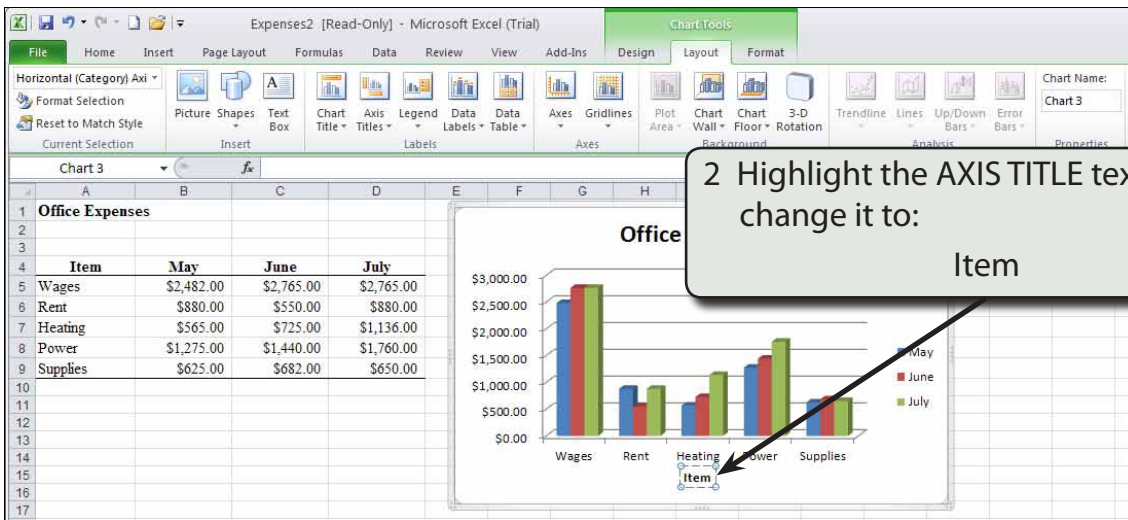
| Item | May | June | July |
|----------|------------|------------|------------|
| Wages | \$2,482.00 | \$2,765.00 | \$2,765.00 |
| Rent | \$880.00 | \$550.00 | \$880.00 |
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B The Axis Titles

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

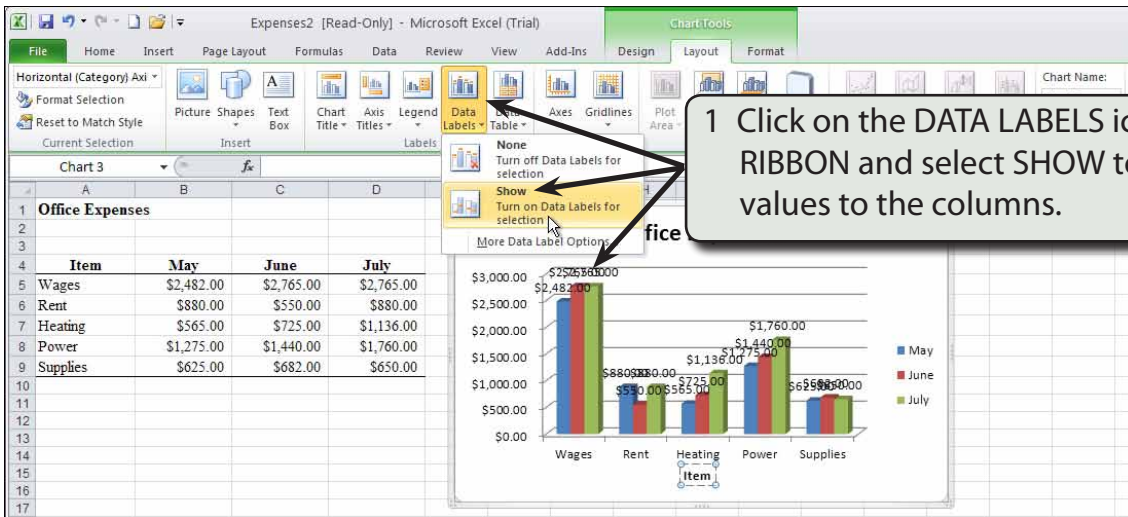
1 Click on the AXIS TITLES icon in the RIBBON, highlight PRIMARY HORIZONTAL AXIS TITLE and select TITLE BELOW AXIS.

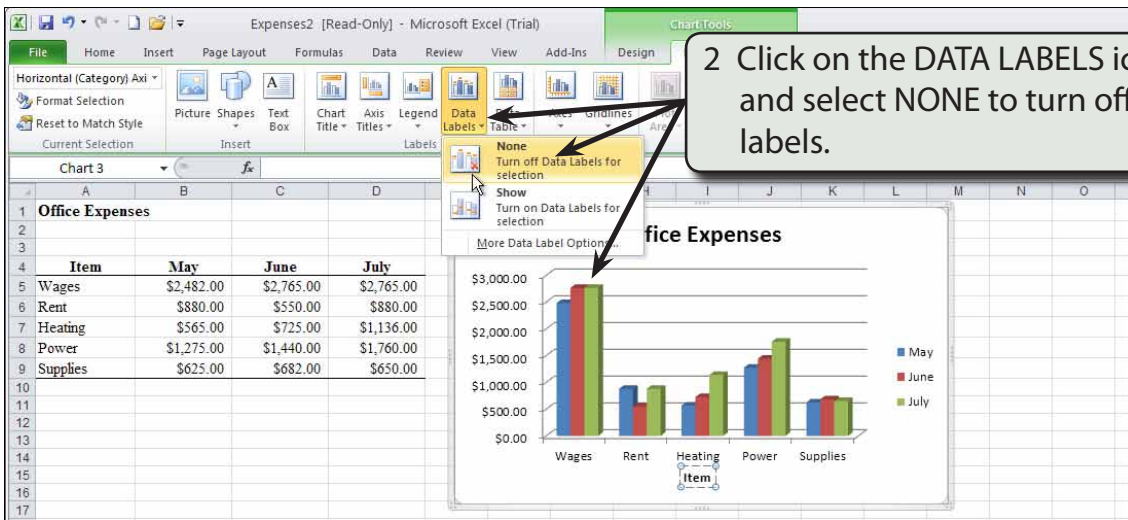
NOTE: We don't really need an X-AXIS label in this case, but it is important to know how to enter it. We will delete the label shortly. The Y-AXIS label is inserted in the same way.



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.

