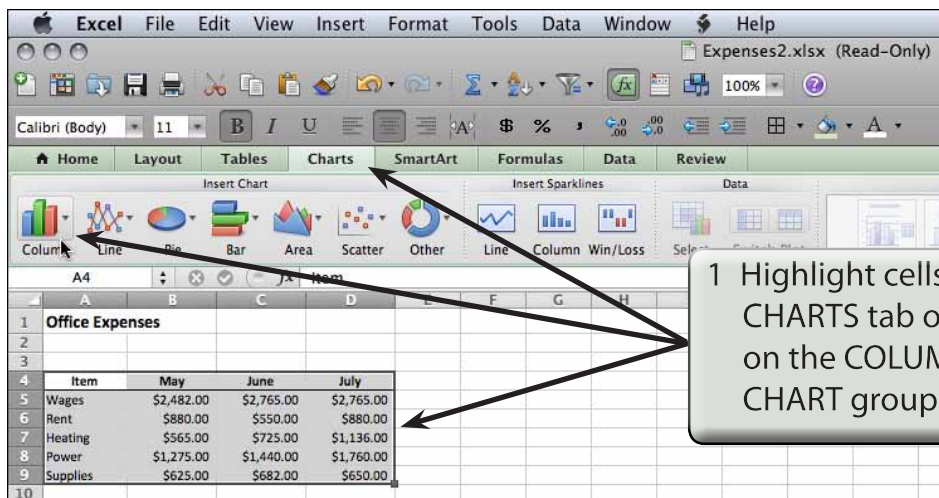


More Detailed Charts

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

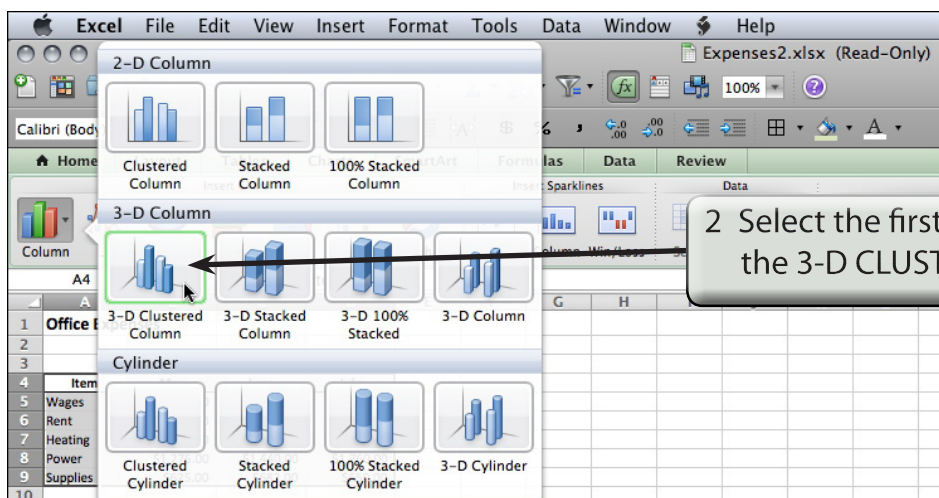
- 1 Load Microsoft Excel 2011 and cancel the EXCEL WORKBOOK GALLERY, or close the current workbook.
- 2 Display the FILE menu and select OPEN.
- 3 Access the EXCEL 2011 SUPPORT FILES folder, open the CHAPTER 8 folder and open the EXPENSES2 workbook as a read-only file.

Creating a Column Chart

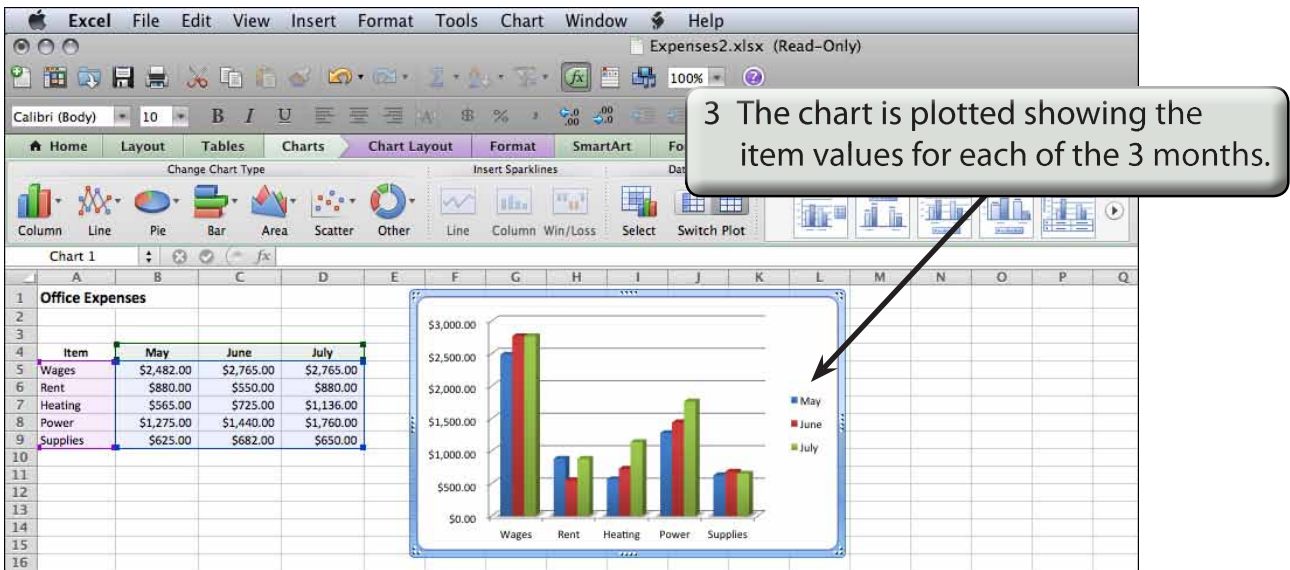


1 Highlight cells A4 to D9, open the CHARTS tab of the RIBBON and click on the COLUMN icon in the INSERT CHART group.

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



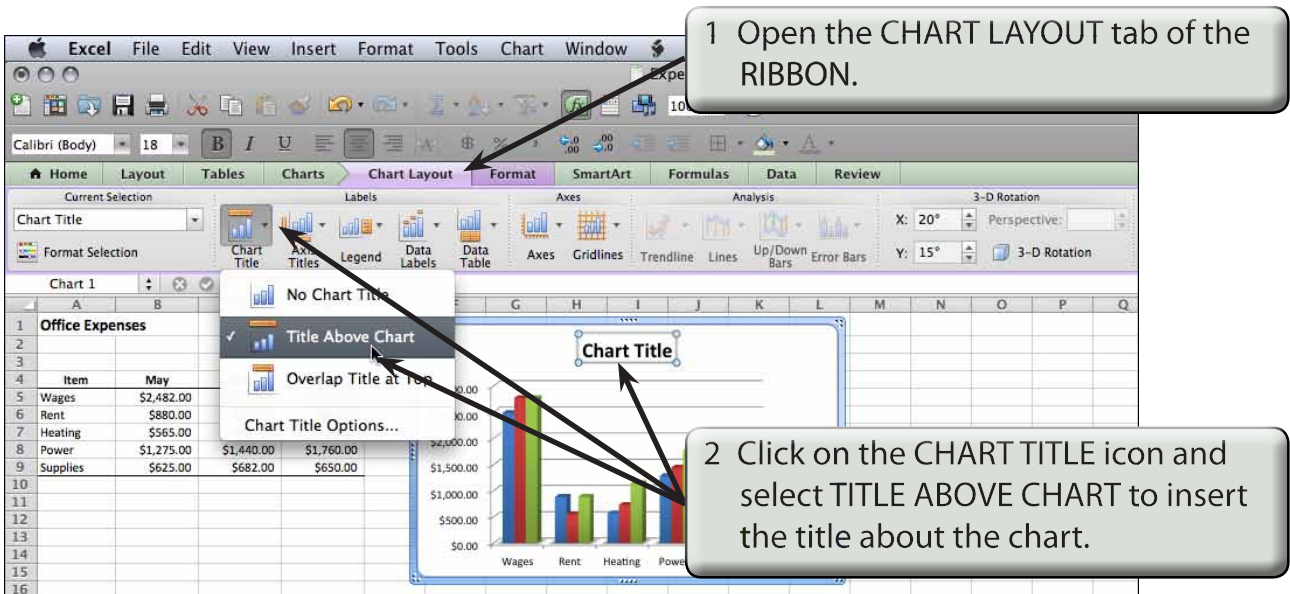
2 Select the first 3-D Column chart - the 3-D CLUSTERED COLUMN chart.

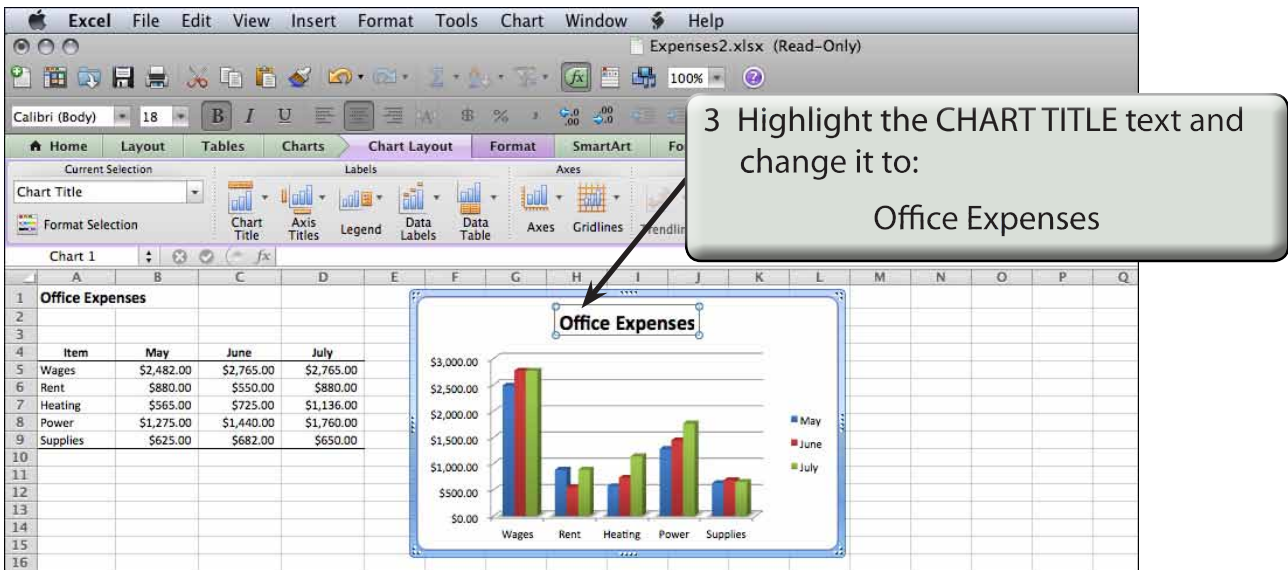


The Chart Options

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

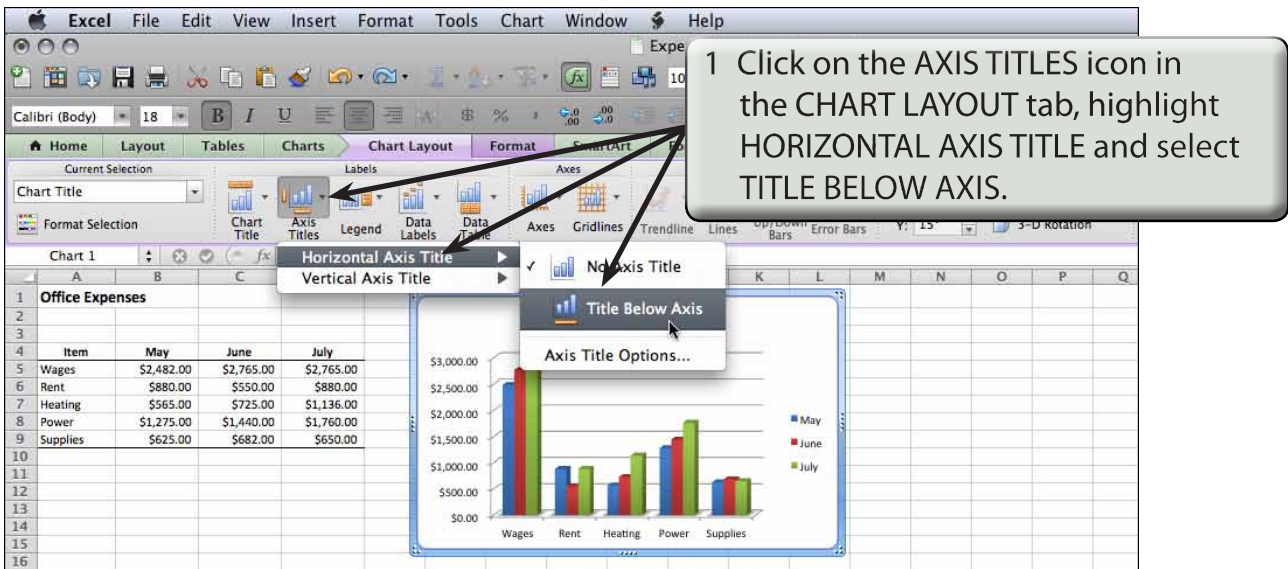
A The Chart Title





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 title in this case, but it is important to know how to enter it. We will delete the title shortly. The Y-AXIS title is inserted in the same way.

2 Highlight the AXIS TITLE text and change it to:
Item

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

C Data Labels

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

1 Click on the DATA LABELS icon in the CHART LAYOUT tab and select VALUE to add the values to the columns.

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