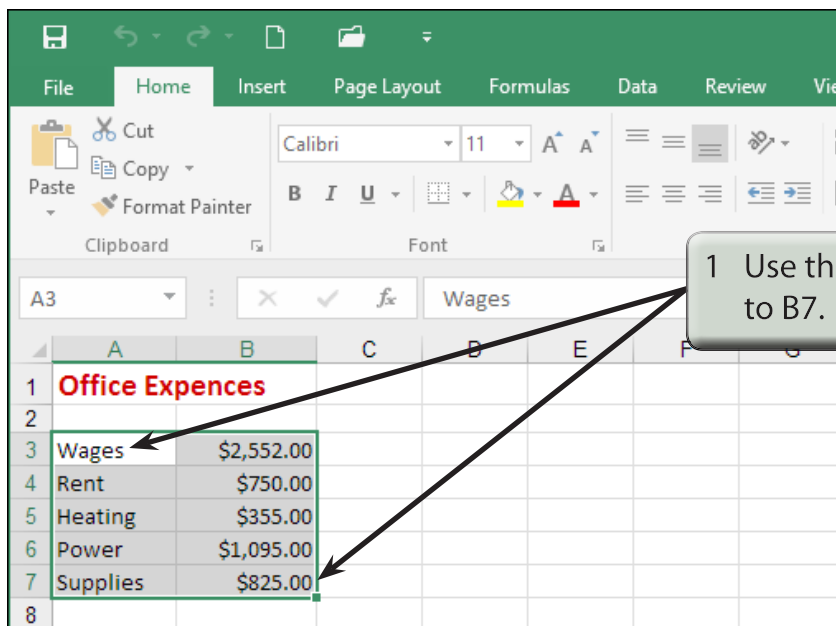# Displaying Data in Charts

It is advantageous to display spreadsheet information in graphical form so that the information can be more easily understood and so comparisons between items can be made quickly and easily. Microsoft Excel has extensive charting facilities that allow you to produce a comprehensive range of graphic displays.
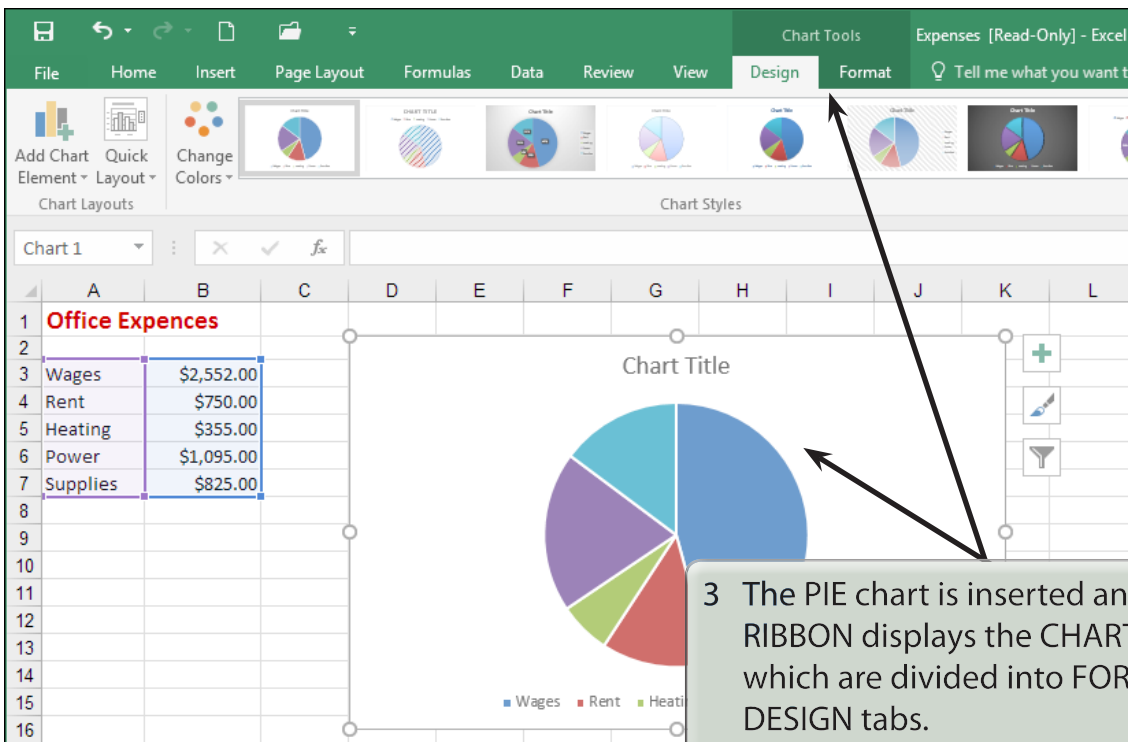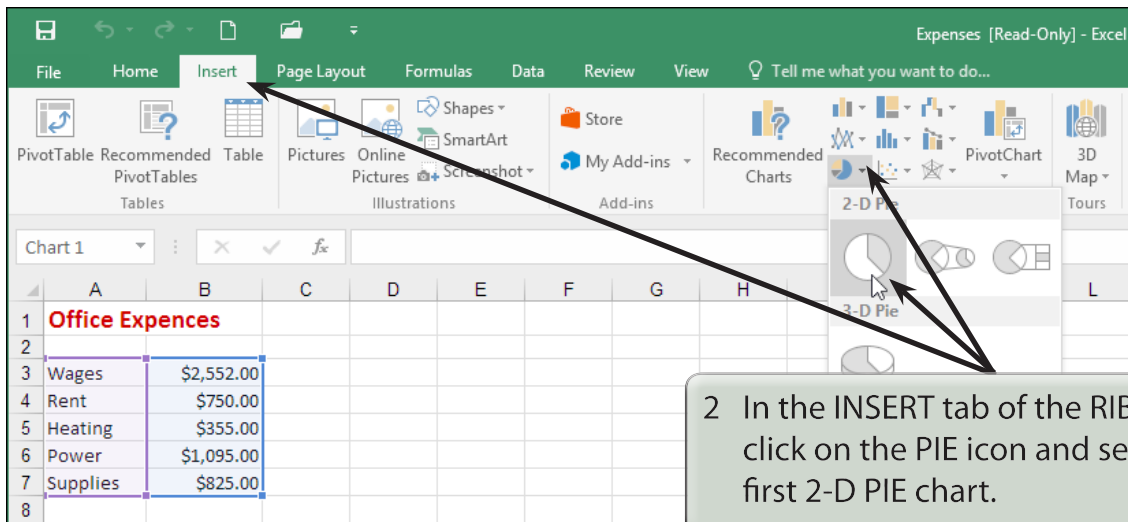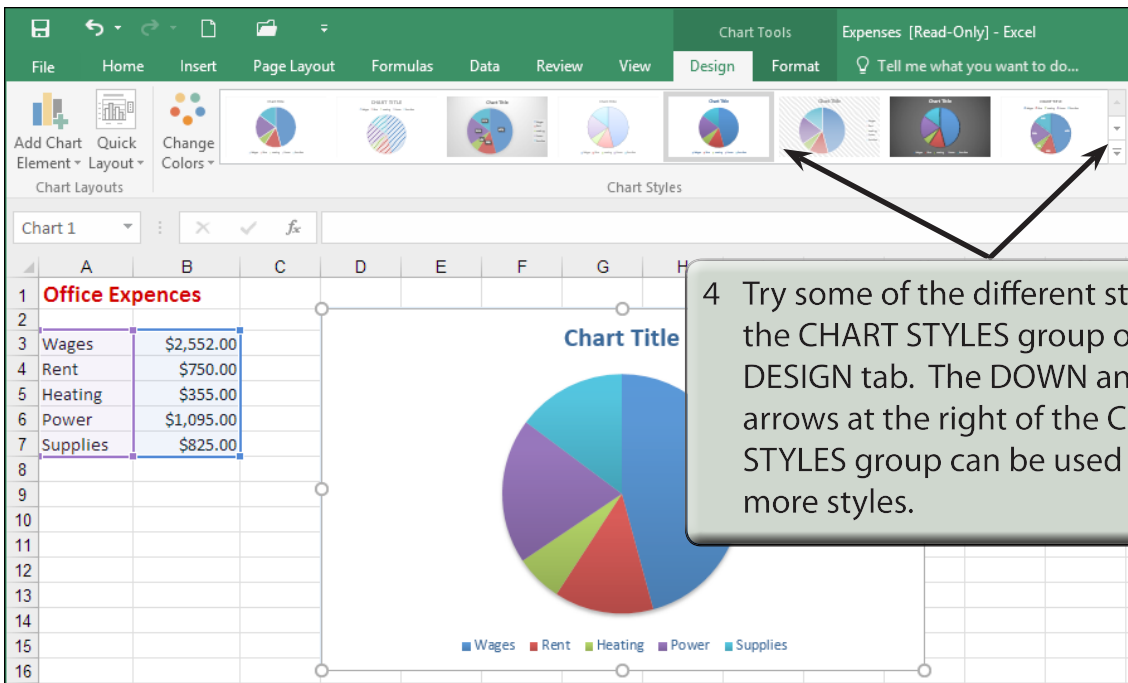
Loading the Spreadsheet

1   Load Microsoft Excel or close the current file.

2   Open the EXPENSES spreadsheet from the CHAPTER 7 folder of the EXCEL 2016 SUPPORT FILES folder, selecting YES to the READ-ONLY message.

3   The template shows the expenses for a particular office over a one month period.

Creating a Pie Chart

Before a chart can be created you must indicate which cells are to be included in the plot. You can place a chart in the same sheet as the spreadsheet table or in a sheet of its own. For this first chart we will place the chart in the same sheet as the spreadsheet table.

1   Use the mouse to highlight cells A3 to B7.

2 In the INSERT tab of the RIBBON click on the PIE icon and select the first 2-D PIE chart.

3 The PIE chart is inserted and the RIBBON displays the CHART TOOLS, which are divided into FORMAT and DESIGN tabs.

4 Try some of the different styles from the CHART STYLES group of the DESIGN tab. The DOWN and MORE arrows at the right of the CHART STYLES group can be used to display more styles.

The Chart Icons

Three icons are added to the right of the chart to allow you to customise the chart. The icons have the following functions.

1 The *Chart Elements* icon allows you to add, remove or change chart elements such as the title, legend, gridlines and data labels.

2 The *Chart Styles* icon allows you to set a style and colour scheme for the chart.

3 The *Chart Filters* icon allows you to edit what data points and names are visible in the chart.

Setting the Chart Title

The chart title is set by replacing the default title text at the top of the chart.

1   Click on the CHART TITLE box then drag the cursor over the text to highlight it.

2   Enter:

Office Expenses