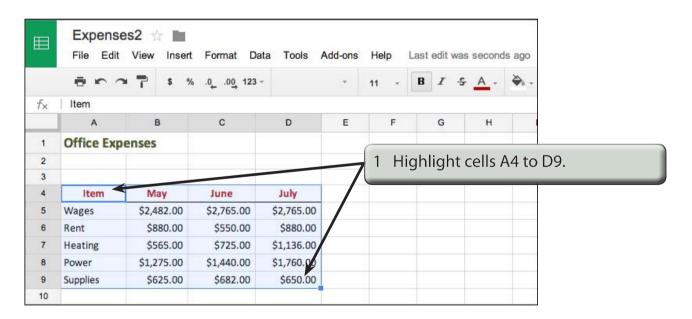# More Detailed Charts

Google Sheets allows you to create more detailed charts. In this chapter you will create Column, Bar and Line charts. To do this a larger spreadsheet will need to be opened.
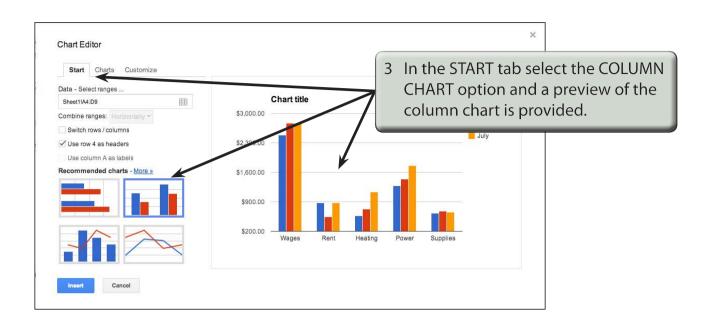
  1 If you are starting a new session, load Google Sheets.

  2 Display the FILE menu and select OPEN.

  3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.

  4 Access the SHEETS SUPPORT FILES, open the CHAPTER 8 folder and load the file:
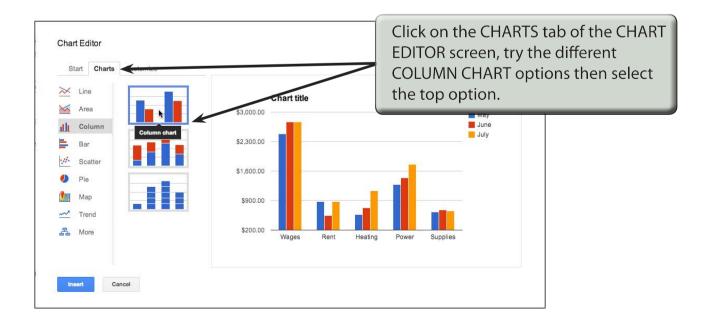
Expenses2

Creating a Column Chart

1   Highlight cells A4 to D9.

  2 Display the INSERT menu and select CHART to open the CHART EDITOR screen.

3   In the START tab select the COLUMN CHART option and a preview of the column chart is provided.
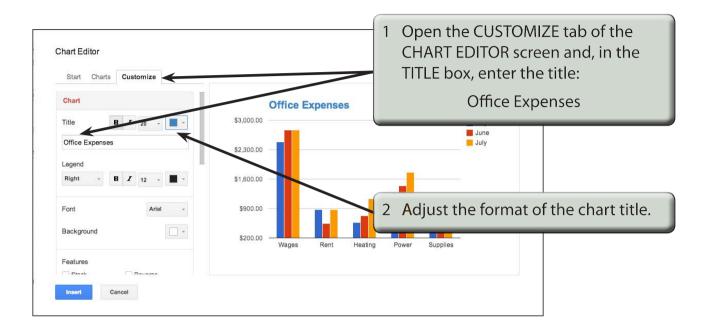
The Column Chart Options

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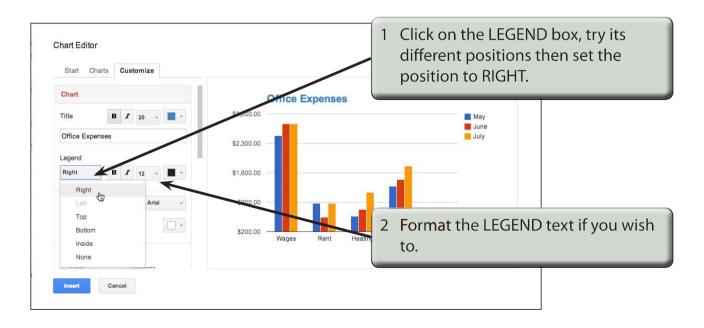
A   The Column Chart Types

Click on the CHARTS tab of the CHART EDITOR screen, try the different COLUMN CHART options then select the top option.

B   The Chart Title

1   Open the CUSTOMIZE tab of the CHART EDITOR screen and, in the TITLE box, enter the title:

    Office Expenses

2   Adjust the format of the chart title.

C   Setting the Legend Position

As with Pie charts the LEGEND can be set to different positions.

1   Click on the LEGEND box, try its different positions then set the position to RIGHT.

2   Format the LEGEND text if you wish to.

D   The Axis Titles

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

1   Scroll down the CUSTOMIZE tab to the AXIS section and check that the AXIS box is set to HORIZONTAL.

2   In the AXIS TITLE box enter:

Item

Apply some formats and the title is added to the lower 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 by setting the AXIS box to LEFT VERTICAL.**

3   Try some of the SLANT options to place the item labels on the horizontal axis on angles.