

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

	A	B	C	D	E	F	G	H
1	Office Expenses							
2								
3								
4	Item	May	June	July				
5	Wages	\$2,482.00	\$2,765.00	\$2,765.00				
6	Rent	\$880.00	\$550.00	\$880.00				
7	Heating	\$565.00	\$725.00	\$1,136.00				
8	Power	\$1,275.00	\$1,440.00	\$1,760.00				
9	Supplies	\$625.00	\$682.00	\$650.00				
10								

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

Chart Editor

Start | Charts | Customize

Data - Select ranges ...
Sheet1!A4:D9

Combine ranges: **Horizontally**

Switch rows / columns
 Use row 4 as headers
 Use column A as labels

Recommended charts - [More >](#)

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

Category	May	June	July
Wages	\$2,400.00	\$2,800.00	\$3,000.00
Rent	\$900.00	\$400.00	\$900.00
Heating	\$500.00	\$700.00	\$1,100.00
Power	\$1,200.00	\$1,400.00	\$1,700.00
Supplies	\$500.00	\$500.00	\$500.00

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

Chart Editor

Start | **Charts** | Customize

- Line
- Area
- Column**
- Bar
- Scatter
- Pie
- Map
- Trend
- More

Column chart

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

Category	May	June	July
Wages	\$2,400.00	\$2,800.00	\$3,000.00
Rent	\$900.00	\$400.00	\$900.00
Heating	\$500.00	\$700.00	\$1,100.00
Power	\$1,200.00	\$1,400.00	\$1,700.00
Supplies	\$500.00	\$500.00	\$500.00

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

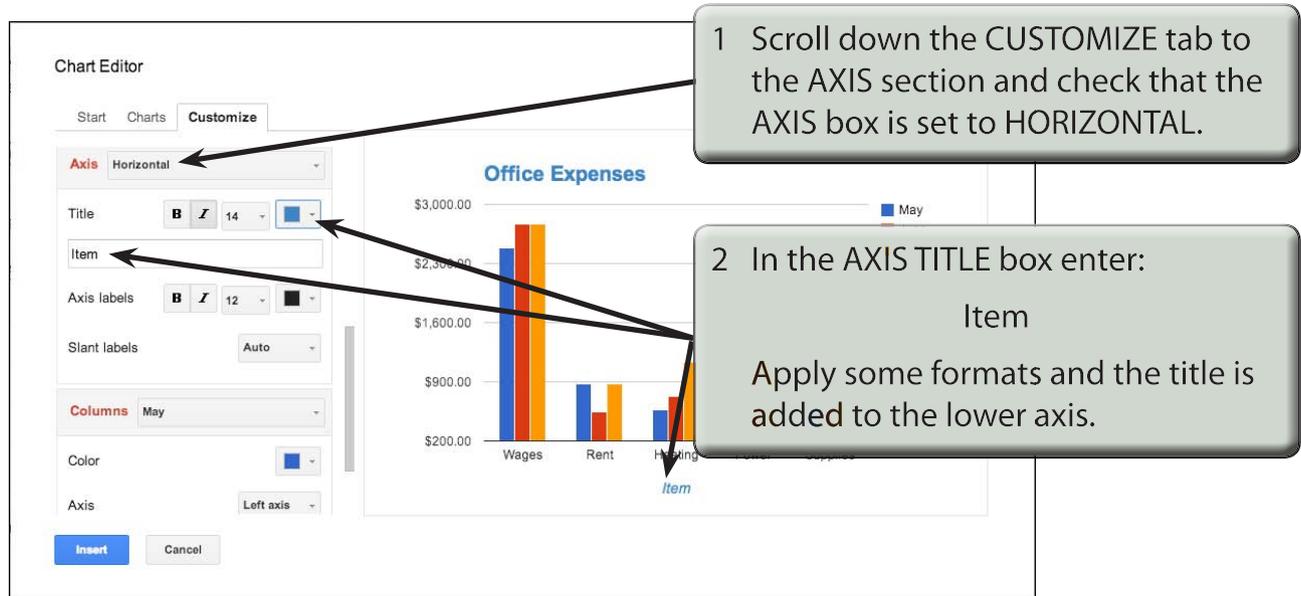
As with Pie charts the LEGEND can be set to different positions.

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.

Item	May
Wages	\$2,300.00
Rent	\$900.00
Heating	\$450.00
Power	\$1,350.00
Supplies	\$450.00

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.

Item	May
Wages	\$2,300.00
Rent	\$900.00
Heating	\$450.00
Power	\$1,350.00
Supplies	\$450.00