Shaunna Knepp

Creating Charts
Using Excel

Using Microsoft Excel, you can represent numbers in a chart. You can choose from a variety of chart types. And, as you change your data, your chart will automatically update. Use this tutorial to guide you step-by-step.

Step 1:   Create a column chart for each Barbie™ accessory sold in each of the 3 regions. Follow each step below to create the spreadsheet exactly as shown.

	A	B	C	D	E
1	Accessories	Region 1	Region 2	Region 3	
2	Shoes	900	1275	650	
3	Clothes	1325	1370	800	
4	Automobiles	1650	1525	1100	
5					

a. Open Microsoft Excel. The top will read "Microsoft Excel – Book 1"

b. Insert the title "Accessories" into the highlighted cell, A1.

	A	B
1		
2		
3		

c. Press Tab to move to cell B1. Continue pressing tab along row 1 and inserting the titles into each appropriate column, as shown above.

d. Now click on cell A2. Insert the accessory "Shoes" and press Tab to move to cell B2. Insert the number of shoes sold in Region 1, Region 2, and Region 3, by pressing Tab to move to the next cell in the row.

e. Click on cell A3 and do the same for the accessory "Clothes".

f. And finally, click on cell A4 and insert "Automobiles" and the number sold in each region.

Step 2:   After you have created your spreadsheet, you are ready to create your chart.
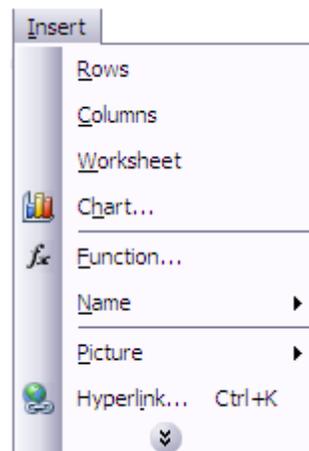
a. Highlight cells A1 to D4 by clicking on cell A1 and dragging the shaded region to D4. You must highlight all the cells containing the data you want in your chart. You should also include the data labels. Your spreadsheet should look like this:

	A	B	C	D
1	Accessories	Region 1	Region 2	Region 3
2	Shoes	900	1275	650
3	Clothes	1325	1370	800
4	Automobiles	1650	1525	1100

b. Go to the Excel menu at the top of the screen and select <u>I</u>nsert. Scroll down and click on 📊 C<u>h</u>art…

Insert

Rows
Columns
Worksheet
📊 C<u>h</u>art…
_fx_ <u>F</u>unction…
<u>N</u>ame ▶
<u>P</u>icture ▶
🌐 Hyperl<u>i</u>nk… Ctrl+K
⯆

**c.** Click Column to select the type of c

d. In the Chart Sub-type box, choose the Clustered Column icon to select the chart sub-type.
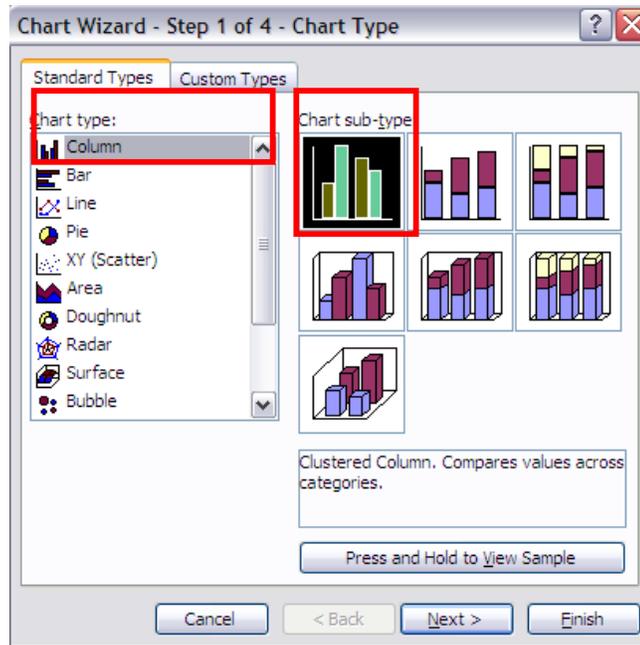
e. Click Next.

f. To place the product names on the *x*-axis, select the Columns circle button.
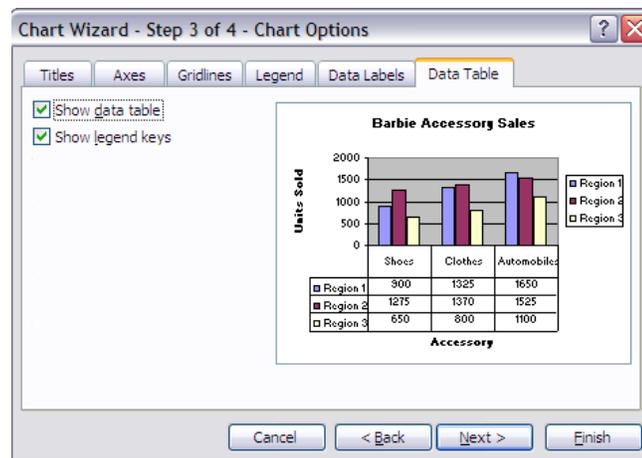

g. Click Next.

h. Type "Barbie Accessory Sales" in the Chart Title field. Barbie Accessory Sales will appear as the title of your chart.

i. Type "Accessory" in the Category (X) Axis field. Accessory will appear as your *x*-axis title.

j. Type "Units Sold" in the Value (Y) Axis field. Units Sold will appear as your *y*-axis title.
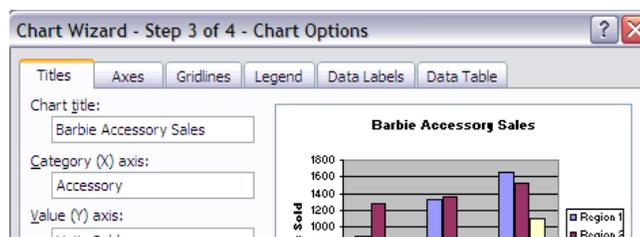
k. Choose the Data Table tab.

l. Select Show Data Table. The data table will appear below your chart.

m. Click Next.

n. Choose ⦿ As object in: Sheet1

to make your chart an embedded object and part of the worksheet.

o. Click Finish

Your chart will appear on the spreadsheet.

Step 3:   Click on cell B2 and change the number of shoes dolls sold in Region 1 to

1025. What happened to the chart?

Step 4:   So now you know how to create a chart by inputting data into Excel. You

also saw when you change the data in the spreadsheet, the chart

automatically updated. Now it is your turn to create a chart all on

your own! Create a column chart for the Barbie™ Sales each month in

these 2 regions:

Just before you are about to print, your boss tells you that Region 1 Sales
in March are not 301, but instead 295. Go back, change the data, and then
print out your spreadsheet and chart to hand in. If the chart is highlighted,
only the chart will print. Make sure nothing is highlighted so that both the
spreadsheet and the chart will be printed.

Month	Region 1	Region 2
Jan	154	387
Feb	233	374
Mar	301	243
Apr	322	288
May	298	276
Jun	344	223