Creating Charts in Excel 2007
(This terrific handout comes from Florida Gulf Coast University.)

First, the disclaimer. Chart building used to be easier, a whole lot easier, in earlier versions of Excel. But, as journalists do, we adapt, adopt and cope. Charts allow you to present information contained in the worksheet in a graphic format. Excel offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.

Create a Chart
To create a chart:

- Select the cells that contain the data you want to use in the chart
- Click the Insert tab on the Ribbon
- Click the type of Chart you want to create

Modify a Chart
Once you have created a chart you can do several things to modify the chart.

To move the chart, click inside the chart itself and a tab listing a variety of Chart Tools appears:

- Click the Chart and Drag it another location on the same worksheet, or
- Click the Move Chart button on the Design tab
- Choose the desired location (either a new sheet or a current sheet in the workbook)

To change the data included in the chart:

- Click the Chart
- Click the Select Data button on the Design tab
To reverse which data are displayed in the rows and columns:

- Click the Chart
- Click the Switch Row/Column button on the Design tab

To modify the labels and titles:

- Click the Chart
- On the Layout tab, click the Chart Title or the Data Labels button
- Change the Title and click Enter
Chart Tools
The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

Within the Design tab you can control the chart type, layout, styles, and location.

Within the Layout tab you can control inserting pictures, shapes and text boxes, labels, axes, background, and analysis.

Within the Format tab you can modify shape styles, word styles and size of the chart.

Copy a Chart to Word

- Select the chart
- Click Copy on the Home tab
- Go to the Word document where you want the chart located
- Click Paste on the Home tab