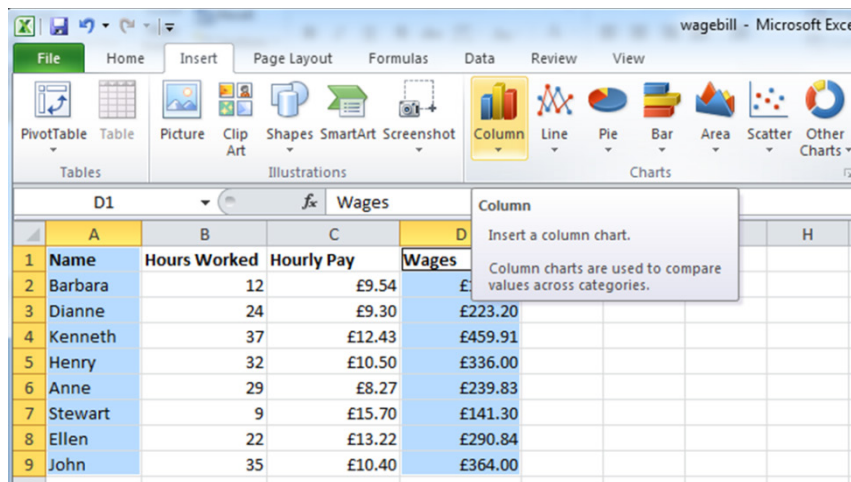


Microsoft Excel Tutorials – Inserting a Chart

Purpose of tutorial: To illustrate data using a chart

Accessing the commands: Insert ribbon > Chart section

Screenshot:



Step by step process:

1. Select data to be illustrated within the chart. Select in the usual manner by clicking in the middle of the first cell in the required range and dragging the mouse pointer over all cells within the range
2. Selecting non adjacent ranges (if required) can be performed by selecting the first range, hold the Ctrl key (bottom left of the keyboard) and select the other range
3. Ensure relevant labels / headers are selected for use in the chart as well as labels corresponding to the data to allow a legend to be generated
4. Now comes the easier part for when data is selected. Click on the Insert ribbon and click on the required chart. (Each chart is different as to how it uses data)
5. The chart should now be on the sheet and selected
6. Notice the extra ribbons provided for Chart Tools, with the chart now available to be formatted or changed in various ways using the Chart Tools grouped ribbons
7. As soon as the chart is de-selected, the Chart Tools ribbons will not be available. Click on the boundaries of the chart (the outer boundary of the chart and not individual parts of the chart...unless you wanted to select any individual part). Now notice the Chart Tools are available once again
8. Process now complete

Note: The chart can be moved by clicking on the outer boundaries of the chart object, thus providing an all directional pointer, now allowing the object to be moved by clicking, holding and dragging. Let go of the mouse button when destination located

Lecturer: Mark Gillan