



Excel Charts and Graphs

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Creating a Chart

Select data to be converted into chart

More efficient than creating charts first then selecting data



Alt F1 for a **chart auto-chosen by Excel**



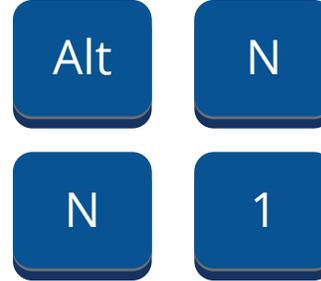
Alt N R for **recommended charts**



Alt N K for **all charts**



Alt N C 1 for **Bar or Column charts**



Alt N N 1 for **Line charts**



Alt N Q for **Pie charts**

Adding Chart Elements

Select chart

CLICK ON **CHART DESIGN**



Use to add labels/titles/legend/trendline

Add data labels -----	Alt	J	C	A	D
Add chart title -----	Alt	J	C	A	C
Add axis title -----	Alt	J	C	A	A
Add legend -----	Alt	J	C	A	L
Add trendline -----	Alt	J	C	A	T

A quick way to set a **dynamic chart title** is to click on the **chart title box**, then link it to the cell that **contains desired chart title** in the Excel formula bar

Formatting Charts

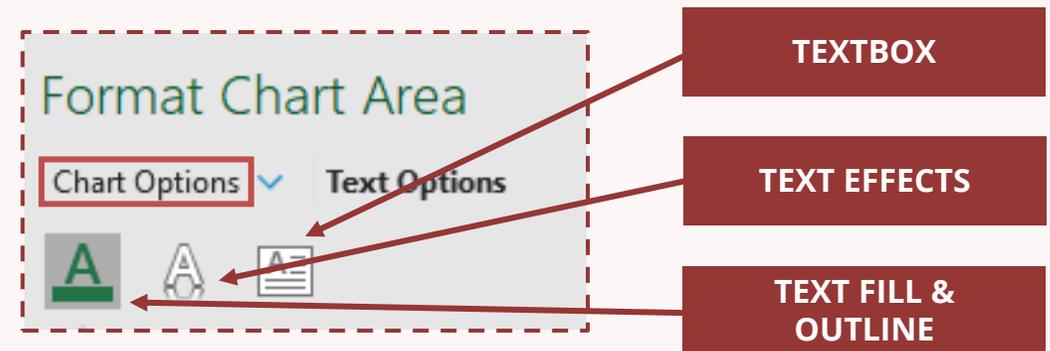
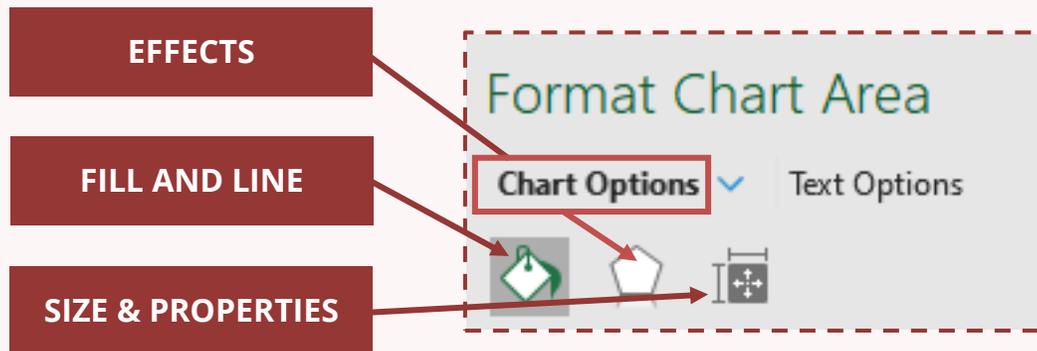
Select chart

TO OPEN THE **FORMAT CHART MENU**

Ctrl

1

Use drop down menu  to select different chart elements



Adding Shapes to Charts

Select chart

ADD SHAPE

Alt

J

A



Insert shapes such as **text boxes, connectors, arrows** into the chart

Format shape in the chart

Shape is now **grouped** with the chart

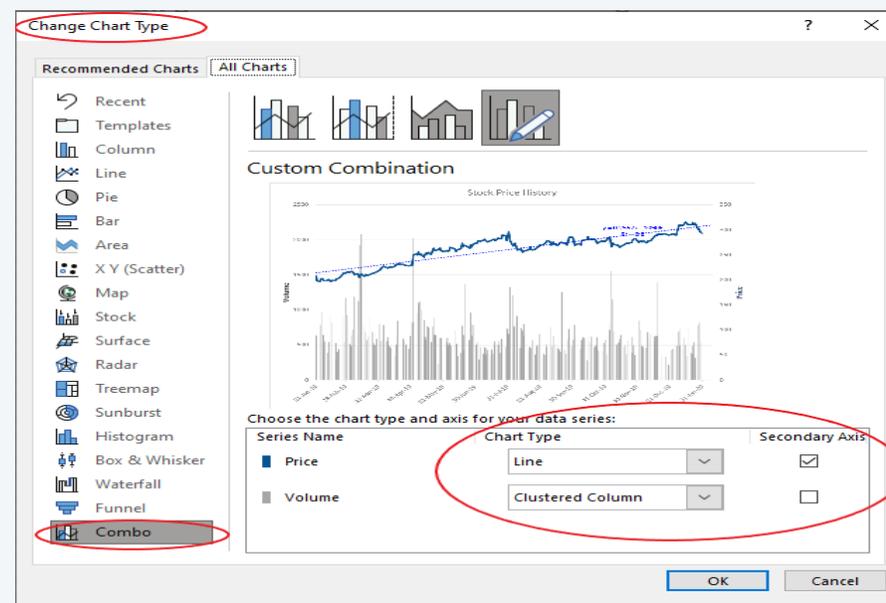
Working with Secondary Axis

Secondary axis is used to display a second set of data, with...



Vastly **different values** from the first set

Select a chart with two data series, often seen in **Combo charts**

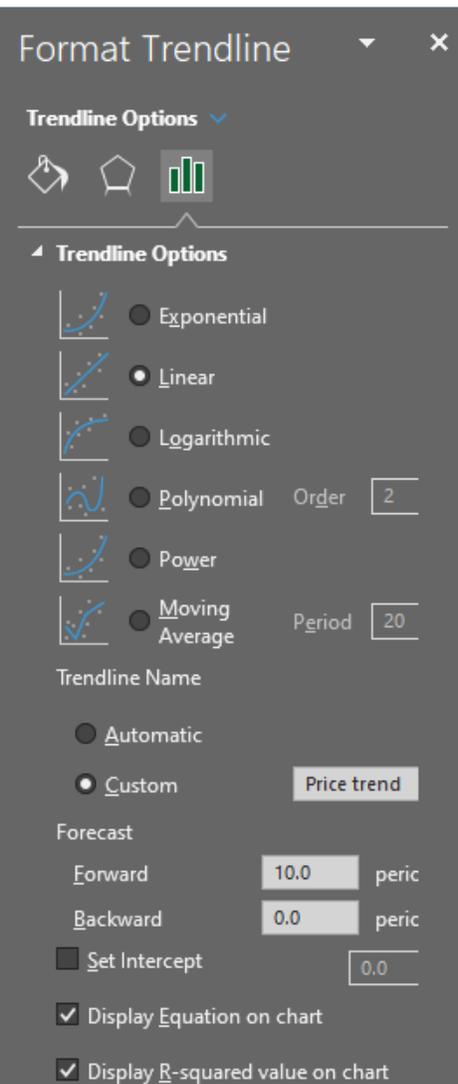


Adding Trendline to a Data Series

Select a data series,
which is **developed over
time** (e.g., stock prices)

OR

Driven by **another
data series** (e.g., money
paid for gasoline vs.
distance driven)



**Select a chart to
add trendline**

Select the **type of trendline**



Name the **trendline,
forecast forward?**



Display **equation** and/or
R-squared value on chart?



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