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Excel 2016 Charts and Graphs

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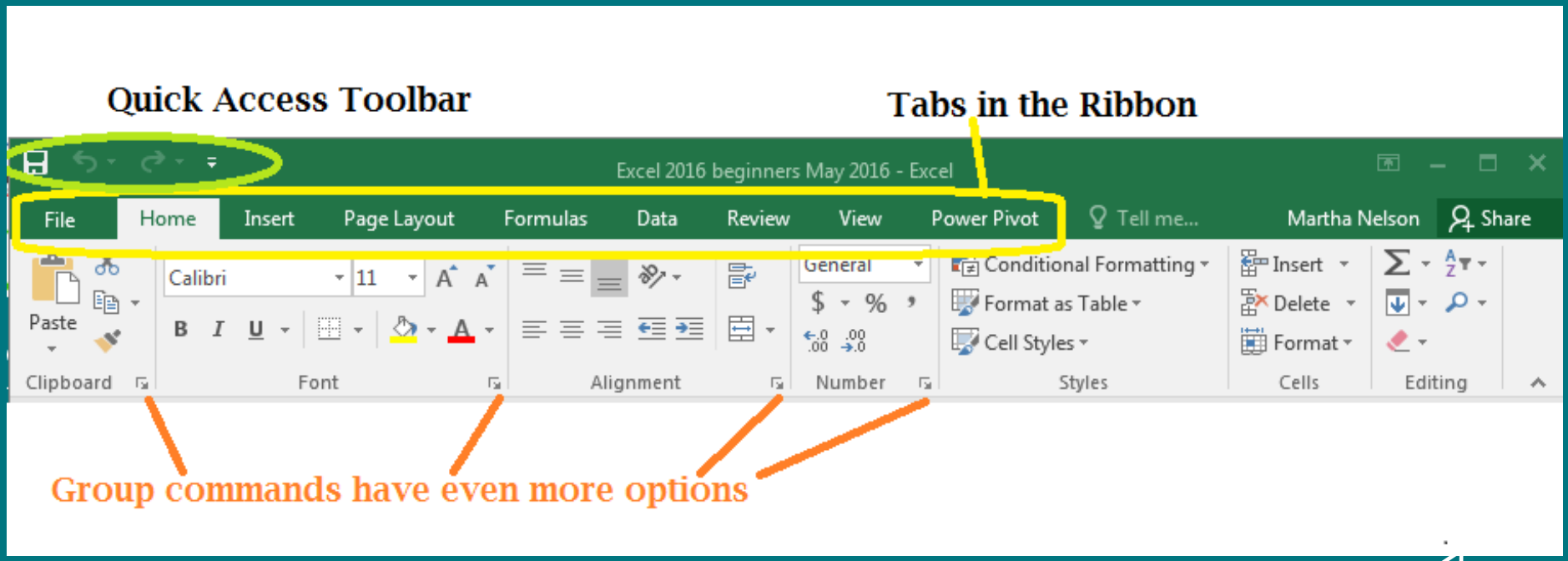
Extra Help

- Type your question in the “Tell me what you want to do” area.
- <right-click> on an item for help about that item

https://support.office.com/en-us/excel
http://www.gcflearnfree.org/office2016/excel2016

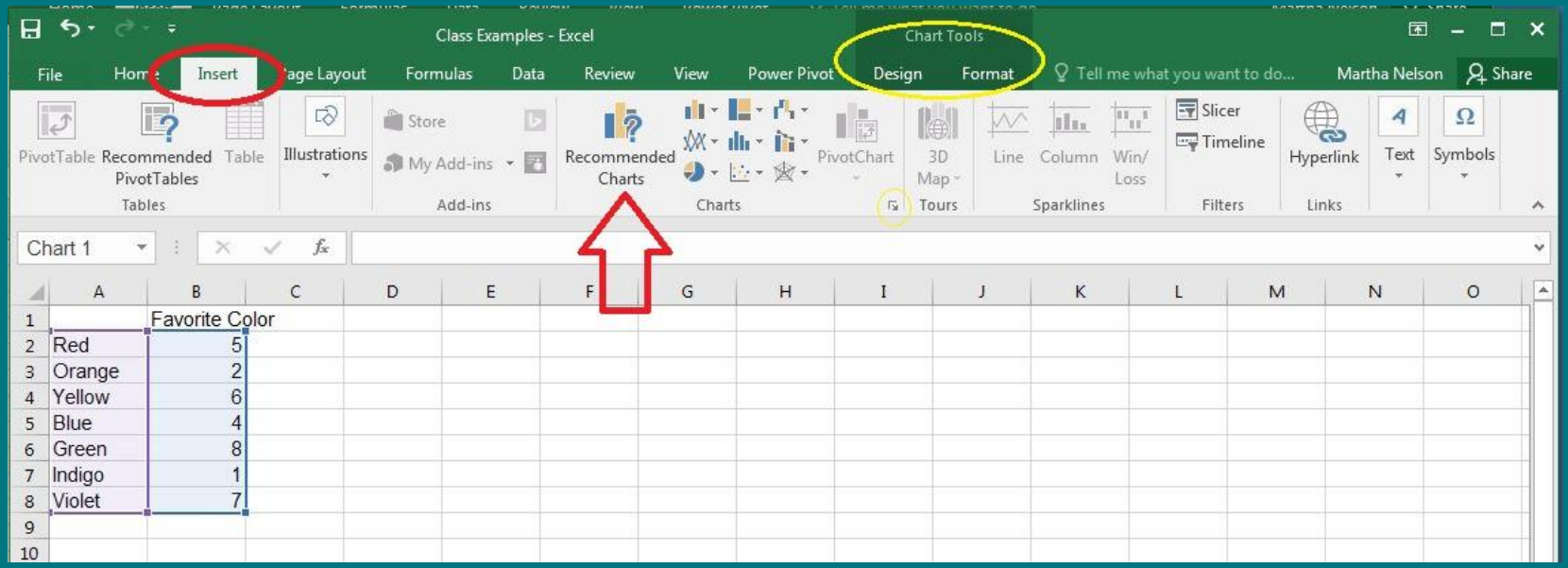
The Ribbon

Click on each Tab to see sub-menu controls.



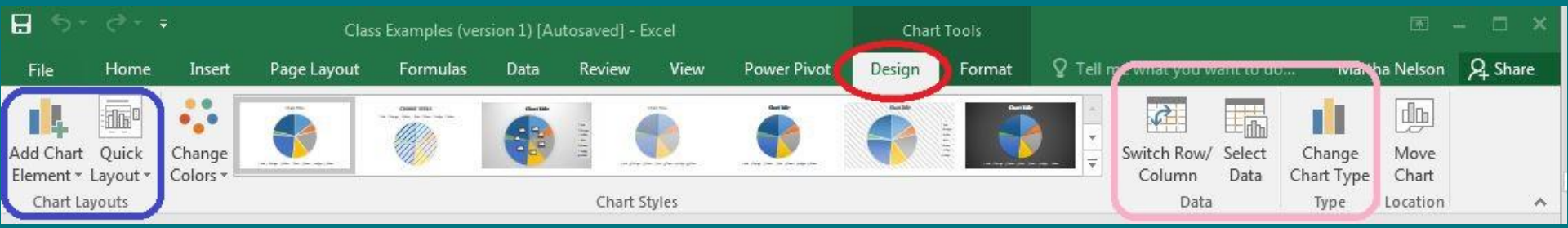
The Home Tab

The Insert Tab



1) Select Data for chart.
2) Click on Recommended Charts to get a quick start.
3) Notice the new "Chart Tools" that appear when using charts.

Chart Tools - The Design Tab



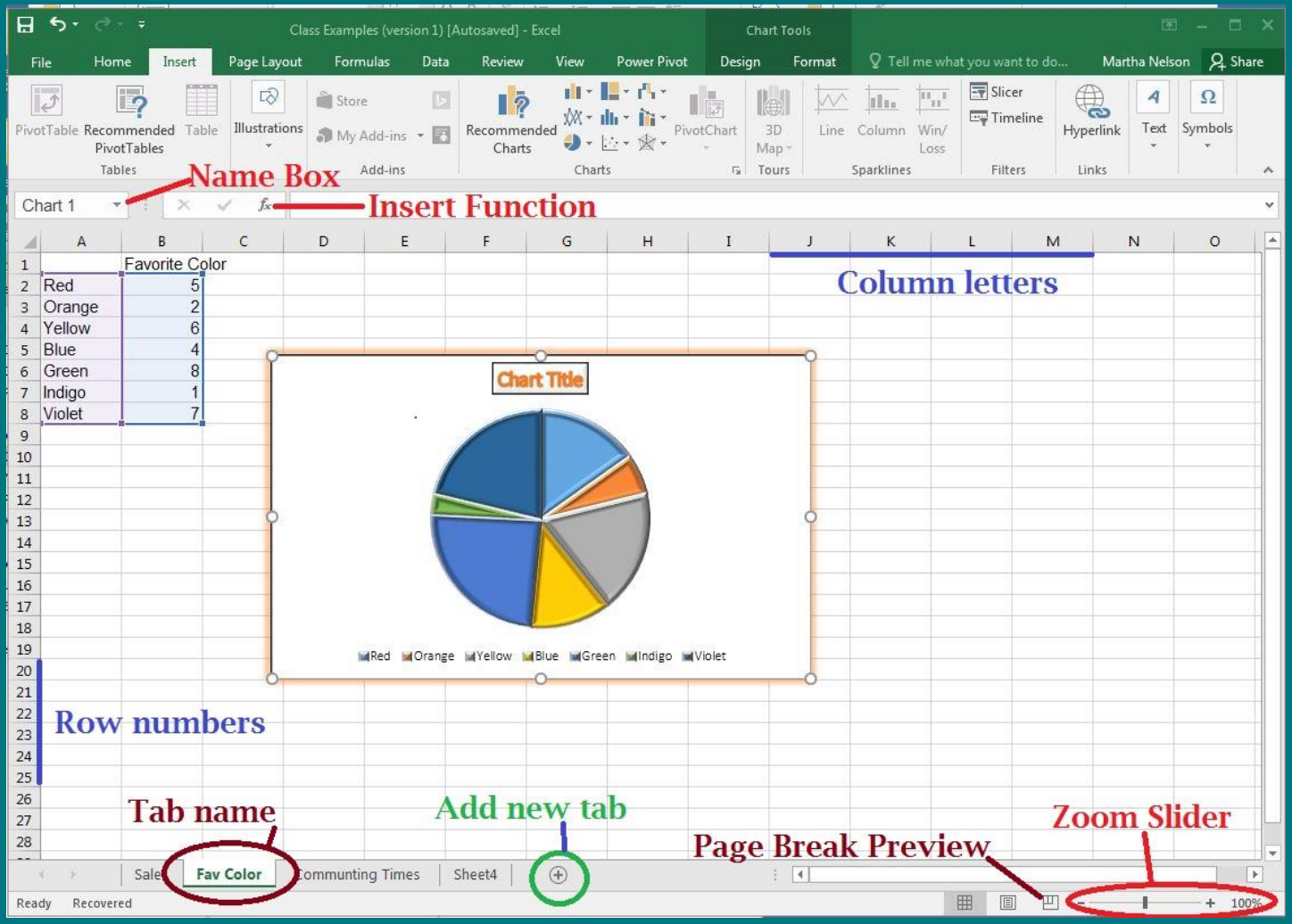
Get here by clicking on a Chart.

Slide mouse over things to try out a new look.

Chart Tools - The Format Tab

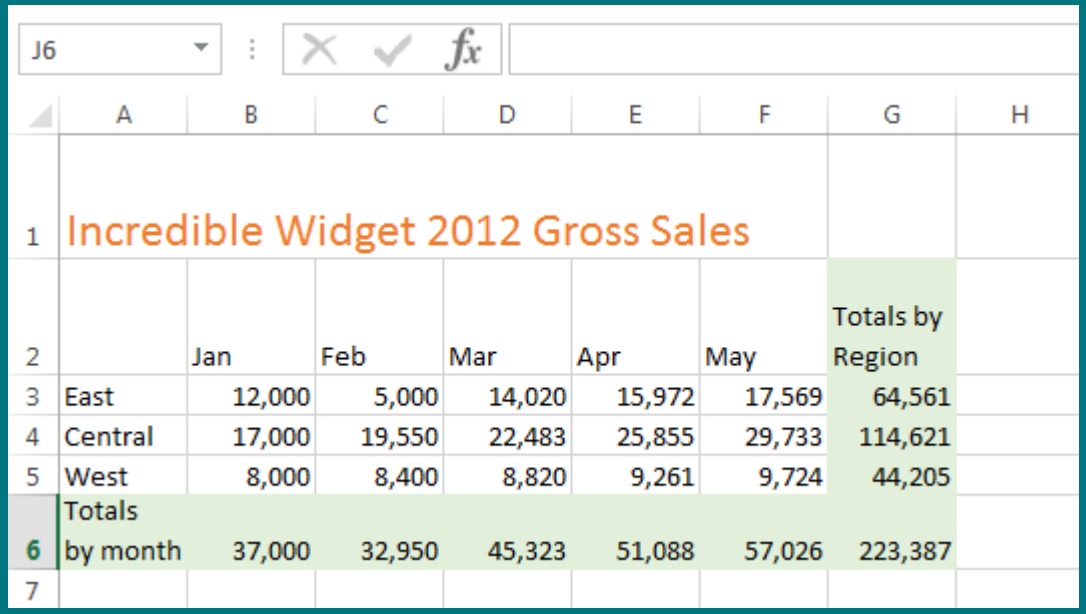
Get here by clicking on a Chart.

- Select a chart element (like Title).
- Slide mouse over “Shape Styles” or “WordArt Styles” to try out a new look.


Class Examples (version 1) [Autosaved] - Excel
Chart Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Power Pivot
Design
Format
Tell me what you want to do...
Martha Nelson
Share
PivotTable
Recommended PivotTables
Table
Illustrations
Store
My Add-ins
Recommended Charts
PivotChart
3D Map
Line
Column
Win/ Loss
Slicer
Timeline
Hyperlink
Text
Symbols
Tables
Add-ins
Charts
Tours
Sparklines
Filters
Links
Name Box
Insert Function
Chart 1
Favorite Color
Red 5
Orange 2
Yellow 6
Blue 4
Green 8
Indigo 1
Violet 7
Chart Title
Red Orange Yellow Blue Green Indigo Violet
Column letters
Row numbers
Tab name
Add new tab
Page Break Preview
Zoom Slider
Sale
Fav Color
Commuting Times
Sheet4
Ready
Recovered
100%

1) Get data

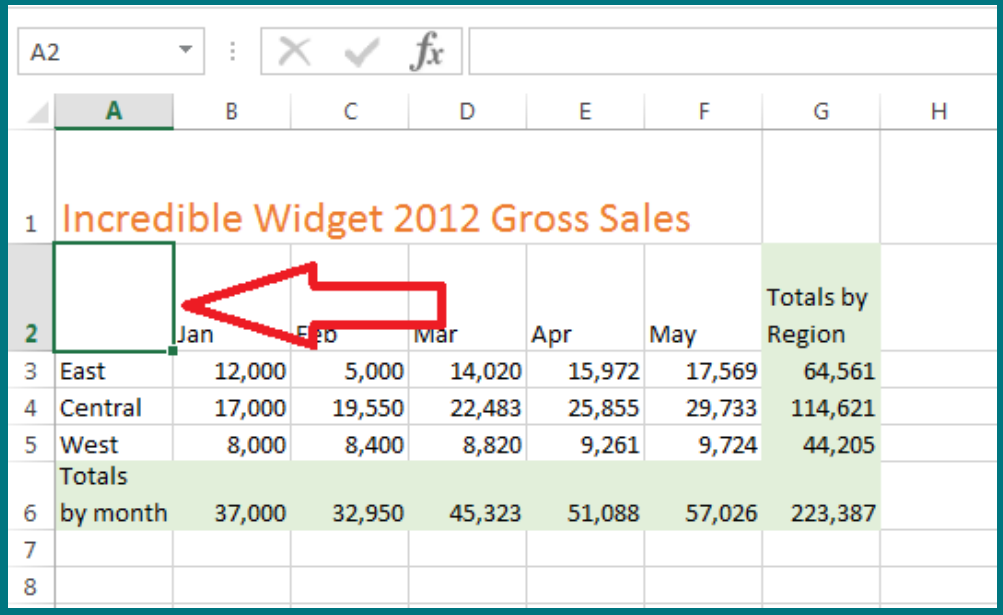
Open an Excel workbook or create a new workbook



J6

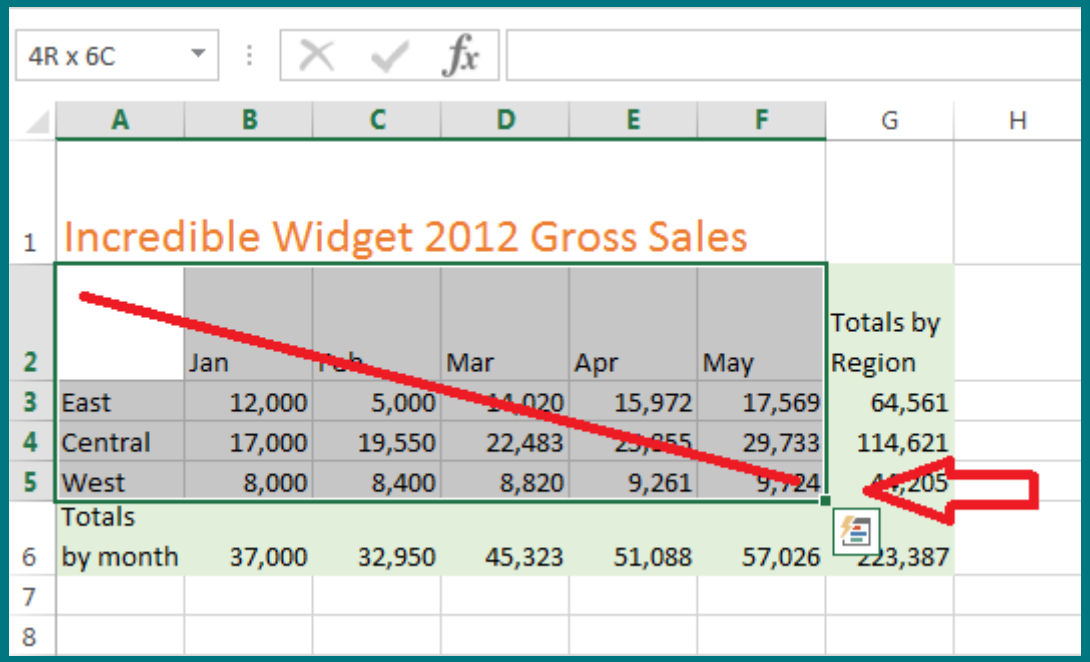
	A	B	C	D	E	F	G	H
1	Incredible Widget 2012 Gross Sales							
2		Jan	Feb	Mar	Apr	May	Totals by Region	
3	East	12,000	5,000	14,020	15,972	17,569	64,561	
4	Central	17,000	19,550	22,483	25,855	29,733	114,621	
5	West	8,000	8,400	8,820	9,261	9,724	44,205	
6	Totals by month	37,000	32,950	45,323	51,088	57,026	223,387	
7								

Select a cell in the upper left corner of the data



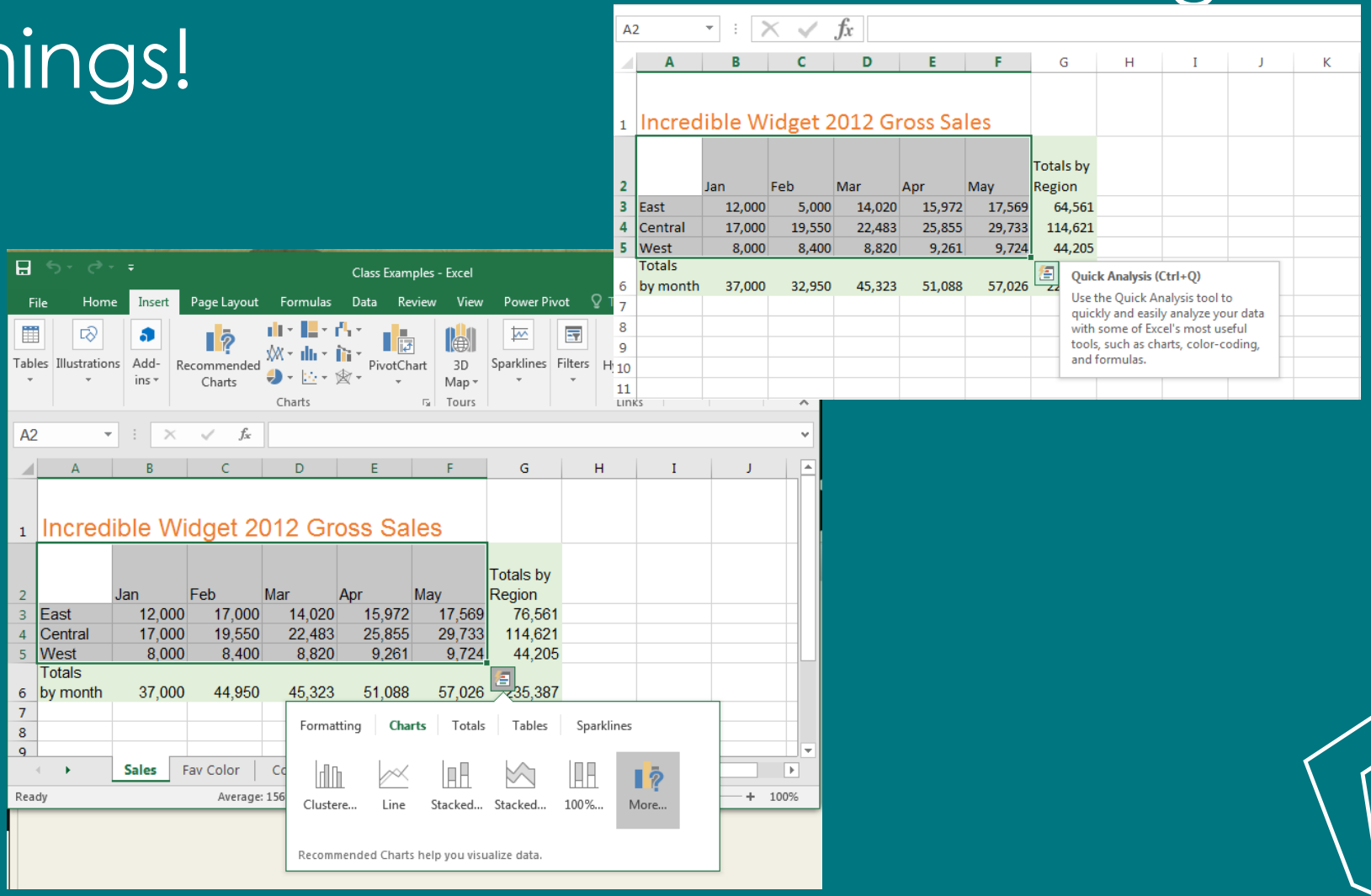
Hold down the SHIFT key.

Click on the lower right corner of the data. (not the totals!)

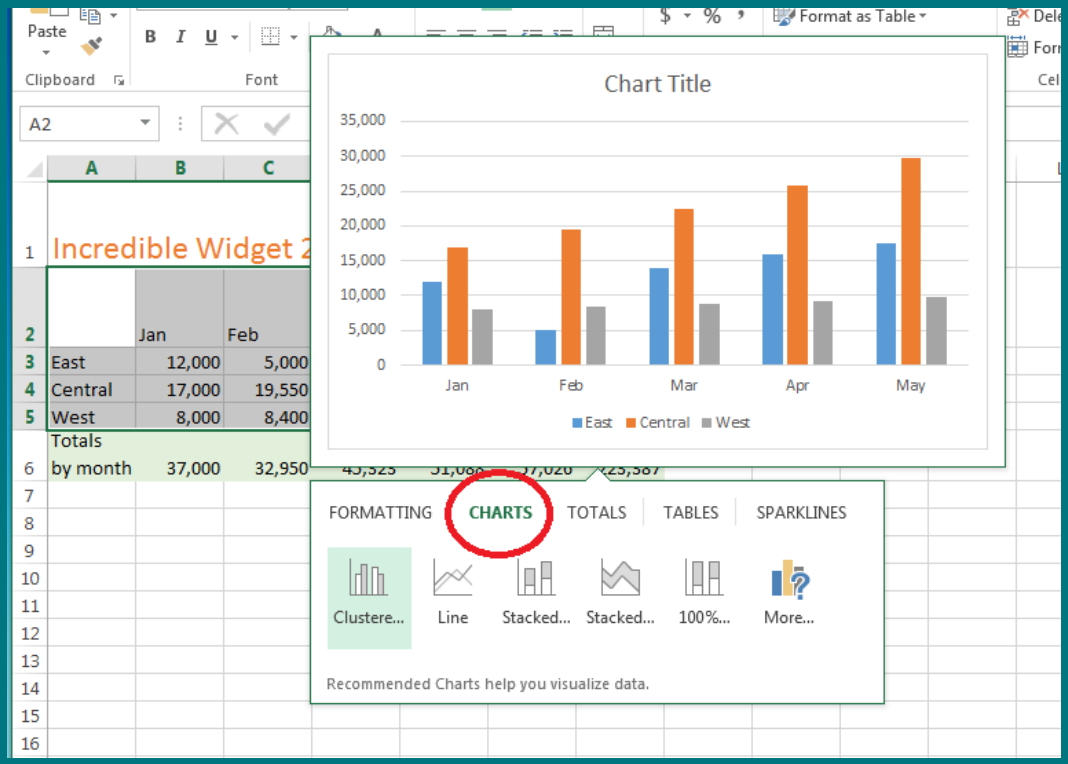


3) Create a Chart Method #1

Click on the Quick Analysis button, then click Charts to see amazing things!



Consider this a good starting point for learning about Charts



Use the 3 buttons to the right of the Chart to add, modify, or remove fields.

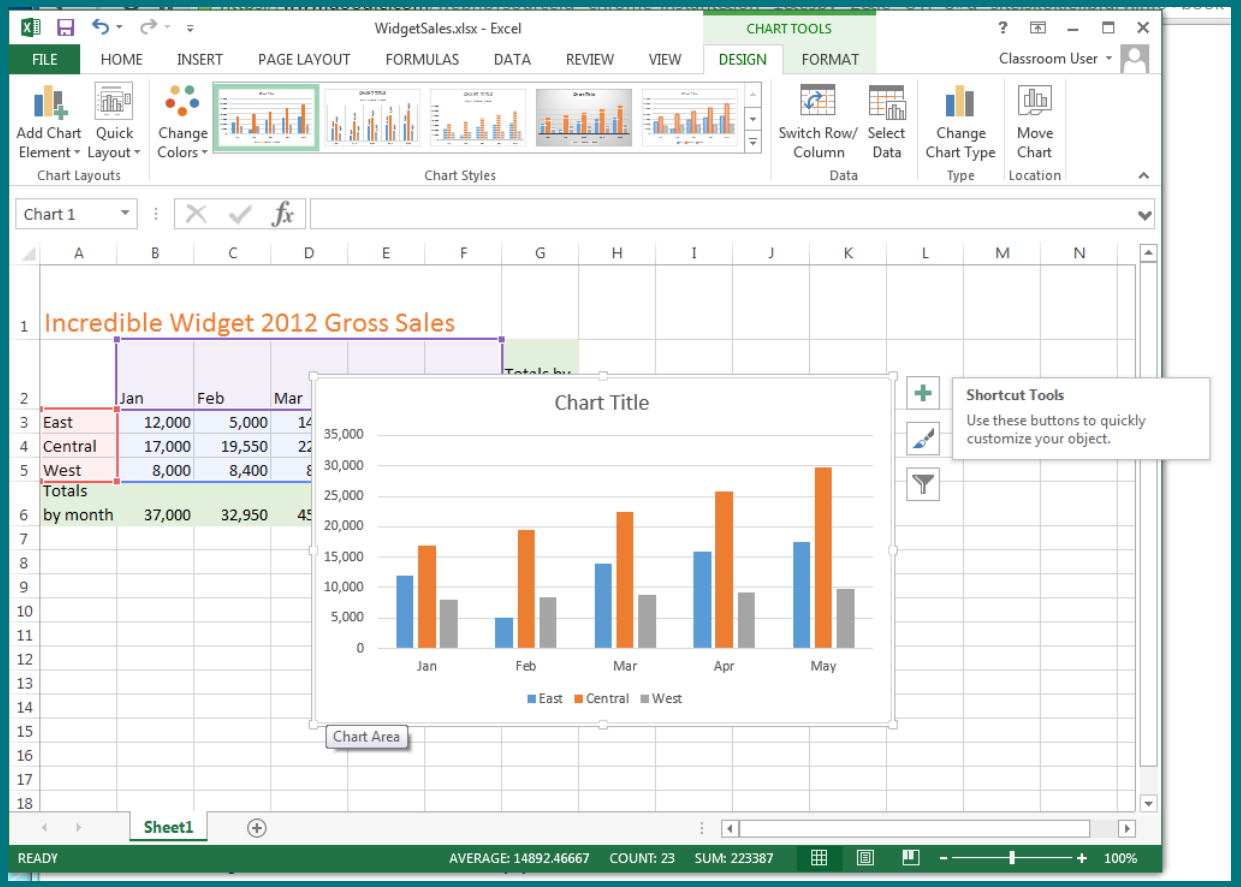
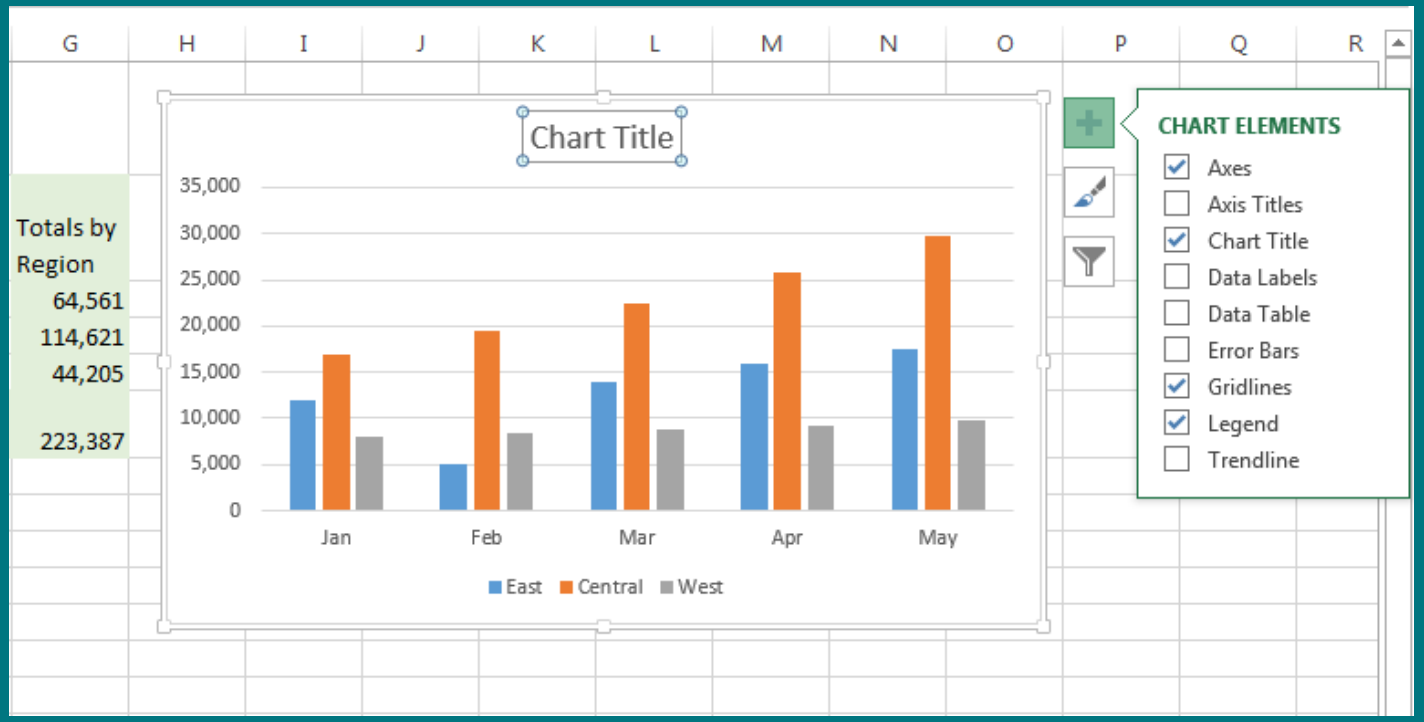
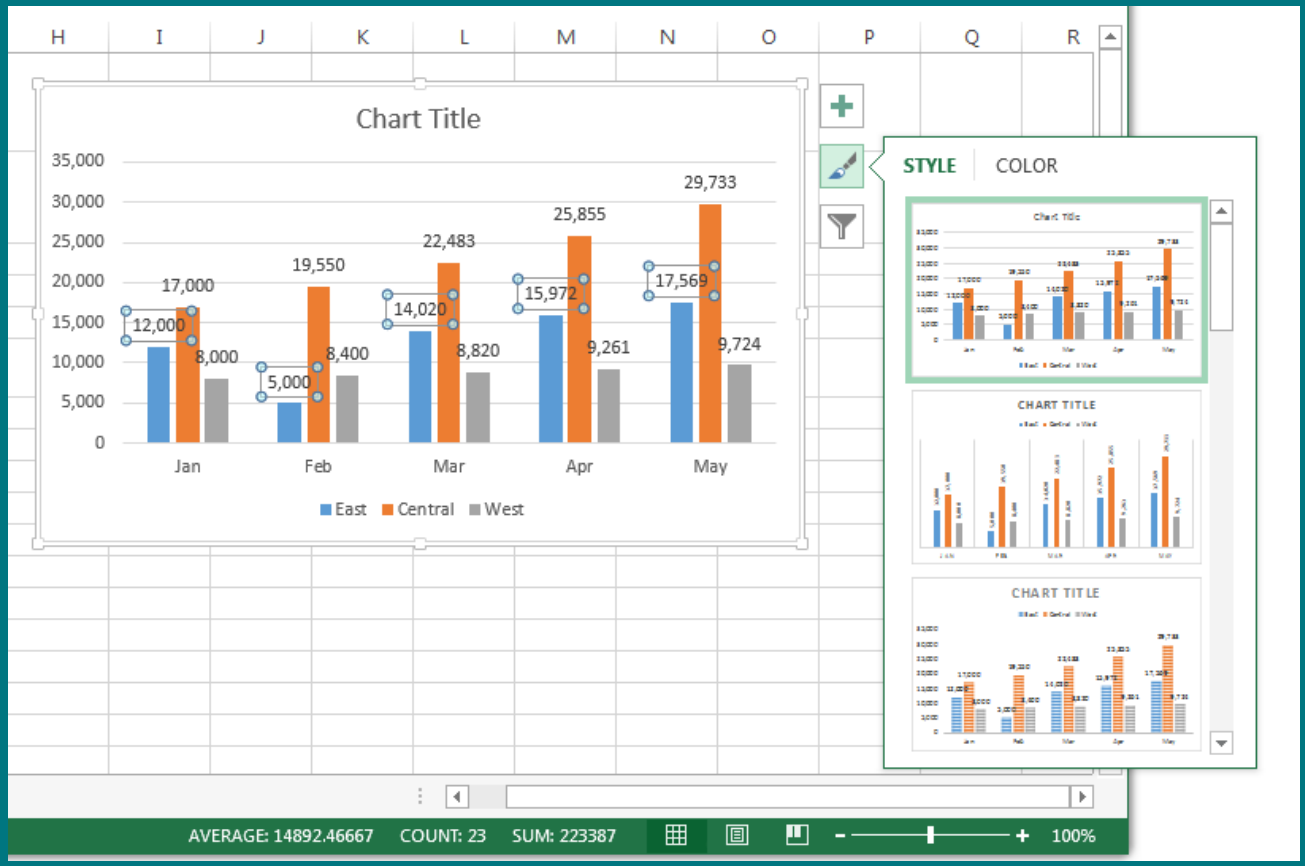


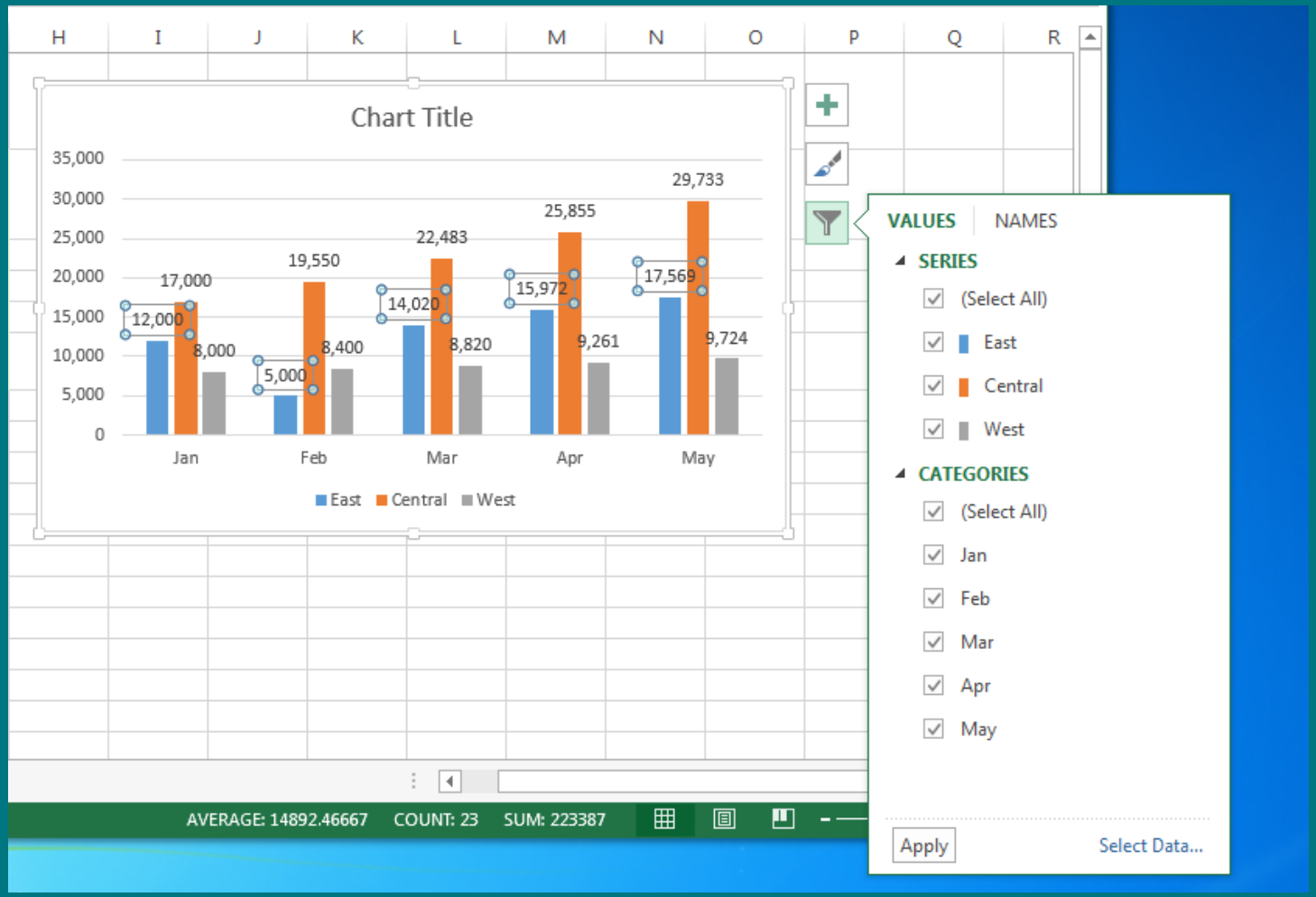
Chart Elements button



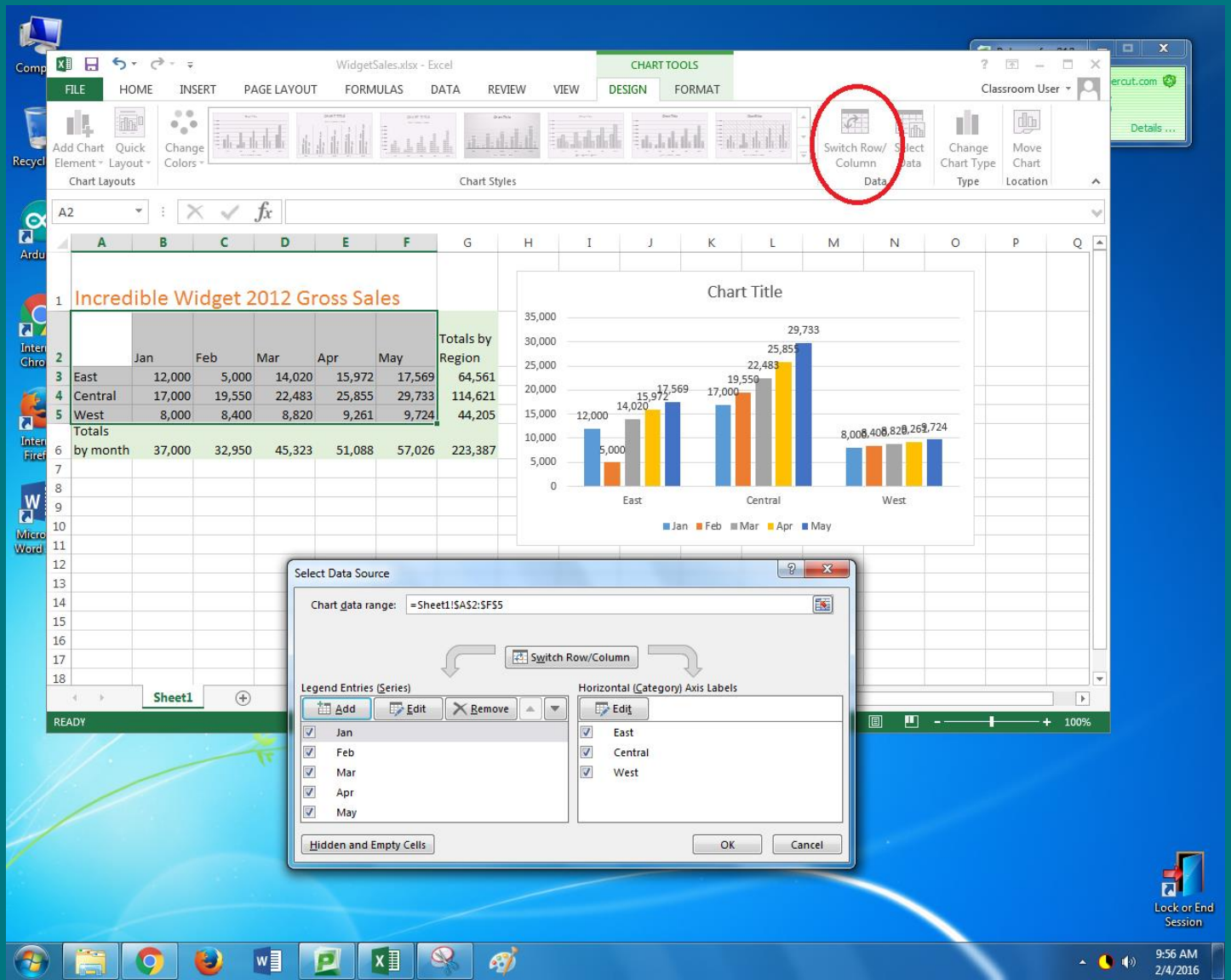
Style button



Filter Button

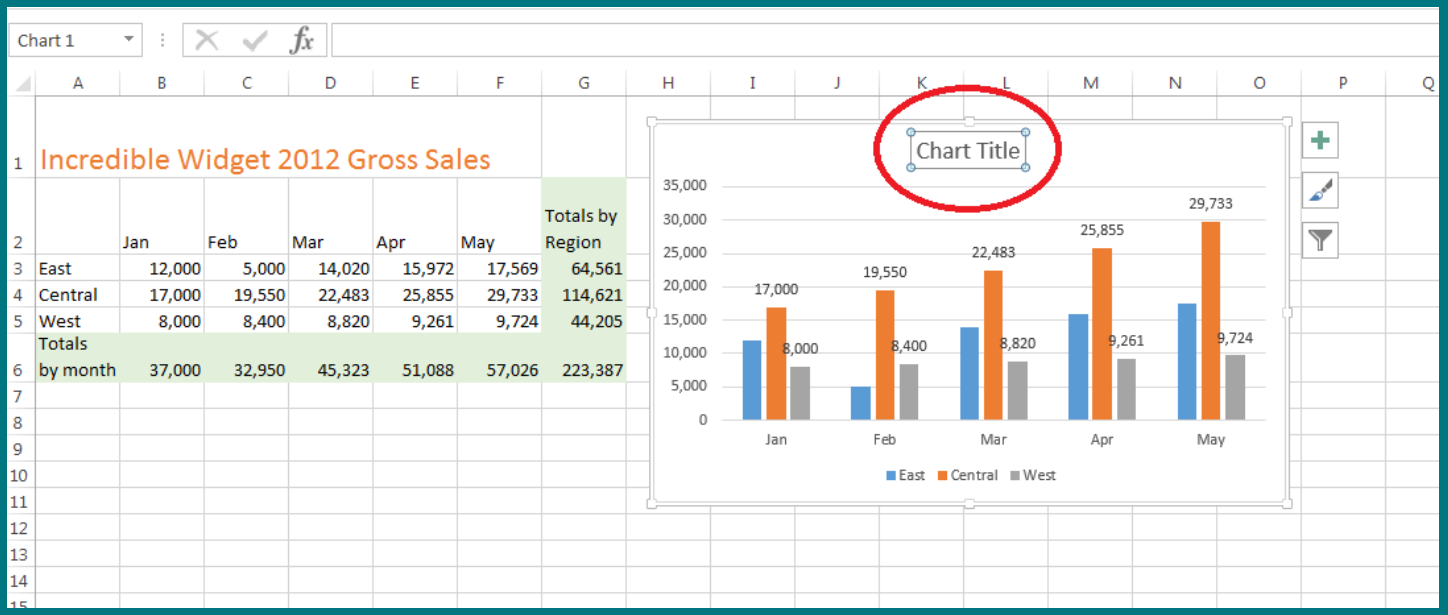


Switch Data Screen



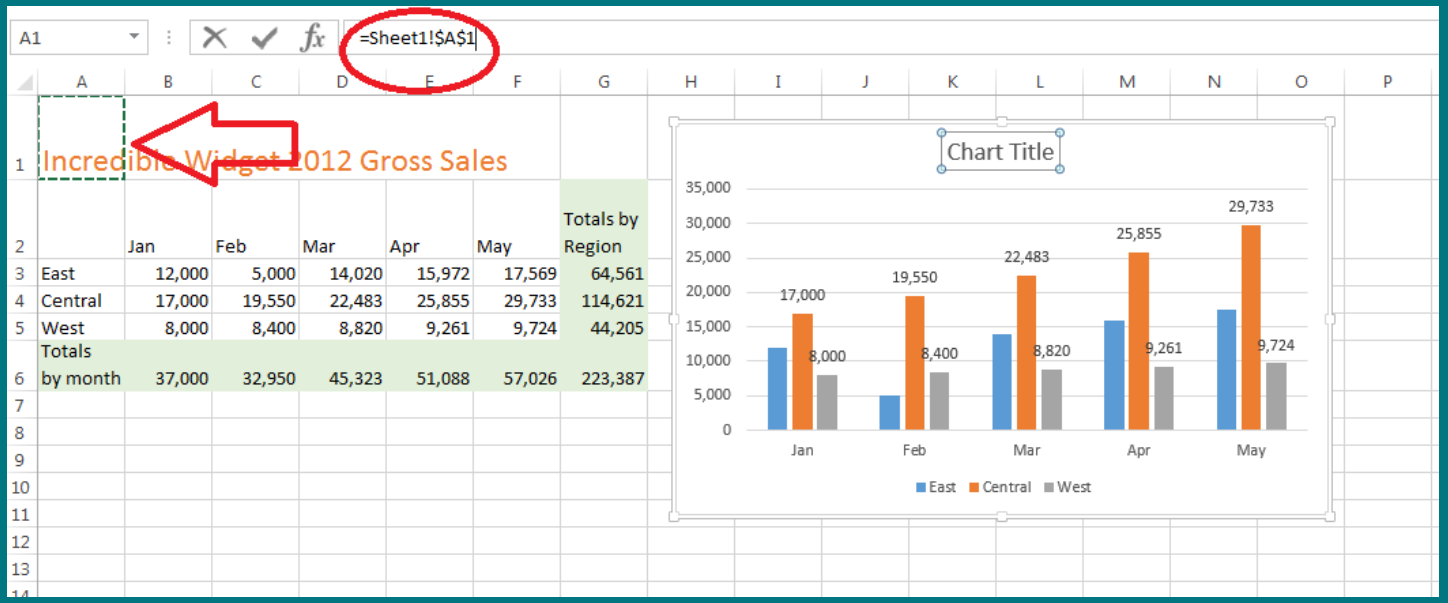
Update Title
Super Cool method

Click on Chart title



Change title #1

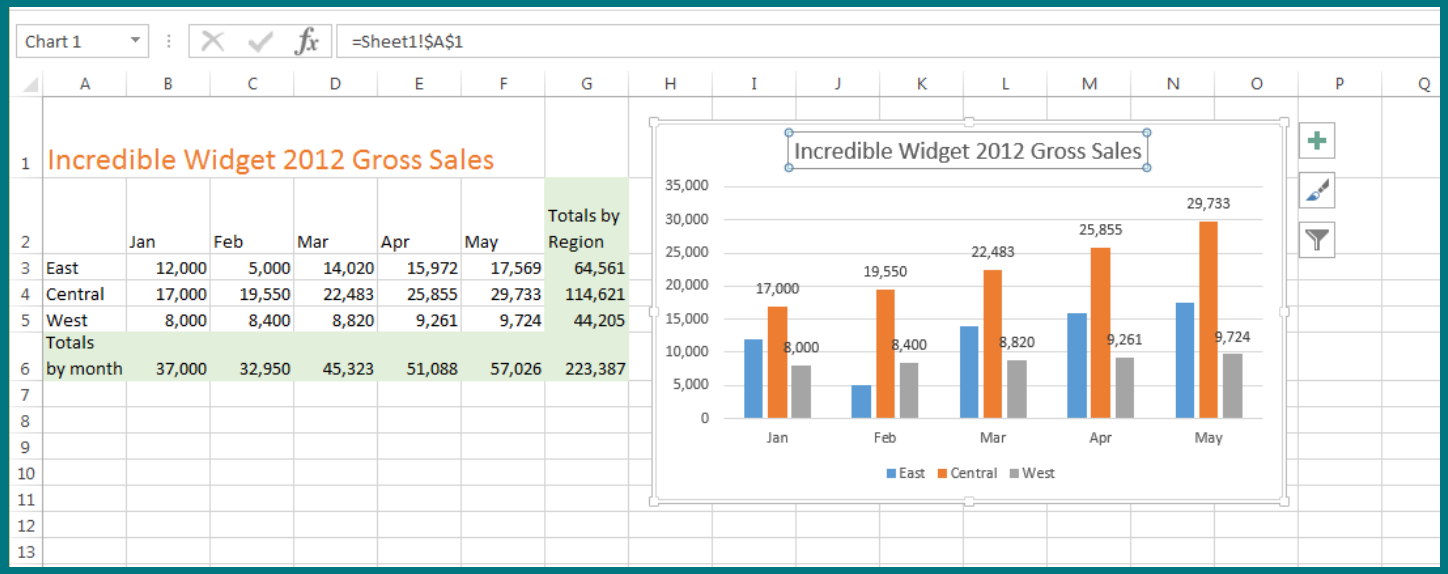
Put an equal sign in the function bar, and click on the field that holds the Title you want to use.



	Jan	Feb	Mar	Apr	May	Totals by Region
East	12,000	5,000	14,020	15,972	17,569	64,561
Central	17,000	19,550	22,483	25,855	29,733	114,621
West	8,000	8,400	8,820	9,261	9,724	44,205
Totals by month	37,000	32,950	45,323	51,088	57,026	223,387

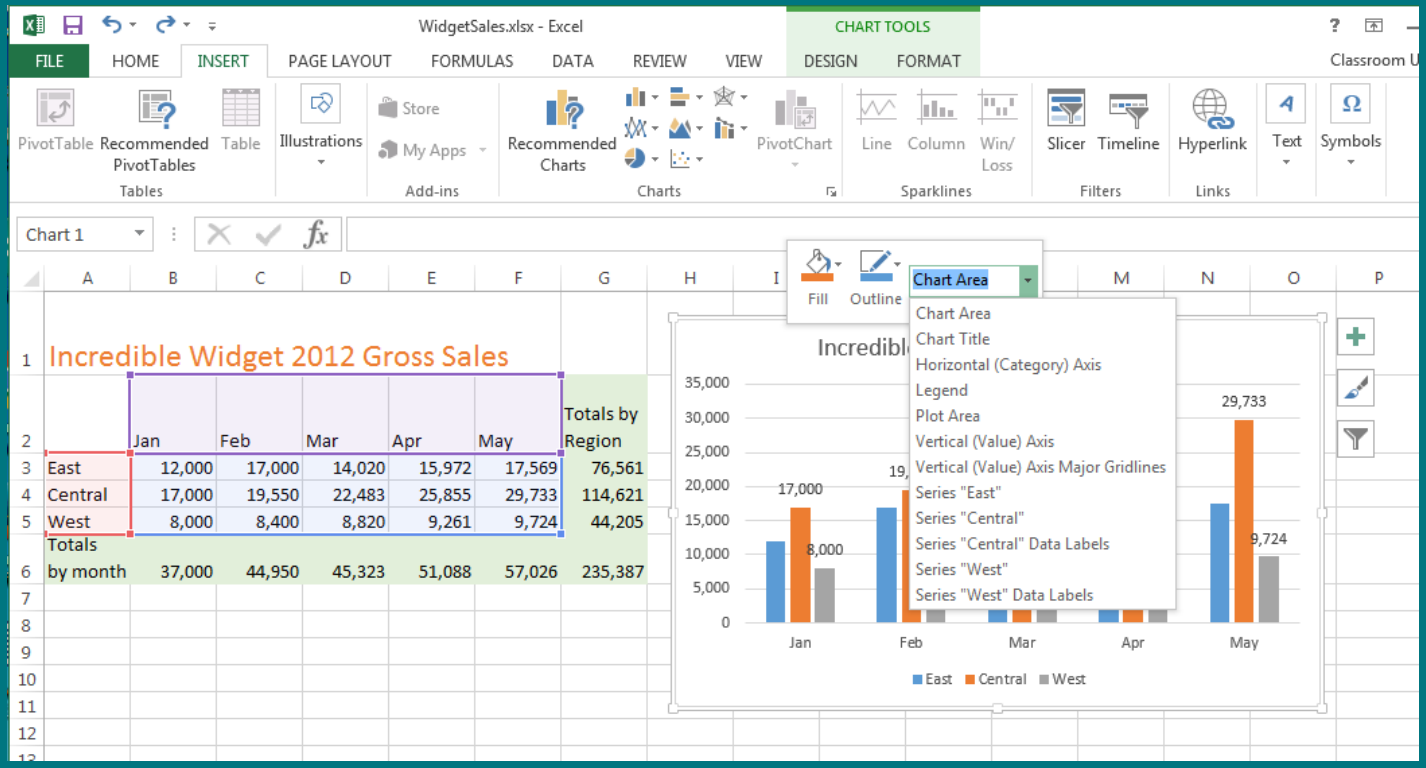
Change title #2

These fields are now linked.

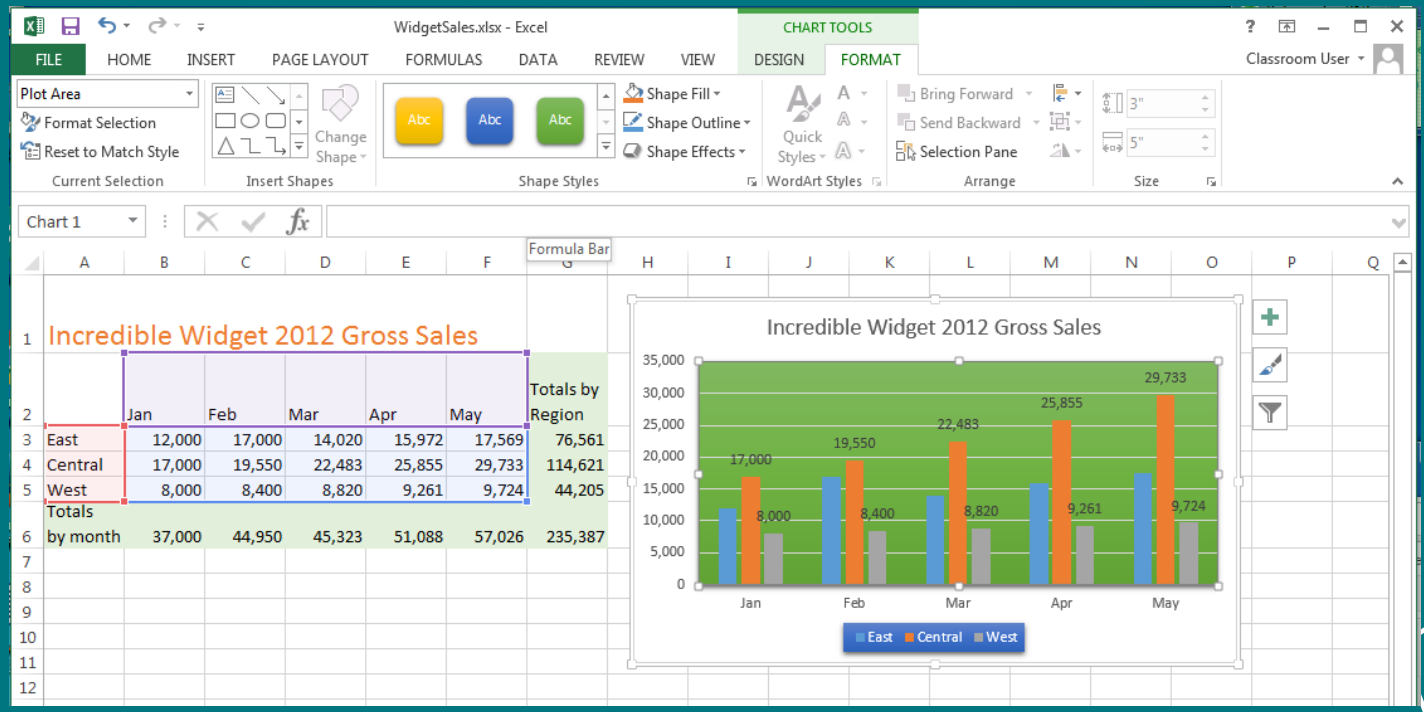


Change title #3

Click somewhere on the Chart, and click Format. Now modify colors, etc.



Format offers many choices to personalize your chart.



3) Create a Chart Method #2

1. Select Data
2. Press F11
3. This puts Chart in a new tab

3) Create a Chart Method #3

1. Select Data
2. Press <ALT + F1>
3. This puts Chart on the same sheet as the data.
4. Move sheet to desired place by dragging handle.

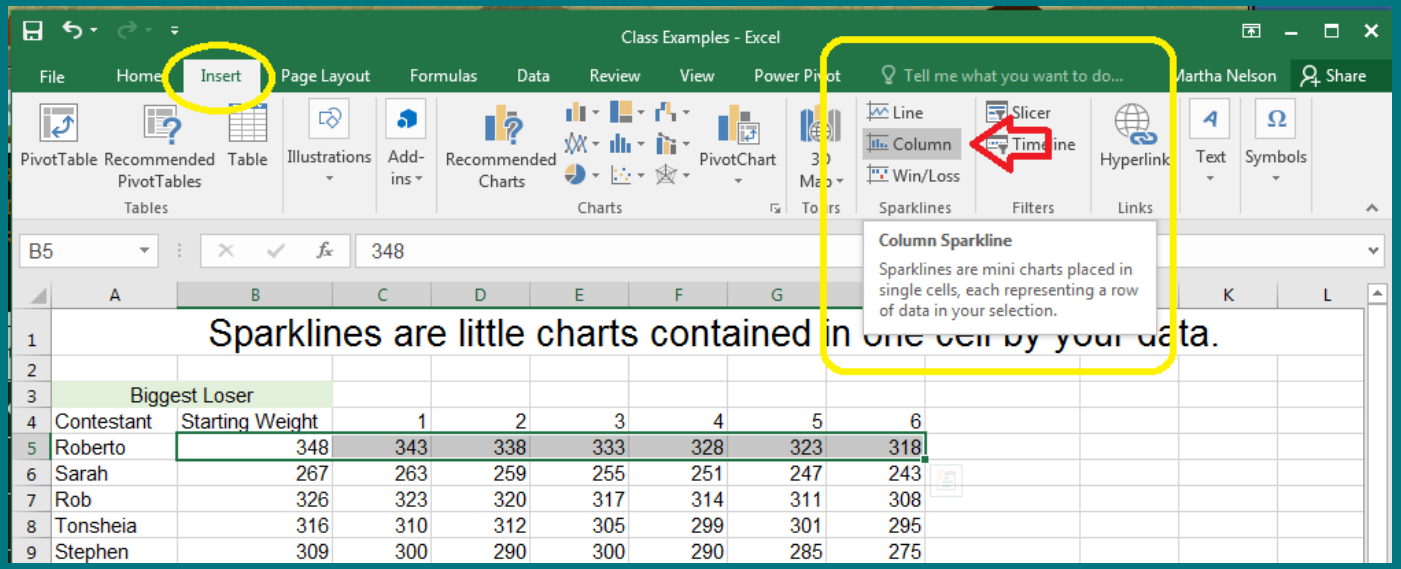
Sparklines

They are little one-cell charts that give information about the data in a row or column

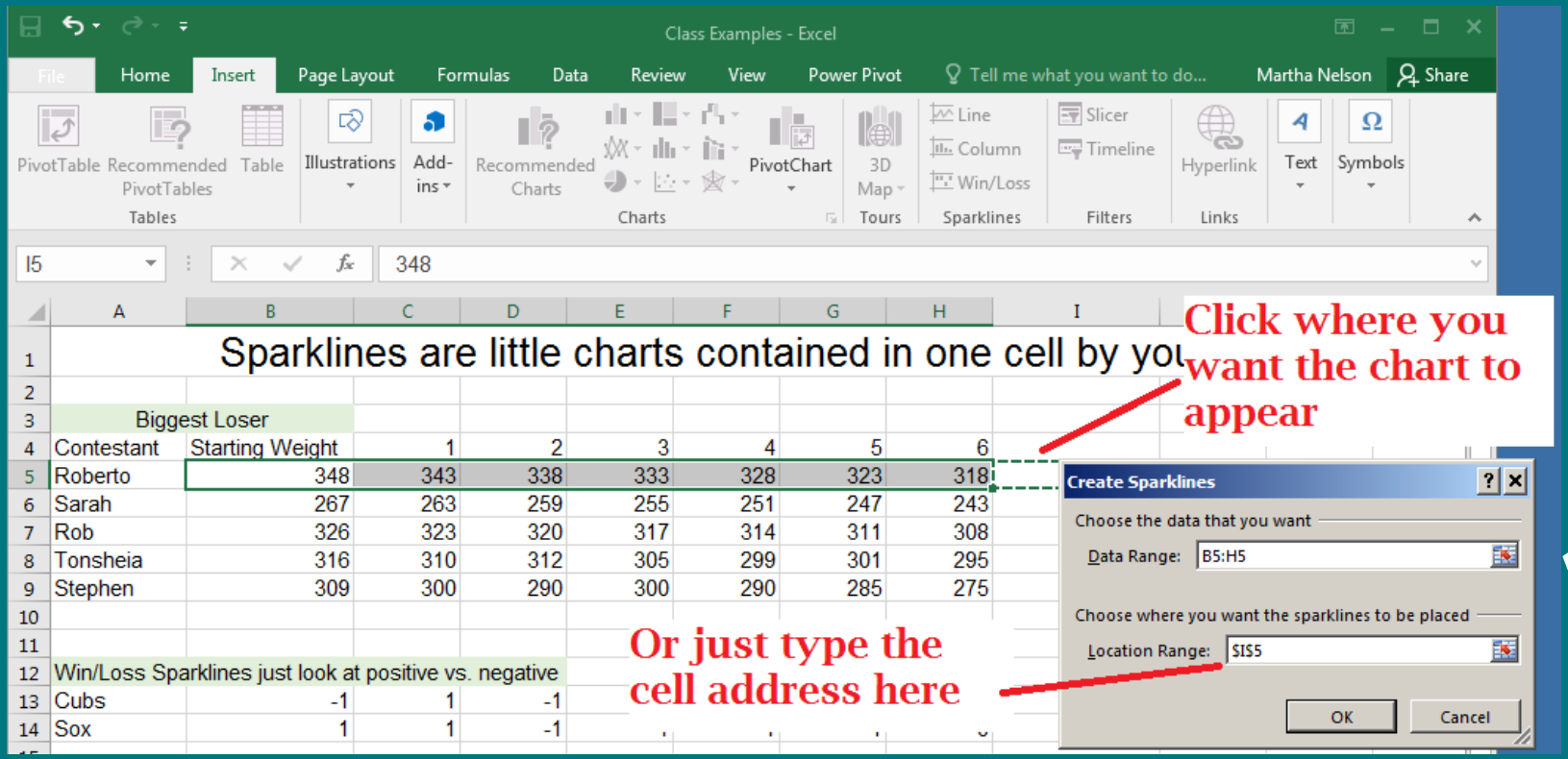
Sparklines

Select a group of cells, all touching in a row or a column.

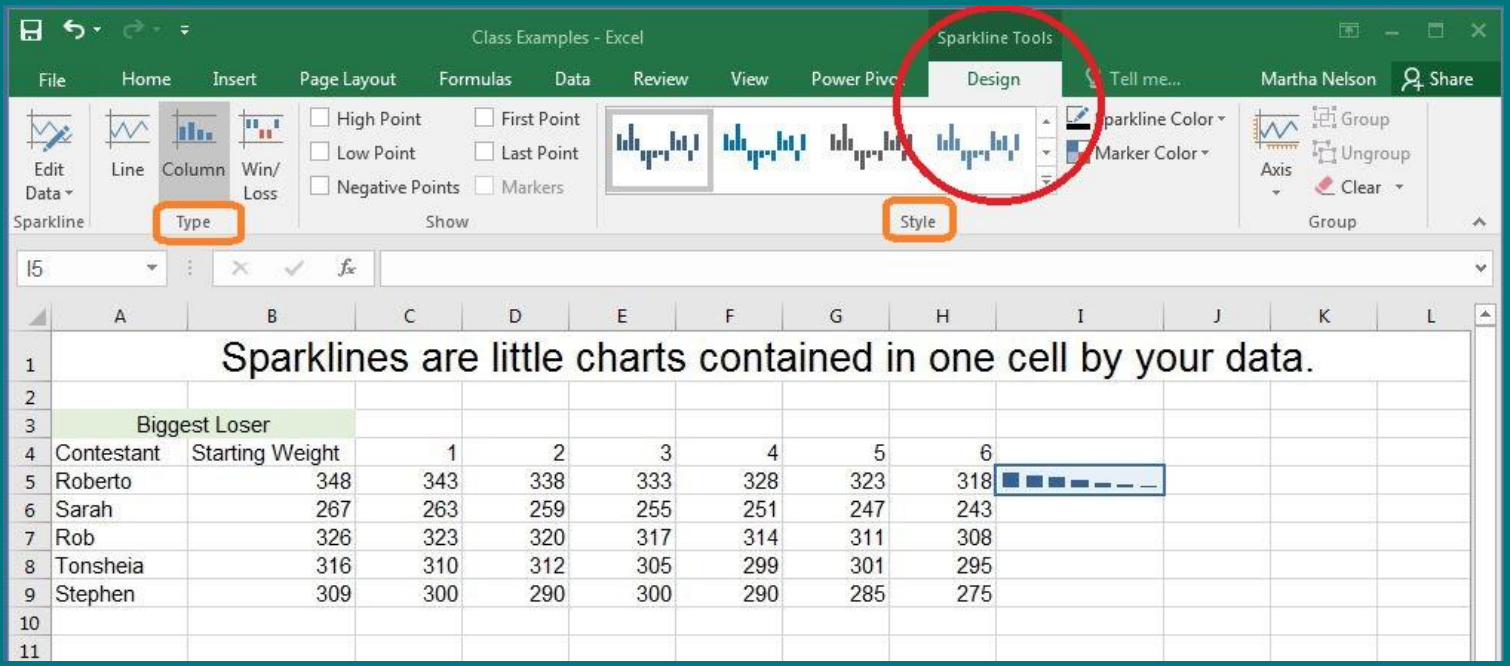
Insert > Sparklines > Column



In the dialog box, click on the cell that will hold the Sparkline, or type in the address in the Location Range.



Now you get the Sparkline Tools tab. Change type or Style for a different look.

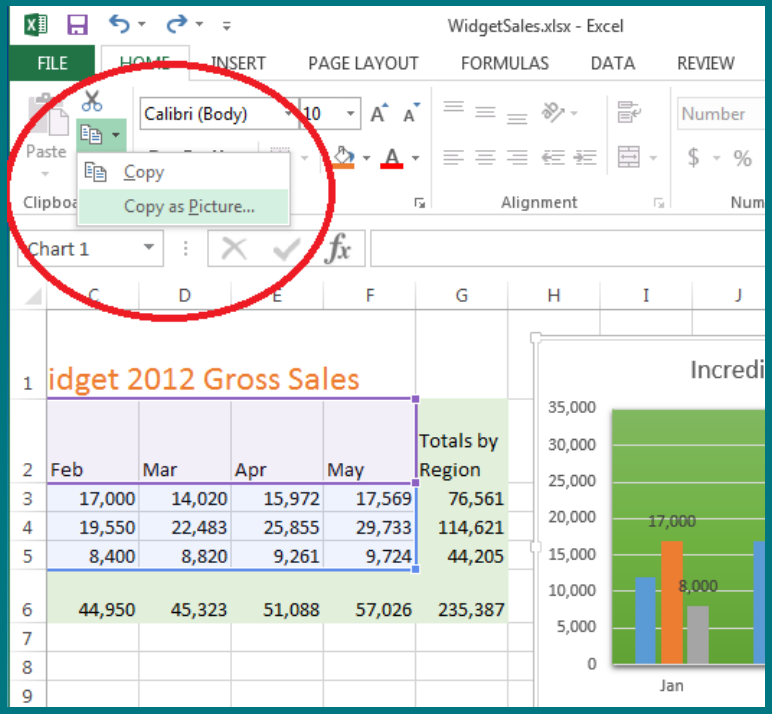


Put Charts in Word

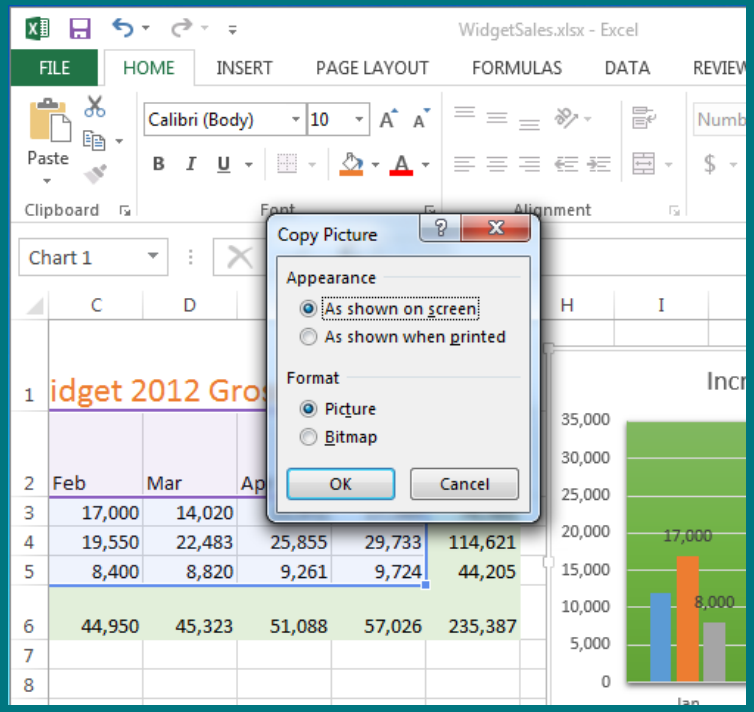
Two main choices:
Can keep the chart “live”, so any change to the data will update the chart.

Or, can keep a copy of the chart as a picture, unmodifiable.

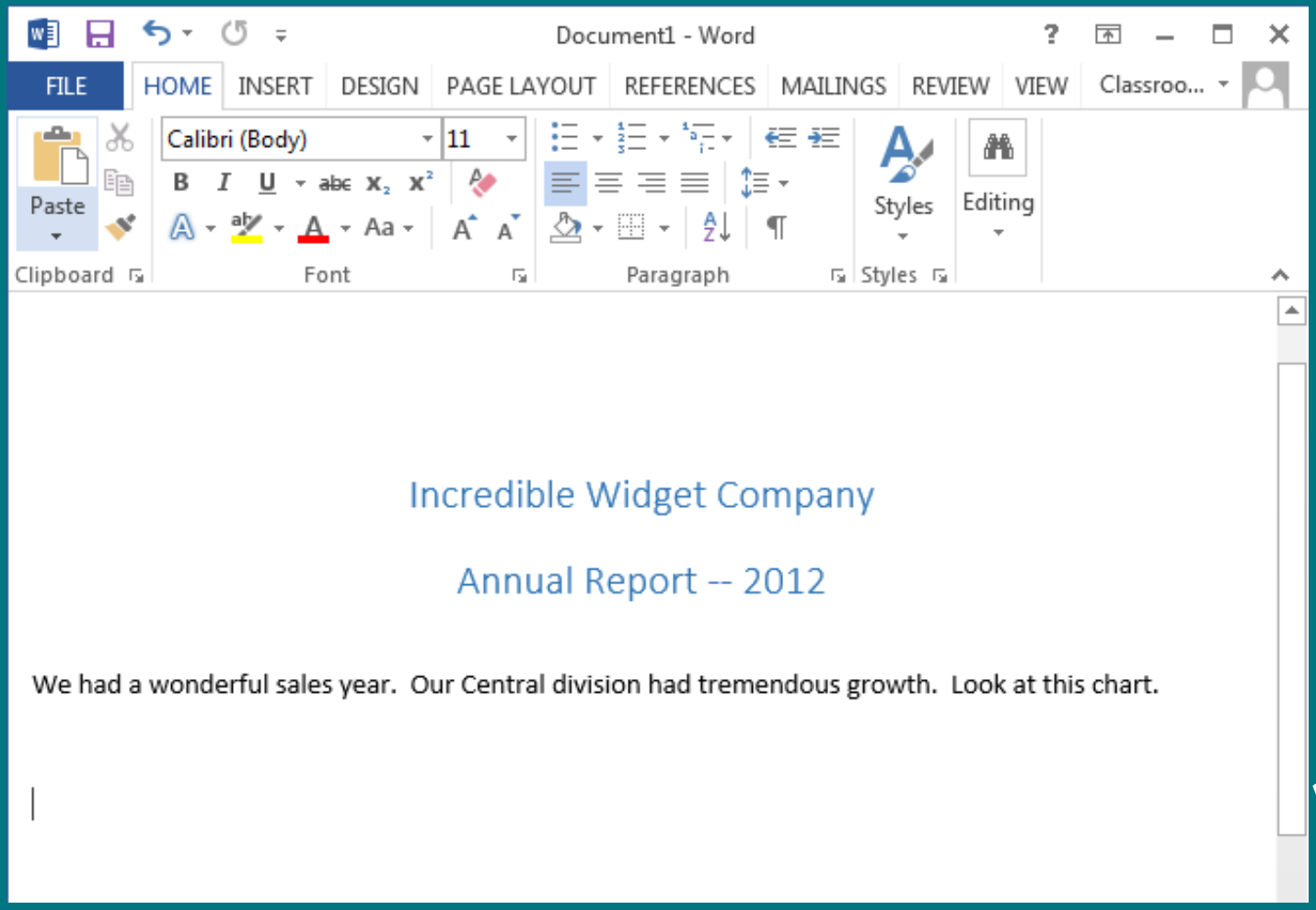
Select the chart you want to use.
Click on the Copy button, under the File tab.



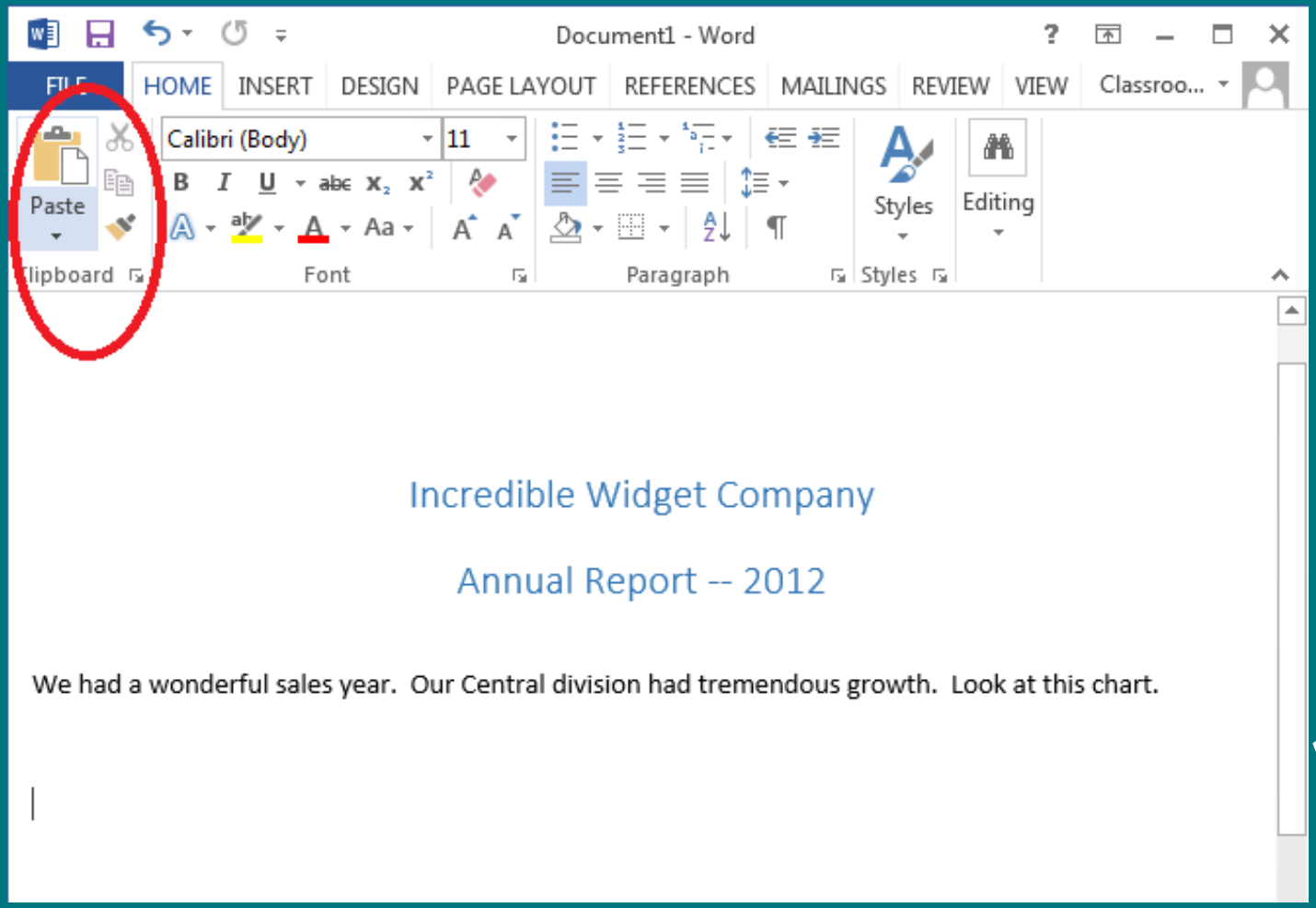
Click desired options



Make ready a Word Doc



In Word, click the little arrow under Paste.



Thank You

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