

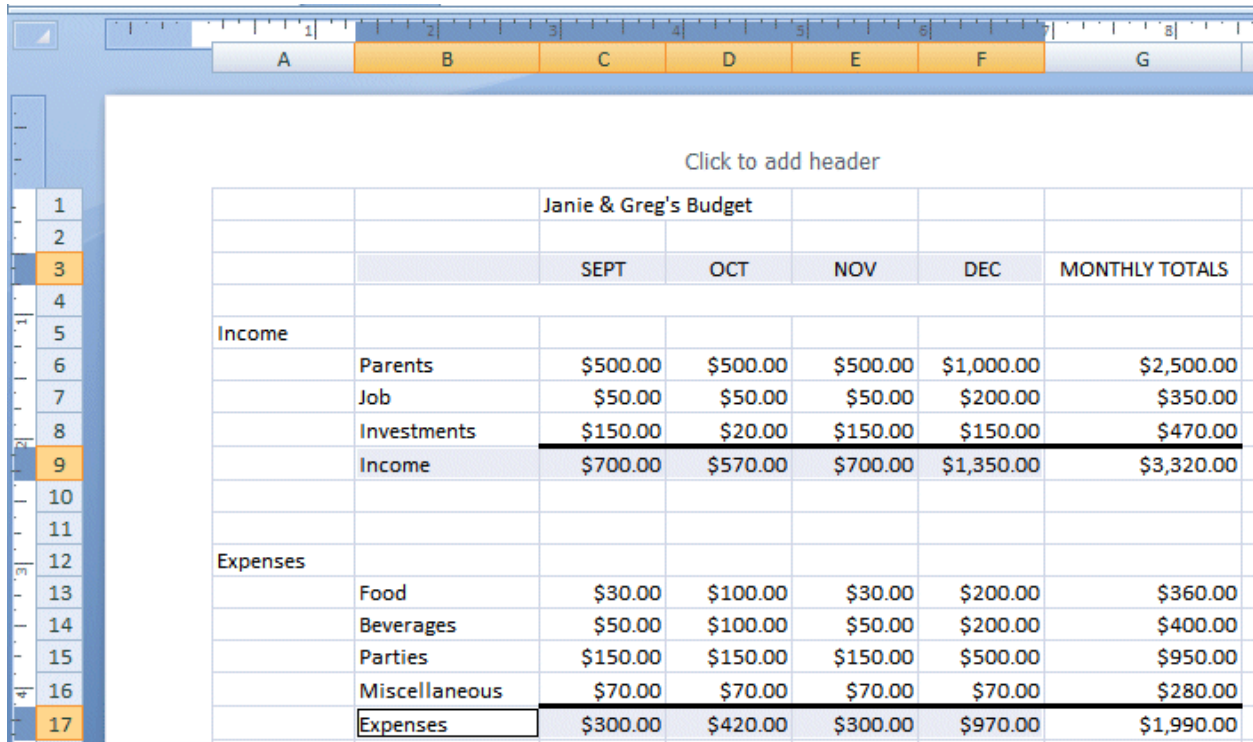
## MS EXCEL Chart and Graph Tutorial (Quick Start)

Download the example tutorial data from the class web site:

[http://www.wou.edu/las/physci/taylor/hydro/Excel\\_chart\\_tutorial\\_data.xlsx](http://www.wou.edu/las/physci/taylor/hydro/Excel_chart_tutorial_data.xlsx)

### VERY IMPORTANT..... But Tricky!

Something new.... **Hold down the left mouse button and highlight cells B3 to F3.** Next, **HOLD DOWN a Ctrl key at the bottom of the keyboard and, while you are holding Ctrl down, highlight cells B9 through F9.** You will now see two "ranges" highlighted. **Hold down the Ctrl again, and highlight cells B17 through F17.** These three ranges will make up your chart. The **x-axis** will be made up of cells **B3 through F3.** And, the two sets of bars – Series - will show Income and Expense. When you complete the above instructions, your screen should look like the image below.



Click to add header

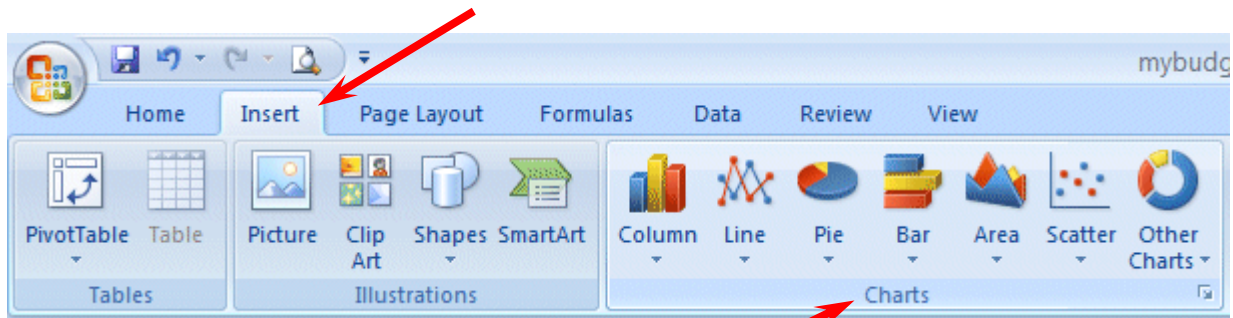
Janie & Greg's Budget						
		SEPT	OCT	NOV	DEC	MONTHLY TOTALS
<b>Income</b>						
	Parents	\$500.00	\$500.00	\$500.00	\$1,000.00	\$2,500.00
	Job	\$50.00	\$50.00	\$50.00	\$200.00	\$350.00
	Investments	\$150.00	\$20.00	\$150.00	\$150.00	\$470.00
	<b>Income</b>	<b>\$700.00</b>	<b>\$570.00</b>	<b>\$700.00</b>	<b>\$1,350.00</b>	<b>\$3,320.00</b>
<b>Expenses</b>						
	Food	\$30.00	\$100.00	\$30.00	\$200.00	\$360.00
	Beverages	\$50.00	\$100.00	\$50.00	\$200.00	\$400.00
	Parties	\$150.00	\$150.00	\$150.00	\$500.00	\$950.00
	Miscellaneous	\$70.00	\$70.00	\$70.00	\$70.00	\$280.00
	<b>Expenses</b>	<b>\$300.00</b>	<b>\$420.00</b>	<b>\$300.00</b>	<b>\$970.00</b>	<b>\$1,990.00</b>

If your spreadsheet **does not look exactly like the one above**, please **try again**. This is a bit tricky and it often takes (even experienced spreadsheet users) a couple of “tries” to get the highlighting just right.

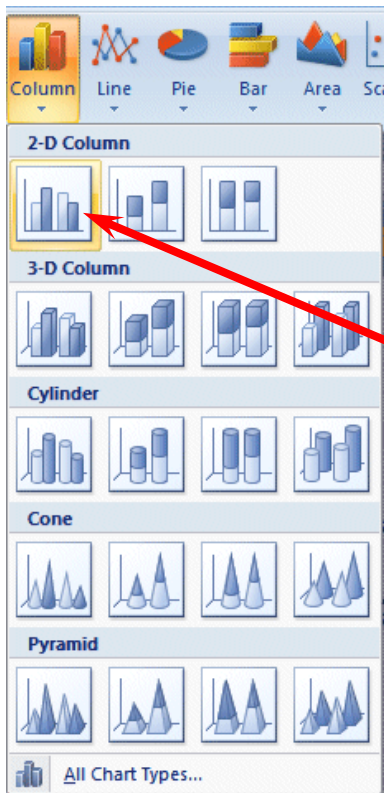
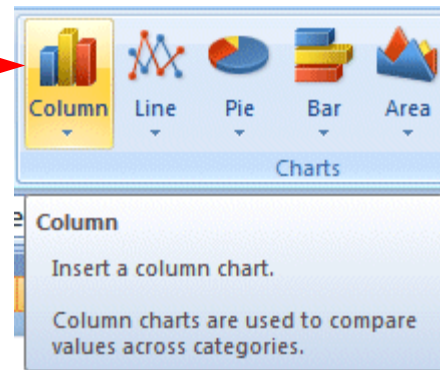
What we are about to do is **entirely new in Excel 2007**. So, if you have used previous versions

of Excel – hang on – this is awesome!

Click the **Insert Tab** at the **top** of the Excel screen. When you do you'll see that one of the **Groups** in the **Insert Tab/Ribbon** is **Charts**.



For our first chart, we'll use a **Column Chart**. Move your cursor over Column and an image like the one on the right will appear.



Click the **Column button** and you'll see an image like the one on the left. As you can see there all kinds of Column Charts. We'll begin with a simple two dimension **2-D Column** chart. You'll be able to change this later, if you desire – to another Column Chart of one of the other selections.

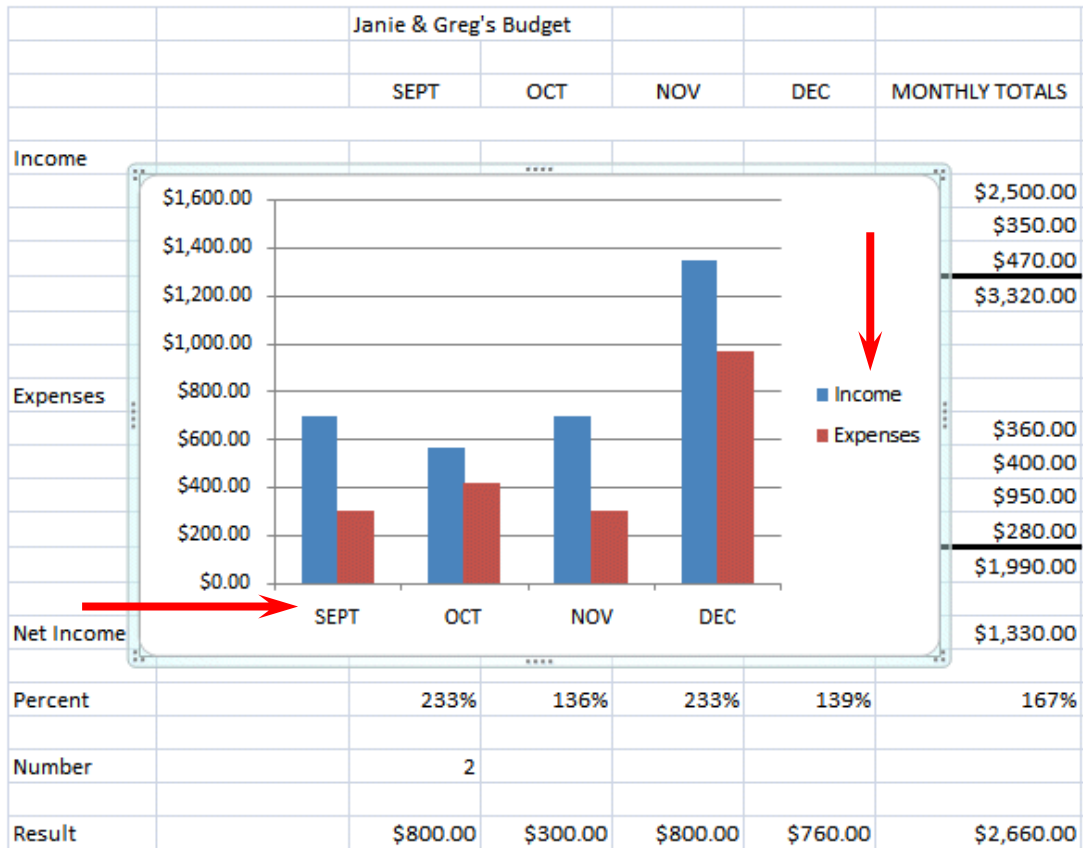
Click on the **2-D Column** chart indicated by the **arrow** on the left.

As soon as you click, because you highlighted your data, an **image** similar to the one **below** will appear.

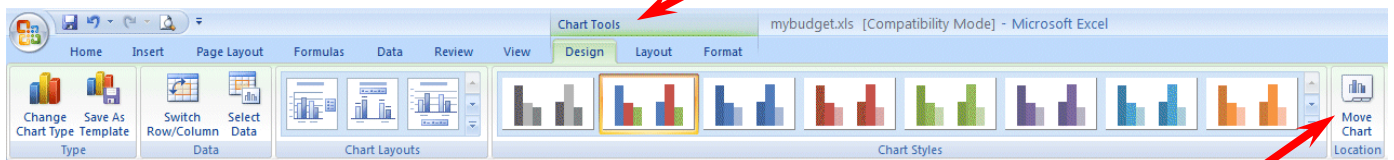
**Don't worry that the Chart is covering your data** – we'll take care of that in a minute.

Notice that when we **highlighted** cells **B3 to F3** this **created the X-Axis labels** (SEPT, etc.). When we **highlighted** cells **B9 to F9** and **B17 to F17** this created the two **Income** and **Expense**

bars for each month. And, when you typed **Income** into **B9** and **Expenses** into **F9** this created a **Legend** on the right side of your chart.

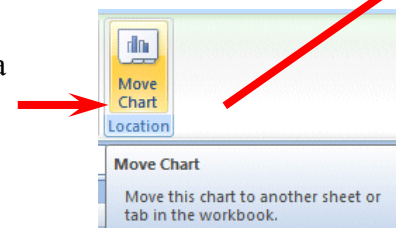


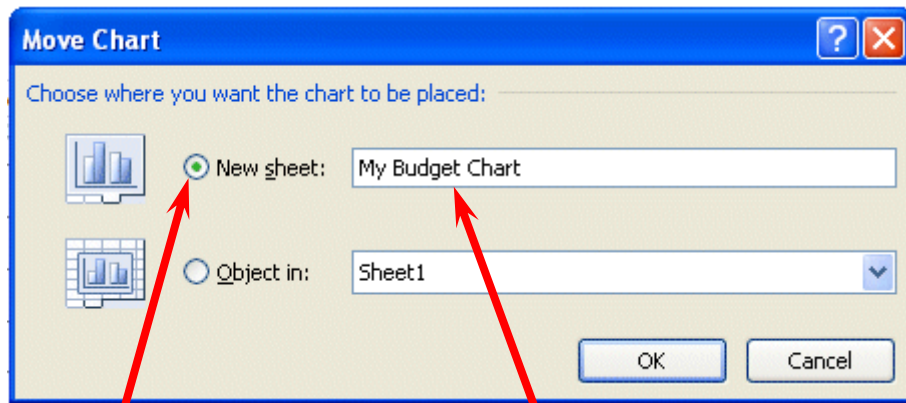
Now, let's **move our chart to a page of its own** – so it will be easier to work with and not cover our data. **Click anywhere on your chart** and you will **notice** that a new **Tab** appears at the top of your **Excel** screen – **Chart Tools**. **Click the Chart tools Tab** and the **Chart Tools Tab/Ribbon** will appear like the image below.



Notice, on the right end of the **Chart Tools Tab/Ribbon** is a **Move Chart Location** button. **Click the Move Chart Location** button.

When you click the **Move Chart Location** button a **Move Chart** menu screen will appear (like the image below).



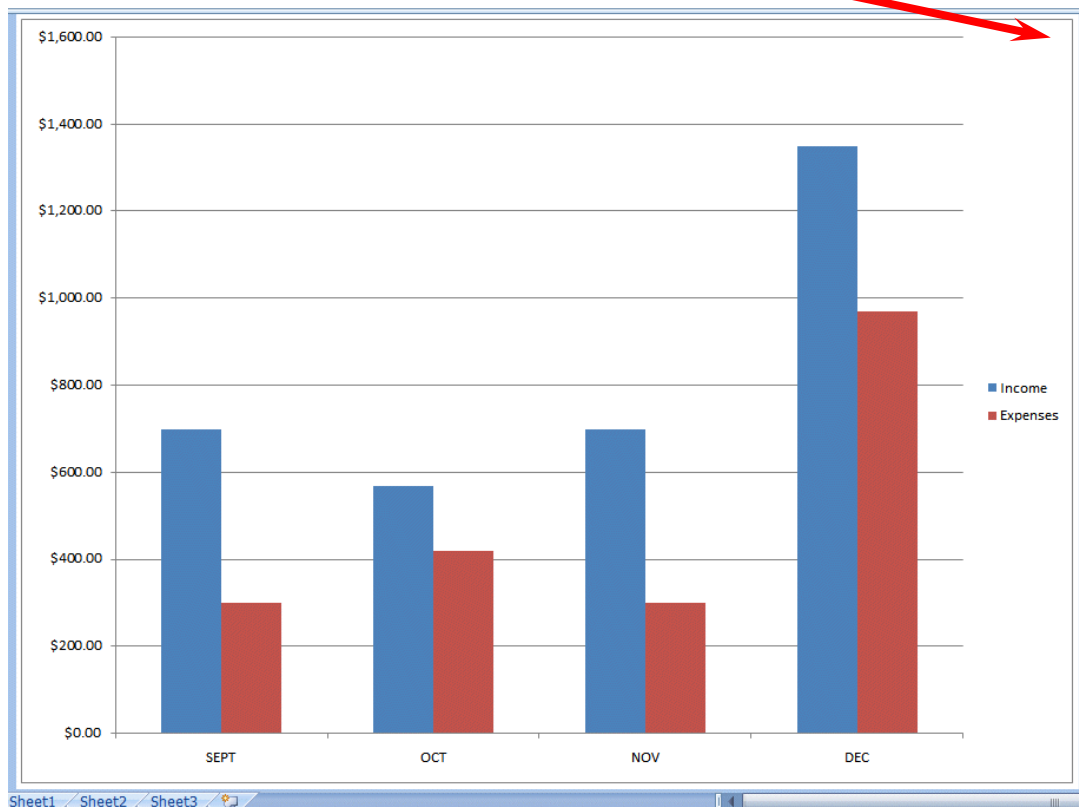


Click on the **small circle** to the **left of New Sheet** and **change Chart 1 to My Budget Chart** – as indicated above. Then **click the OK** button.

Look at the **bottom left** of your **Excel screen**. You will see a **new Tab – My Budget Chart!** Your data is on Sheet 1. We'll rename it when we have finished working with our chart.

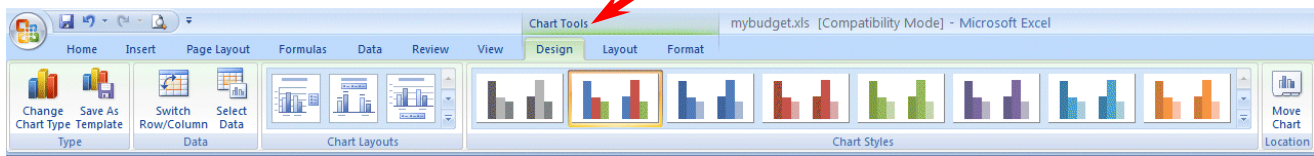


You should be on your **My Budget Chart Tab**. If not, click this tab. Your chart should now fill the Excel screen. **Click in one of the outside corners of your chart.**



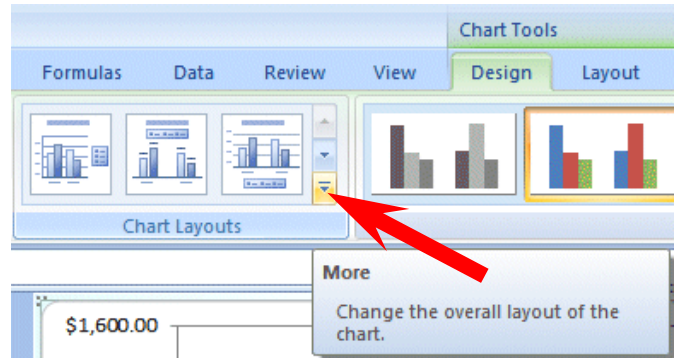
**Chart Tools**

Make sure that you can still see the **Chart Tools Tab/Ribbon**. If not, click the Chart Tools Tab.



**Notice** that there is a **Chart Layouts Group** in the Chart Tools Ribbon. There are many different Layouts you can choose to enhance your chart.

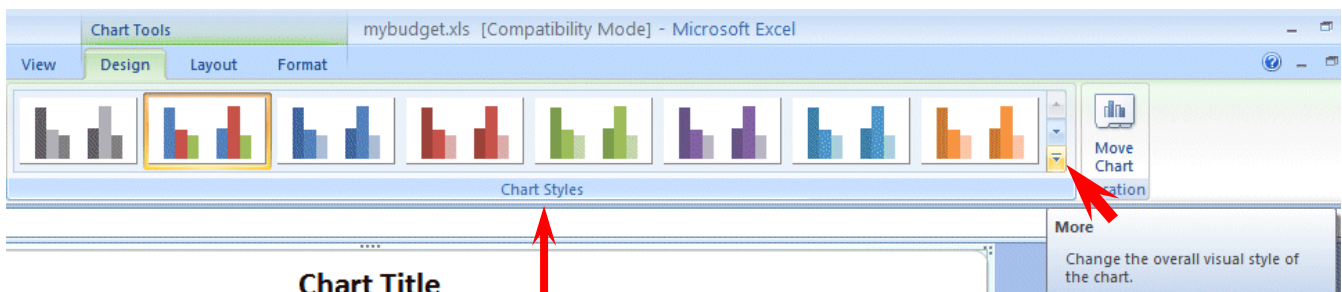
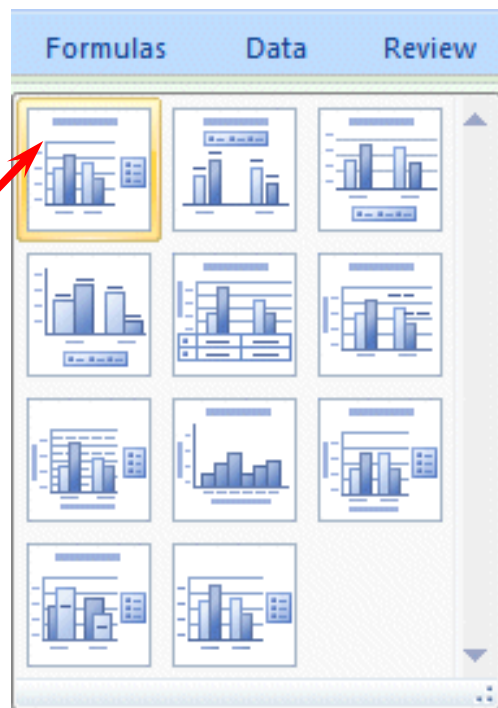
**Click the More down arrow** in the **lower right corner** of the **Chart Layouts Group**.



When you click the More arrow an **image** similar to the one on the **right** will appear. **We'll choose the Layout in the upper left corner**. We'll click on **this choice**

As you become more experienced with Charts, you choose the Layout that will best display your data.

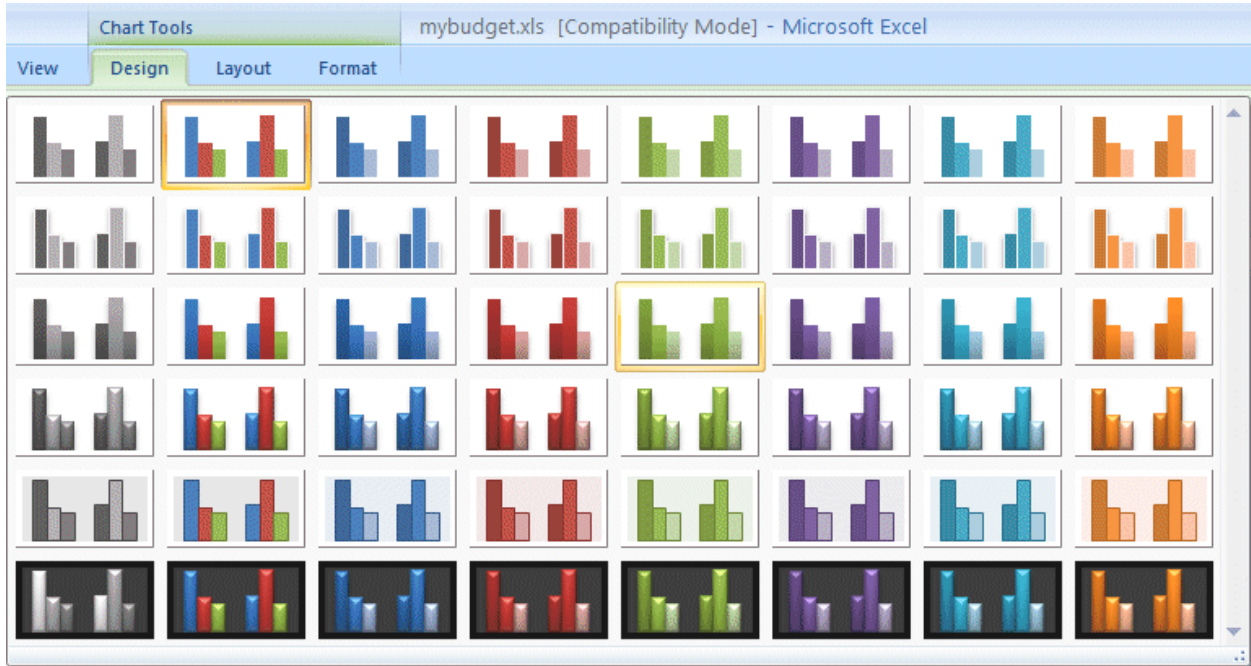
You can also enhance the colors of your chart bars and backgrounds in a similar manner. **To the right of the Chart Layouts Group** is the **Chart Styles Group**. To see these styles, click the **More down arrow** on the **lower right of the Chart Styles Group**.



**Chart Styles**

**Chart Title**

A **Chart Styles menu screen** (similar to the one **below**) will **appear**. You can **click** the various choices as you desire. Each time you click, you're My Budget Chart will change to the Style you chose.



If you don't like the Chart Styles, you can use the **Undo Arrow** (in the **Quick Access Toolbar**) to remove them.

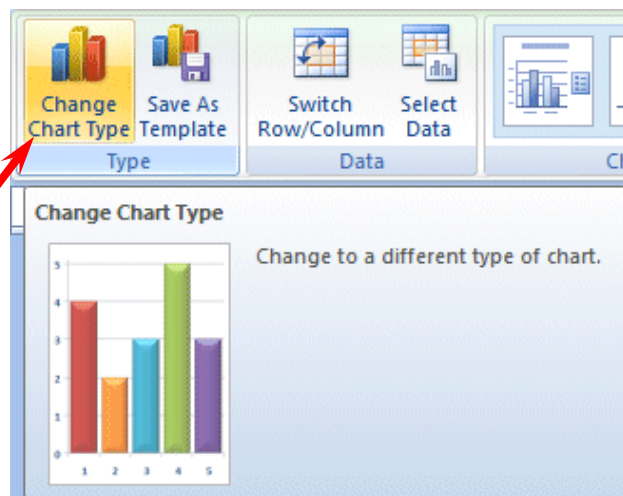


**A note** – as you choose different Chart Types, you will see the Chart Styles menu (above) change to that new Chart Type.

**We'll show you another way to enhance the colors of your bars in a moment.**

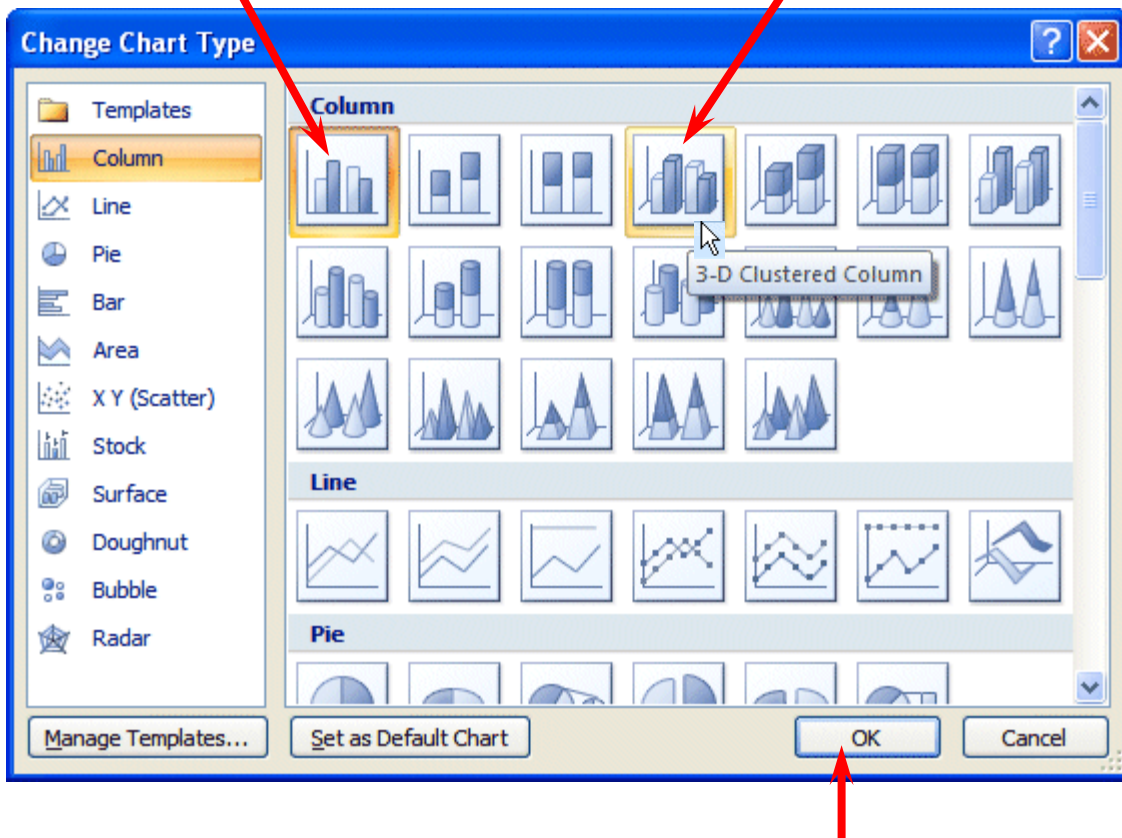
If you would like to **change your Chart Type** – look in the **upper left corner** of the **Chart Tools Ribbon**. You'll see a **Change Chart Type** button.

**Click the Change Chart Type button.**

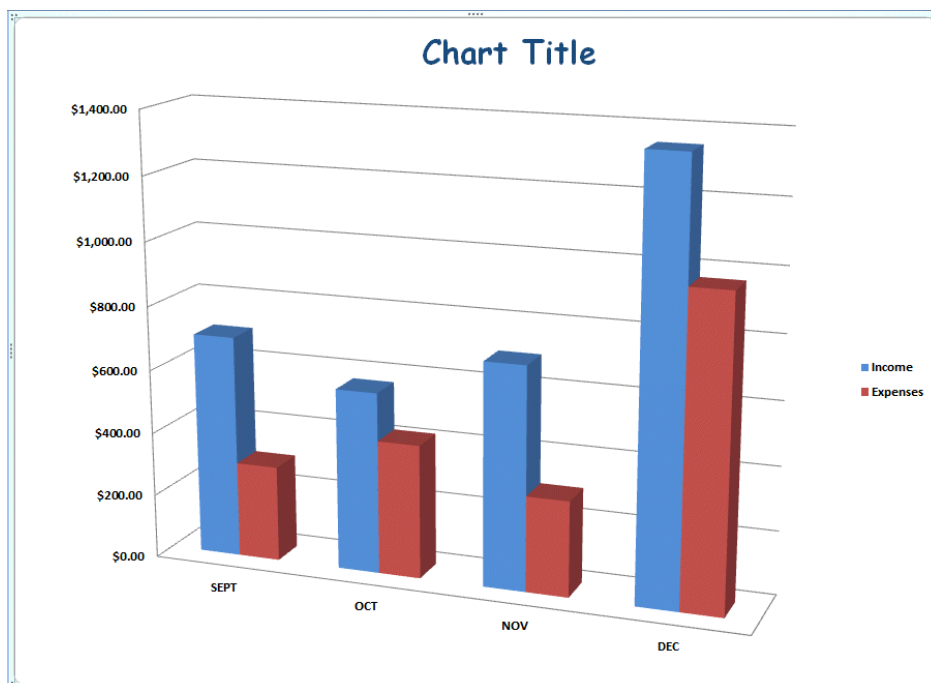


A Change Chart Type menu

screen (below) will appear. Currently it is “on” our 2-D Column Chart. We’ll change it to a 3-D Clustered Column chart next.



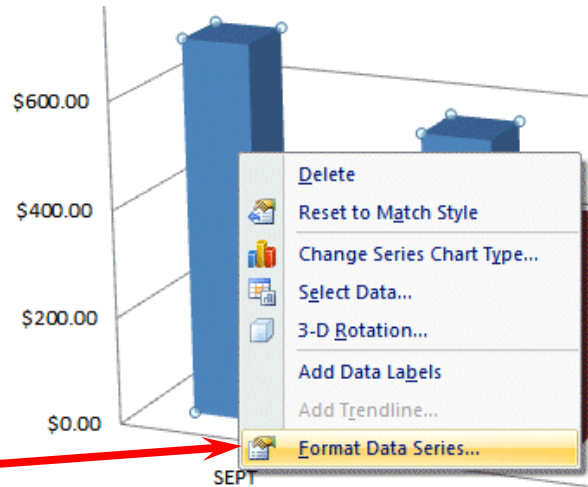
We’ll click the 3-D Clustered Column choice and then click the OK button. As soon as we click the OK button our entire chart changes to a 3-D Chart.



## Another way to change chart colors

On Pages 44 & 45 you saw how you could change the colors of the bars in your chart (**Chart Styles**). Here is the second way to change colors that we promised.

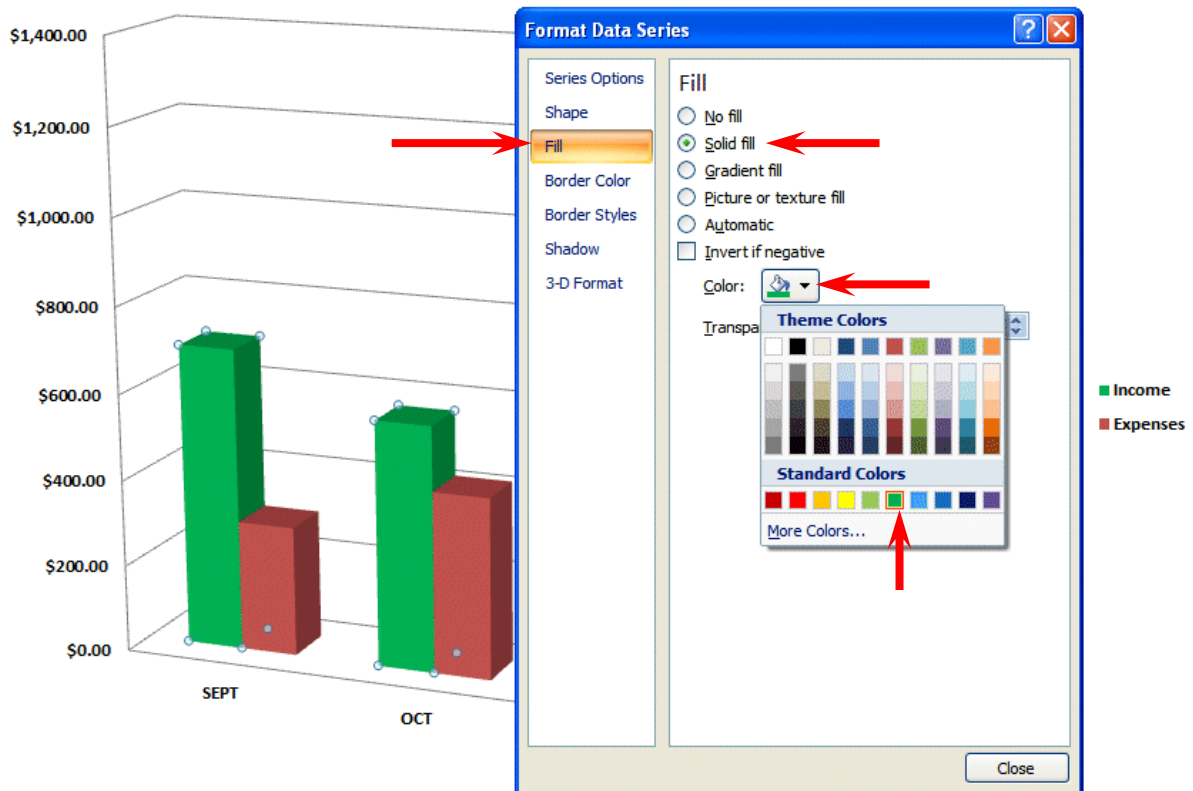
Move your cursor over **one of the bars** in your chart and click the **RIGHT** mouse button. When the **pop-up menu** appears, click the **Format Data Series...** selection.



A **Format Data Series** menu screen (like the one below) will appear “over” your chart. In our original chart the Income bars were blue. We think green would be a better color for our Income bars. So, we **clicked the Fill choice** on the left. When the Fill menu appeared on the right, we **clicked the small circle to the left of Solid fill** and then **clicked the down arrow on the right side of the Color button**. Then we **clicked the green color choice** (if you would like to see a lot more colors you can click More Colors...). **As soon as we clicked our Income bars** changed to **green**.

**Notice the other choices** in the **Fill menu** area. Experiment with the other choices as you desire. You can really get some neat effects with **Gradient** and **Picture or texture fill**.

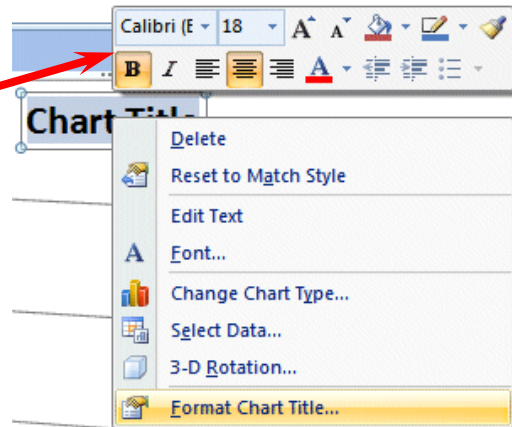
When you are **finished**, click the **Close** button.



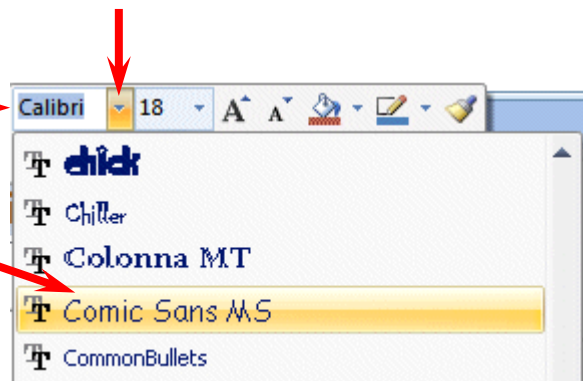
## Changing Text

To **change text** in Excel 2007 you need to **click** on the **text**, the **Legend**, or the **axis** on which the text is located.

We **RIGHT** clicked on our **Chart Title** and two menus appeared. The **upper menu** is another new, great feature in Excel 2007. It's called the **Mini Toolbar**. The lower menu is the standard menu that appeared previously.

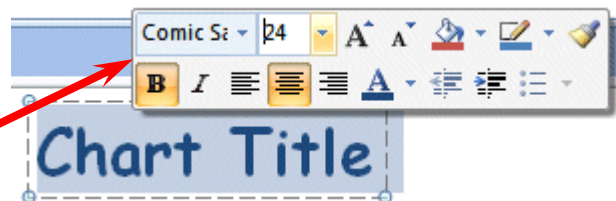


We **clicked** the **down arrow** to the **right** of **Calibri** and a **drop down** menu of font choices **appeared**. We moved down the list and clicked-on **Comic Sans MS**. You move down the menu and **choose a font you like**.



As soon as we clicked our font choice, our Chart Title changed to that font.

You can also change the Font size, Bold, Color, and more using the other Mini Toolbar selections. Experiment as you desire



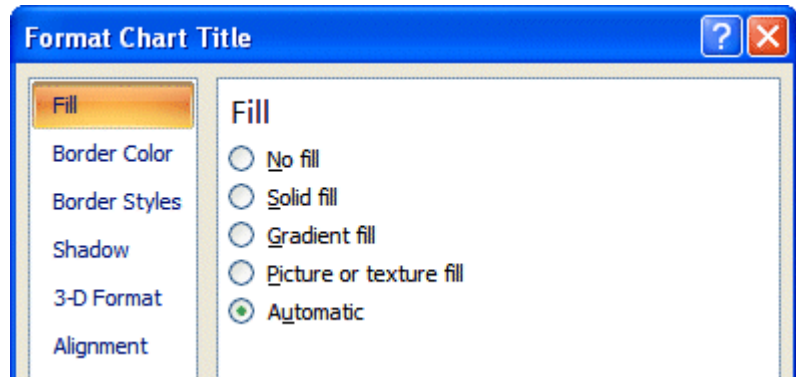
Now we'll **change** our **Chart Title** to something more meaningful. Move your **cursor** over **Chart Title** and **click** the **left mouse button** **three times quickly**. This will **highlight all** of the **title** – just like Microsoft Word. **Or**, you can **click and drag** your cursor of the title to highlight Chart Title.



Type in a title for your budget. We typed in the title you see below. When you have finished typing your title, click the left mouse button in an “open” area of your chart (to turn-off and confirm the title)

Janie's & Gregg's Fall 2007 Budget

If you desire to enhance your text some more, RIGHT click on the title and the Format Chart Title menu screen will appear. You can use this menu to augment your text.



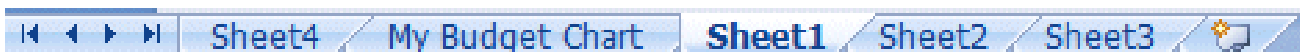
Now it would be a good time to Save again.

In Excel 2007, when you save your spreadsheet, you also save your graph. Your graph is saved wherever you are working in the graph.

## Changing (Renaming) Excel 2007 Tabs

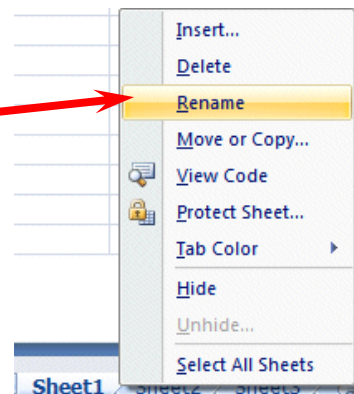
If you would like to have logical names for your Excel 2007 spreadsheet tabs – rather than Sheet 1 and Chart 1, we’ll show you how to do this.

At the bottom of your spreadsheet you will see you tabs (like the image on the below). To change the name of one of the tabs, place your cursor over a tab and click the RIGHT mouse button.



We’ll change the name of Sheet 1 first.

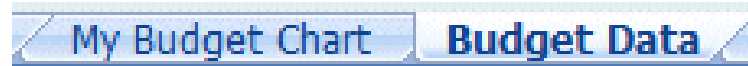
RIGHT click on Sheet 1 and the drop down menu screen to the right will appear. Choose Rename.



When you choose **Rename**, the **Sheet 1** tab will “turn black” – like the **image** on the **right**. **As soon as you see this, type in the name you want for your chart**. We typed in **Budget Data**.



As soon as we began typing, the tab name changed. When we finished, the Tabs for our Chart and Data looked like the image on the below.



So, anytime you need to change Tab names, all you have to do is Right Click and Rename.

### Some additional Charting

**Sizing your Graph Area** - Click-on the **upper right corner of your chart area**. You will see **little circles** now appear at the four corners and sides of the graph area. Point to the **upper right corner circle** and move the cursor until you see an **arrow with two heads**  $\leftrightarrow$ . **Click and hold down the left mouse button and drag down and to the left** then let go. Your graph will get **smaller**. You can make the graph area of your chart smaller or larger as you desire.

**Legend Area** - Click-on the **Legend** on the **right** (box with Income and Expenses). When you see the corner “grabbers,” make the Legend box a bit larger. Then **click right** in the **Legend** area. When the **Quick Toolbar** appears, make the **font bold and size 14**.

**Printing Charts** - Now let's look at your graph and then print it. **Click the Print Preview button** you placed in the **Quick Access Toolbar**. If you like what you see go ahead and **print** the graph. If not, close Preview and make some more graph changes. If you have a color printer, your graph will print in color.

Whenever your **graph** is **visible**, you can **point** to **any area** of the graph, and **click** the **right mouse button** on the area, and **edit** that particular area. You can also **click-right** in the **chart** itself.

You can really go “wild” at this point. If you make a **mistake**, simply click the **undo button** at the top of the menu screen and try again.



**Note:** No matter what type of printer you have, graphs take awhile to print. Be patient.

Well that's it Excel 2007 fans! Go for it!