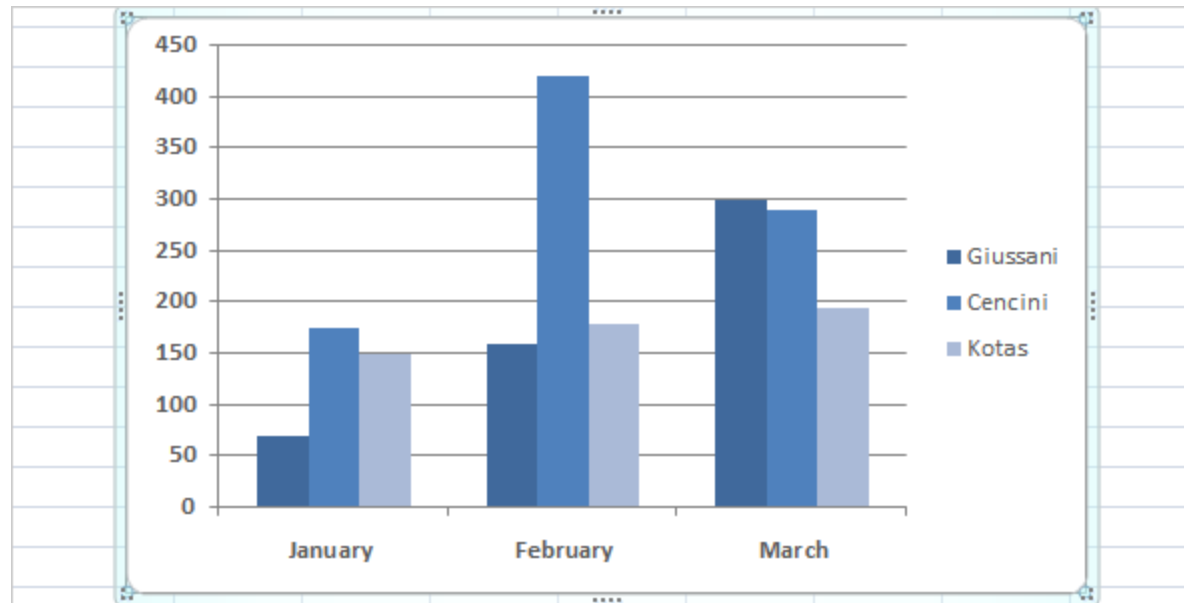


Create a Chart in Microsoft Excel 2007

With Megan

Goals

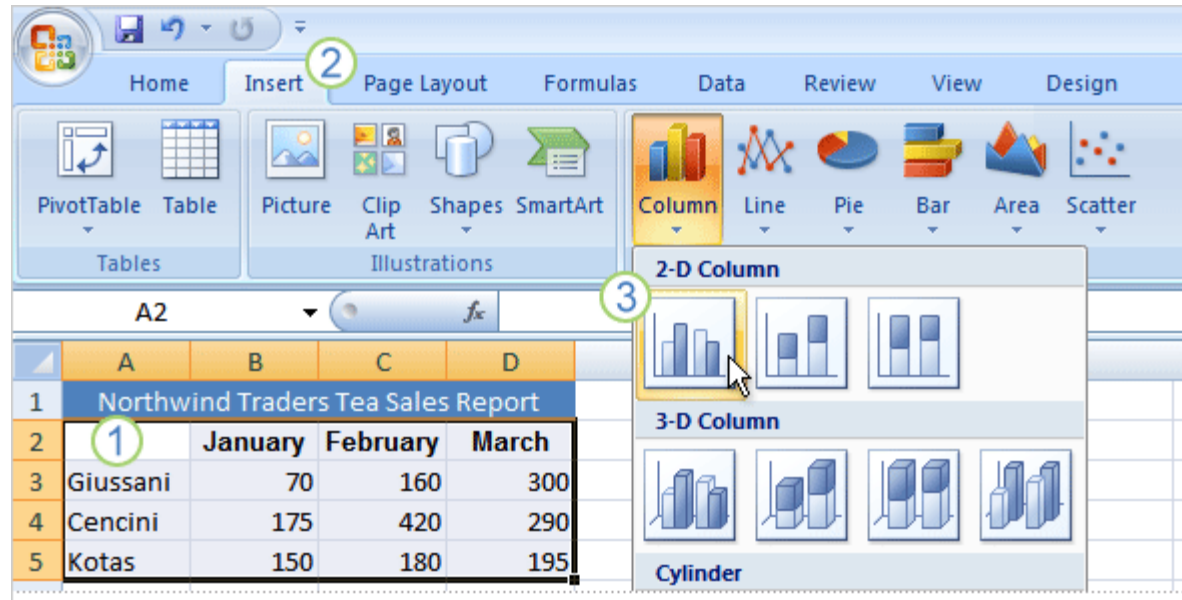
- Learn how to create a chart using the new Excel 2007 commands.
- Find out how to make changes to a chart after you create it.



Your Data Set

Sales			
	January	February	March
Frank	70	160	300
Joe	175	420	290
Sally	150	180	195

Create Your Chart

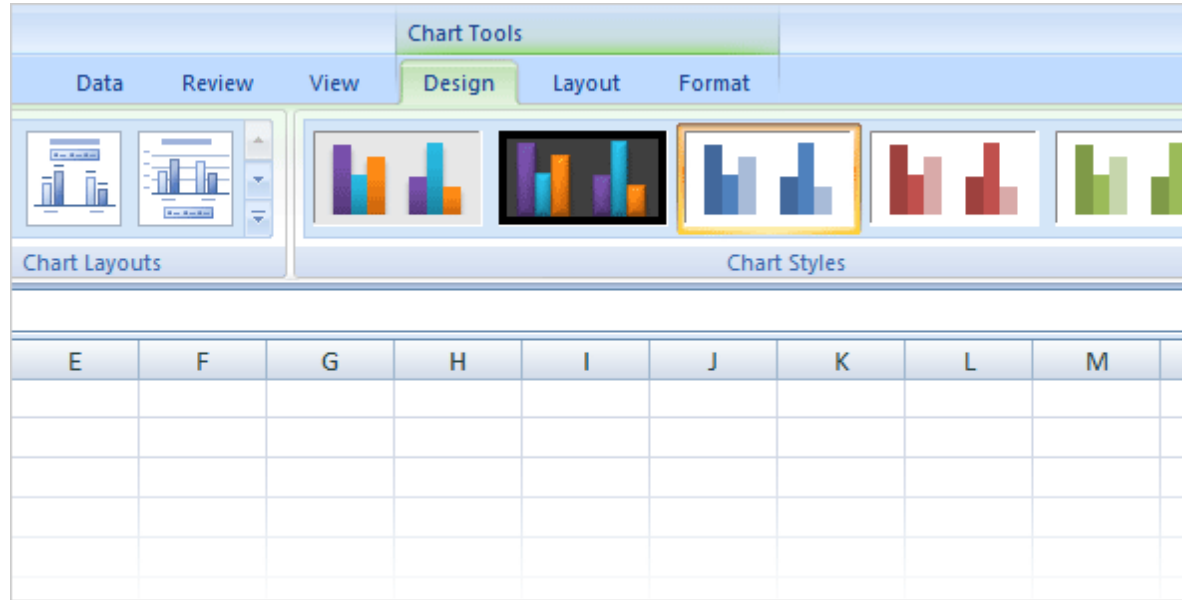


- ① Select the data that you want to chart, including the column titles (January, February, March) and the row labels (the salesperson names).
- ② Click the **Insert** tab, and in the **Charts** group, click the **Column** button.
- ③ You'll see a number of column chart types to choose from. Click **Clustered Column**, the first column chart in the **2-D Column** list.

Change Your Chart

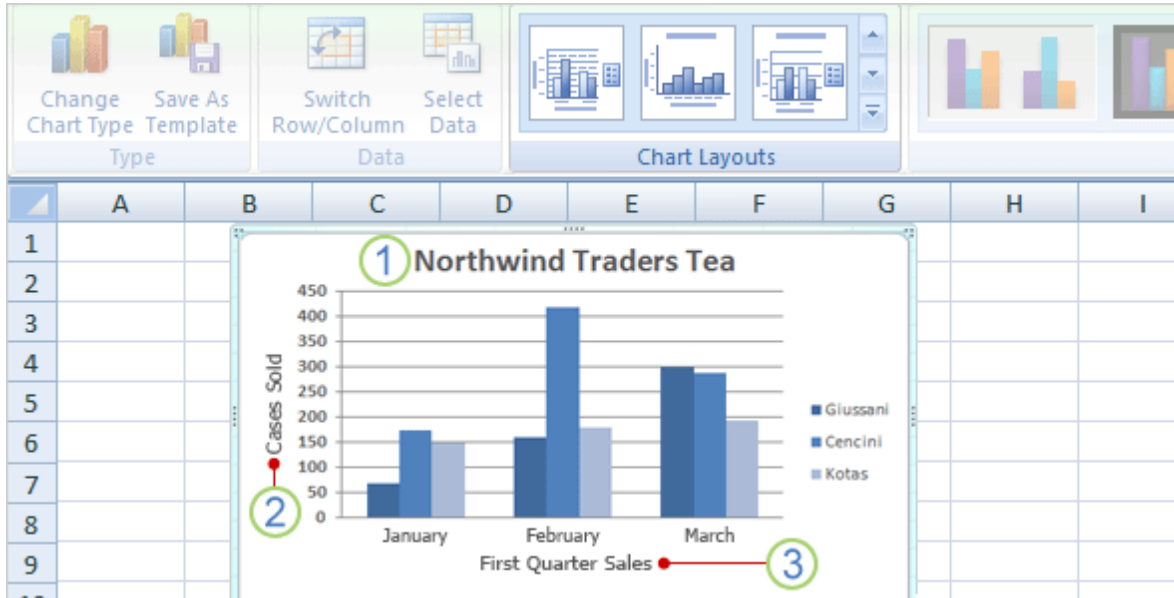
- If you want to change the chart type after creating your chart, click inside the chart.
- On the **Design** tab under **Chart Tools**, in the **Type** group, click **Change Chart Type**. Then select the chart type you want.

Chart Tools



- After your chart is inserted on the worksheet, the **Chart Tools** appear on the Ribbon with three tabs: **Design**, **Layout**, and **Format**.
- On these tabs, you'll find the commands you need to work with charts.
- When you click outside of the chart, these tools go away.

Add Chart Titles



Click the chart to select it, and then go to the **Charts Layout** group on the **Design** tab.

Other Tools and Tricks

Change the Chart View

- Compare data by changing the chart view.
- To create this view of the chart, click **Switch Row/Column** in the **Data** group on the **Design** tab.

Change the Look of Your Chart

- First, click in the chart. Then on the **Design** tab, in the **Chart Styles** group, click the **More** button to see all the choices.

Add Your Chart to PowerPoint

- Just copy and paste!