



Create a Chart with Microsoft Excel 2007 with Megan

You will learn:

- How to work with Microsoft Excel 2007
- How to create and alter a chart in Microsoft Excel 2007

Create a Chart

1. Select the data that you want to chart.
2. Click the **Insert** tab, in the **Charts** group, select the chart type for the chart you want to create, and then click the chart subtype.

Tip: To change the chart type after the chart is created, click inside the chart. On the **Design** tab, in the **Type** group, click **Change Chart Type**, and select another chart type.


Chart Tools

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

Change the chart view


After you create a chart, you can make your chart compare data in more than one way. Click in the chart. On the **Design** tab, in the **Data** group, click **Switch Row/Column**.

Change the chart layout

Select a new layout by clicking on the chart, then the **Design** tab. In the **Chart Layouts** group, click the **More** button  to see all the layouts.

Another way to apply layouts is to click the **Layout** tab and make selections individually in the **Labels** and **Axes** groups.

Change the look of a chart

To change chart colors, click in the chart. Then on the **Design** tab, in the **Chart Styles** group, click the **More** button  to see all available colors.

Add a chart to PowerPoint 2007

1. Copy the chart in Excel 2007.
2. Paste the chart on the PowerPoint slide.

This presentation and handout are adapted from training materials available on the Microsoft Web site:
<http://office.microsoft.com/en-us/training/default.aspx>