

Excel Working with Charts and Graphics

**Microsoft Office 2010
Fundamentals**







Introduction

- ▶ Use buttons in the Illustrations, Charts, and Sparklines groups on the Insert tab to insert various types of illustrations, charts, and sparklines.



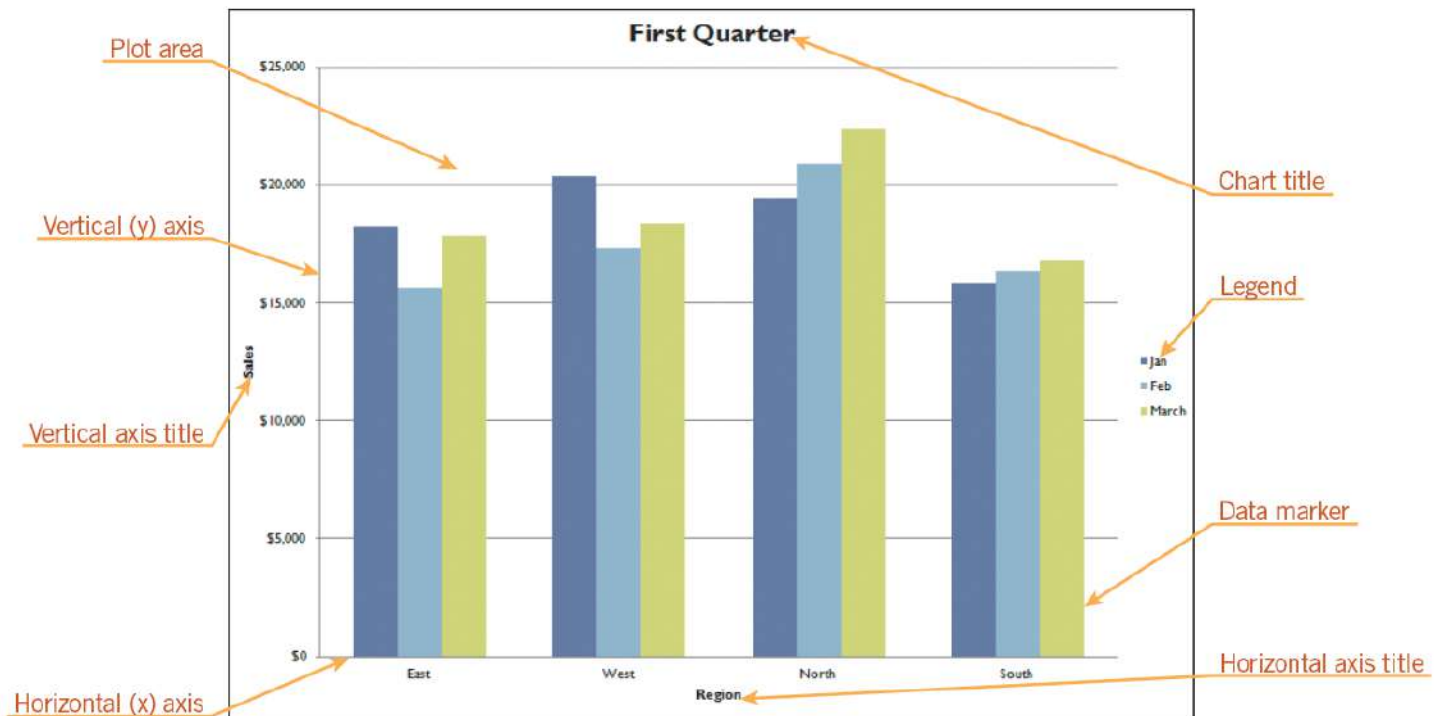
Understanding Charts

▶ Common chart types

TYPE	BUTTON	USEFUL FOR
Column		Displaying changes in data over time; comparing data
Line		Displaying continuous data over time; showing trends
Pie		Plotting data from one row or column; showing values as a percentage of a whole
Bar		Comparing individual items
Area		Showing changes over time
Scatter		Plotting many data points; comparing data without representing time lapse

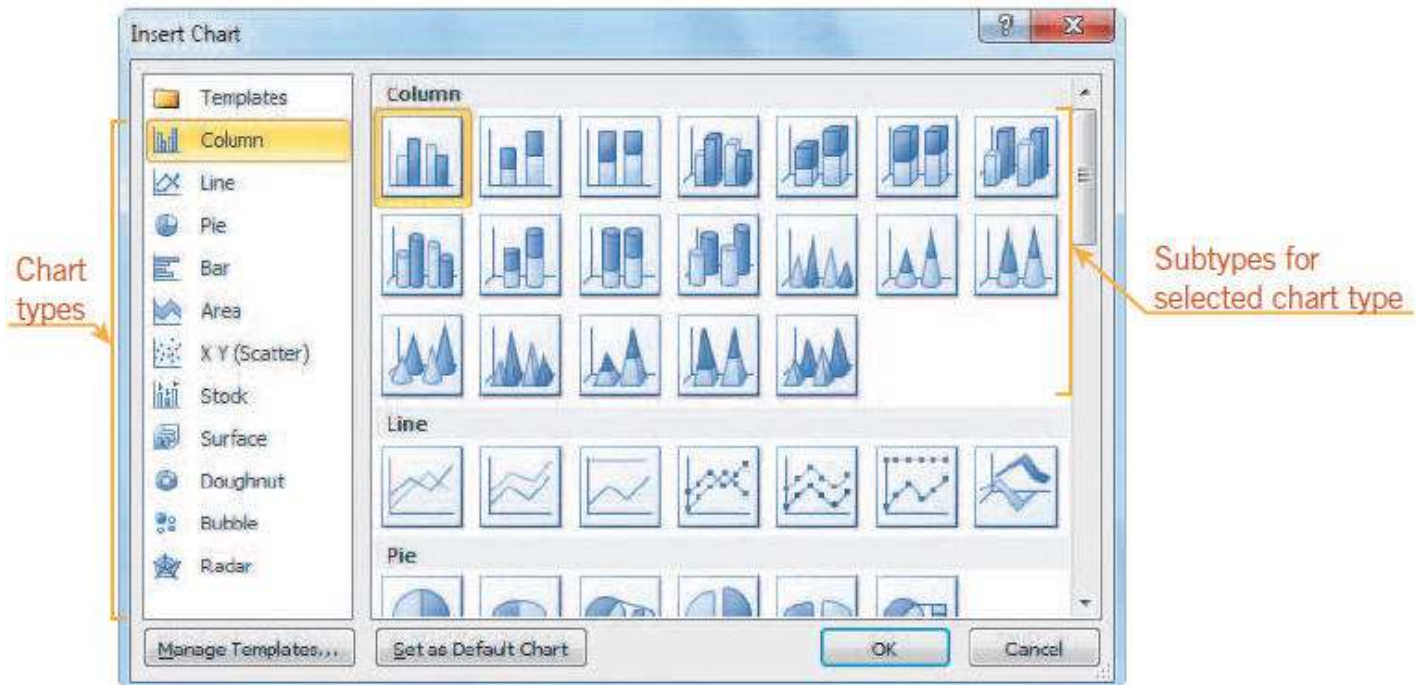
Understanding Charts (continued)

- ▶ Charts are made up of different elements.



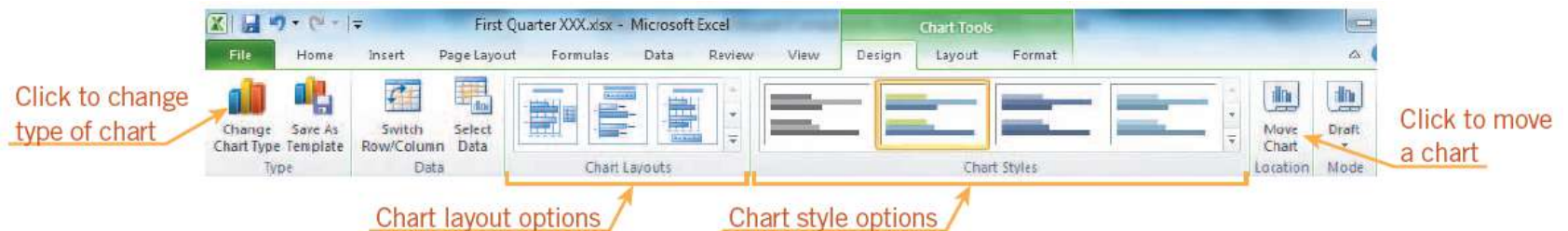
Creating Charts

- ▶ Select a data source, then choose a type of chart.



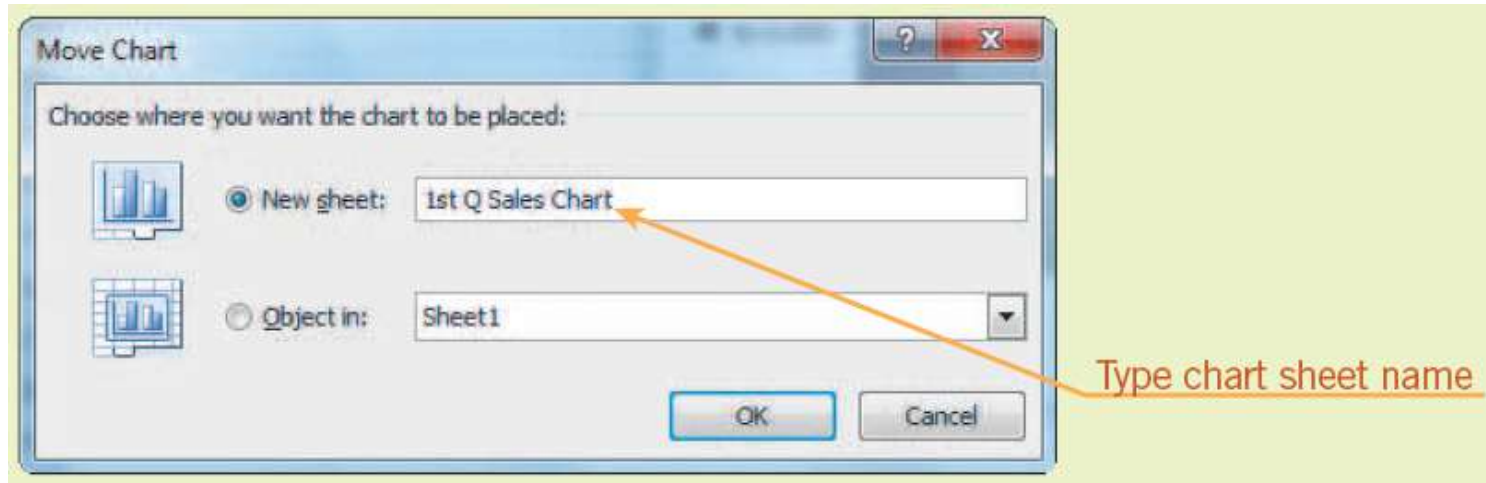
Modifying Charts

- ▶ **Changing Chart Design:**
- ▶ The Chart Tools Design tab includes commands for changing the chart type, applying a quick layout, changing the chart's style, and moving the chart.



Modifying Charts (continued)

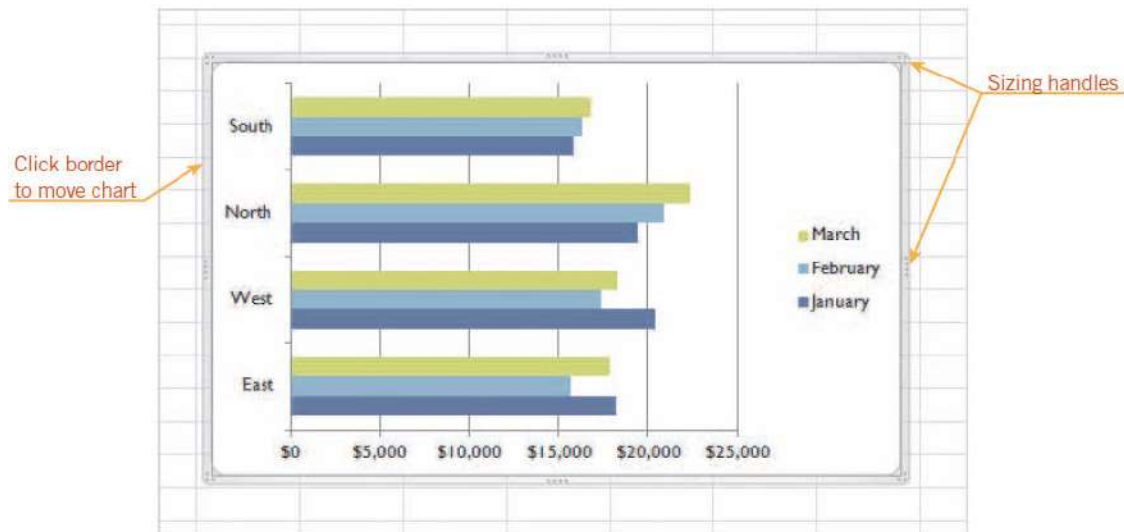
- ▶ **Moving and Sizing Charts:**
- ▶ Move a chart to a separate worksheet using the Move Chart command to open the Move Chart dialog box.



Modifying Charts (continued)

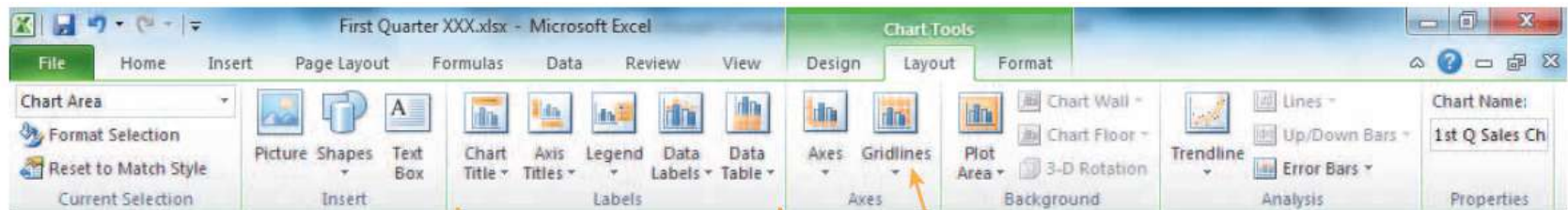
▶ Moving and Sizing Charts:

- ▶ Move a chart within a worksheet by clicking and dragging.
- ▶ Resize the chart by dragging a sizing handle.



Modifying Charts (continued)

- ▶ **Modifying Chart Elements:**
- ▶ Modify chart elements using the Chart Tools Layout tab.



Options for displaying, hiding, and specifying the location of chart elements

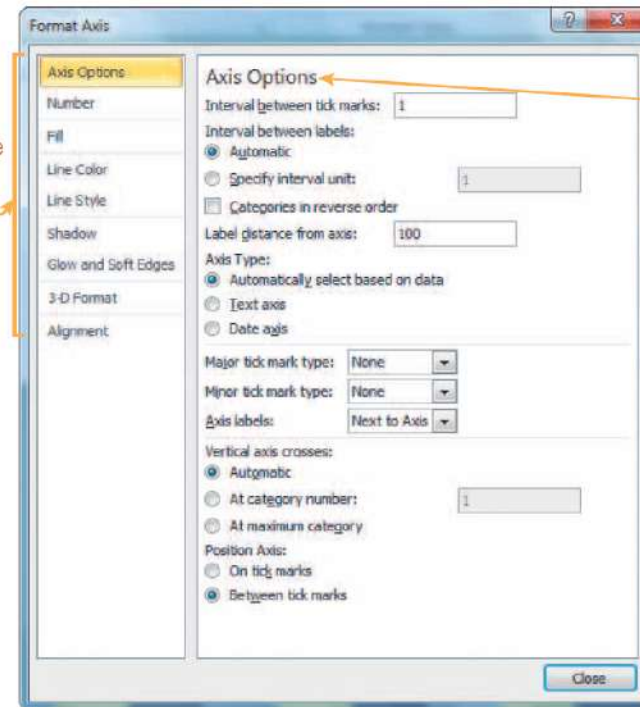
Click to modify chart gridlines

Modifying Charts (continued)

▶ Formatting Chart Elements:

- ▶ Format chart elements using the Chart Tools Format tab or the Format dialog box.

Select a chart attribute from the left pane to display format options



Options available reflect chart attribute selected

Creating and Customizing Sparklines

- ▶ Sparklines are miniature charts that are embedded in the background of a single cell



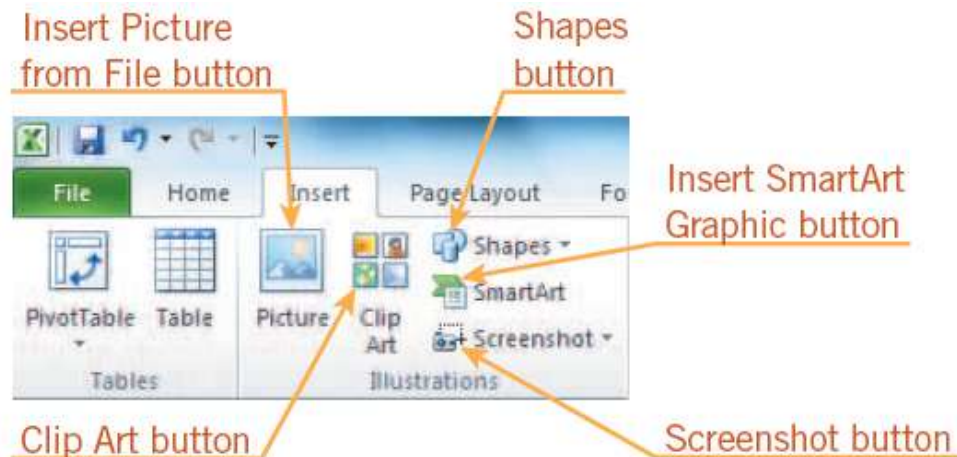
Creating and Customizing Sparklines (continued)

- ▶ You can use the buttons on the Sparkline Tools Design tab to customize sparklines.



Inserting and Modifying Illustrations

- ▶ The commands to insert illustrations such as pictures, clip art, shapes, screenshots, and SmartArt are located on the Insert tab on the Ribbon, in the Illustrations group.



Inserting and Modifying Illustrations (continued)

- ▶ **Pictures** are digital photographs or images, stored on your computer or network.
- ▶ **Clip art** is a collection of predesigned artwork such as drawings or images.
- ▶ **Drawing objects** are shapes, curves, and lines that you create. A **screenshot** is a picture of a computer screen or part of a screen
- ▶ A **SmartArt graphic** is a predesigned diagram made up of shapes containing text that illustrates a concept or idea. A **screenshot** is a picture of a computer screen or part of a screen
- ▶ A **SmartArt graphic** is a predesigned diagram made up of shapes containing text that illustrates a concept or idea.