
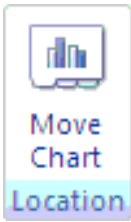


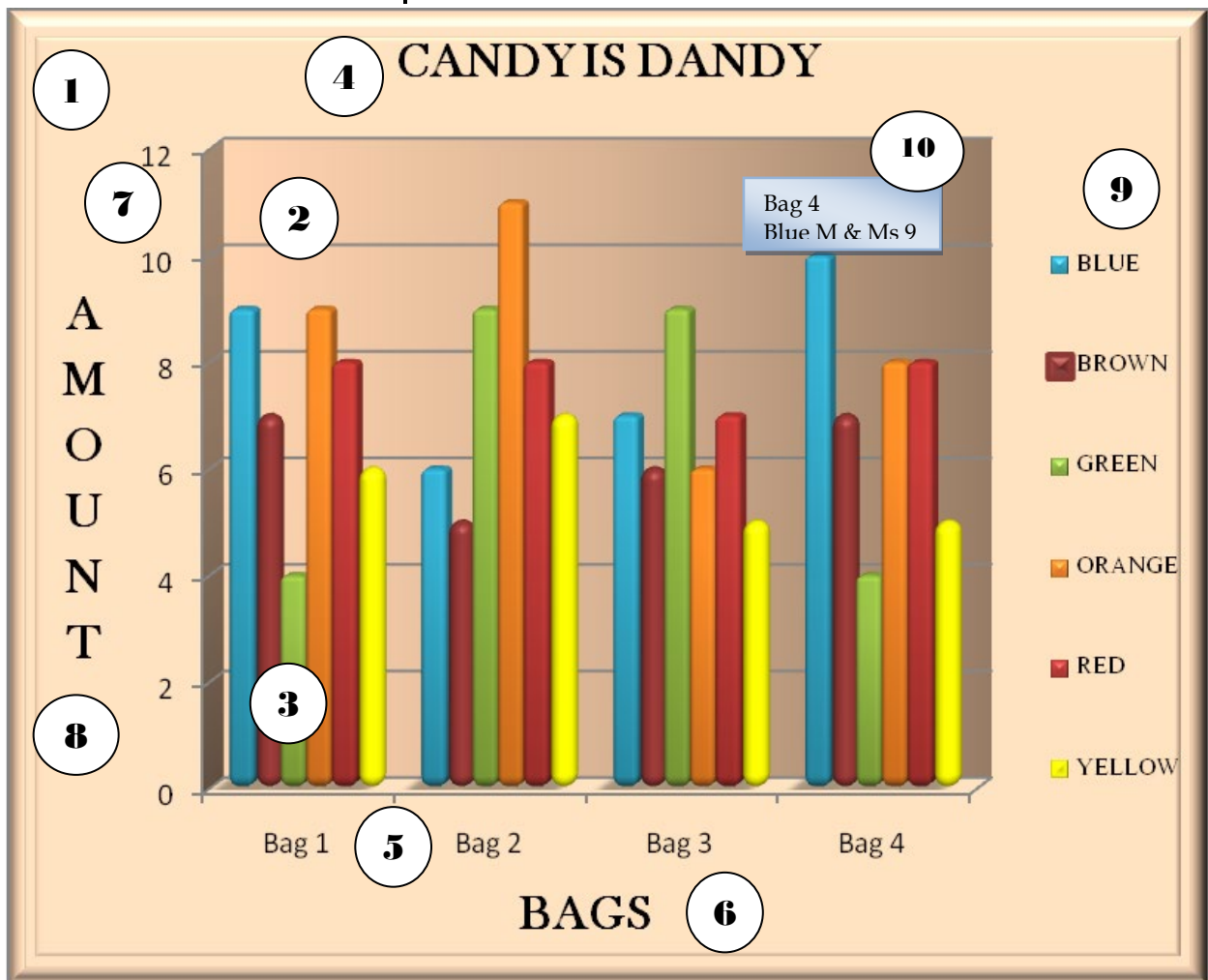
Excel 3
Microsoft Excel 2013

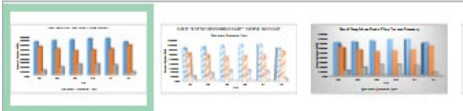


Action	Technique
<p>1. Create a Chart</p> 	<p>In order to create a chart, you have to first create data that can be charted. This data should be in the form of a table. Do not leave any blank spaces in the table.</p> <p>Once you have the data/table, select the content and then you can plot that data into a chart by selecting the chart type that you want to use.</p> <p>Select the rows and columns that contain the data that you want to use for the chart. On the Insert tab, in the Charts group, click the chart type, and then click a chart subtype that you want to use. A chart is instantly installed on your worksheet.</p> <p>To see all available chart types, select data you want to turn into a chart. Click the chart group dialog box launcher. Click Tab "All Charts". Select chart type, then chart subtypes.</p> <p>You can create a combination chart by using more than one chart type in your chart.</p> <p>The chart is placed on the worksheet as an embedded chart. If you want to place the chart in a separate chart sheet, you can change its location.</p>
<p>2. Move the Chart</p> 	<p>To move a chart within a worksheet, you can click and drag it to the location that you want.</p> <p>To move a chart to another worksheet: Click the chart. This displays the chart tools, adding the Design, and Format tabs.</p> <p>On the Design tab, in the Location group, click Move Chart.</p> <p>Then do one of the following:</p> <ul style="list-style-type: none"> • To move the chart to a new worksheet, click New sheet, and then in the New sheet box, type a name for the worksheet. • To move the chart as an object in another worksheet, click Object in, and then in the Object in box, select the worksheet in which you want to place the chart.

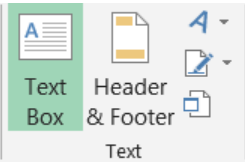
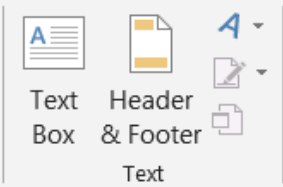

3. Different Chart Elements

A chart has many components. Some of these elements are pre-set, but you can add or delete various components as you modify and customize your chart.

1. Chart Area
2. Plot Area
3. Data Points
4. Chart Title
5. Horizontal [Category Axis] or the X Axis
6. X Axis Title
7. Vertical [Value Axis] or the Y Axis
8. Y Axis Title
9. The Legend
10. Data Labels



<p>4. Turn on the Chart Tools</p>	<p>Click on the Chart. This displays the Chart Tools and the contextual tabs: Design, and Format tabs on the Ribbon.</p>
<p>5. Format the Chart</p>	<p>Select the chart by clicking on it. Once you have clicked on the chart two contextual tabs will appear: Design & Format with all the tools you will need to format the chart's appearance.</p> <p>From the Design tab you can:</p> <ul style="list-style-type: none"> • Add/change Chart Title and Axis Titles. • Add/change a Legend. • Add/change Data Labels. • Move the chart to another sheet. • Change the Chart Type. • Save the chart as a Template. • Switch the Row/Column data. • Add Quick Styles to change the appearance of the chart and apply a predefined chart style. <p>From the Format tab you can:</p> <ul style="list-style-type: none"> • Change the visual style of your chart. • Fill the selected shape with a solid color, gradient, picture or texture. • Change the outline of chart elements by changing the line styles and colors. • Add Shape Effects such as 3-D rotation, Bevel, Shadow or a Glow.
<p>6. Format the Chart Manually</p>	<p>Select the chart by clicking on it. Click the component that you want to change and then using the Design tab or Format tab change and customize the chart.</p>
<p>7. Apply Predefined Styles to Format the Chart</p> 	<p>Select the chart by clicking on it. From the Design tab, in the Chart Styles group, click the chart style you desire.</p> <p>To see all the chart styles in the chart styles gallery, click on the More icon .</p>
<p>8. Re-size a Chart</p> 	<p>To resize the chart, do one of the following:</p> <ul style="list-style-type: none"> • Click the chart, and then drag the sizing handles to the size that you want. OR • On the Format tab, in the Size group, enter the size in the Shape Height and Shape Width box.

<p>9. Delete a Chart</p>	<p>Click on the chart that you wish to delete then use the Delete key on your keyboard.</p>
<p>10. Print a Chart Without Data</p>	<p>You can print one chart without worksheet data per page.</p> <ul style="list-style-type: none"> • Click the chart that you want to print. • Click File, and then click Print. <p>Under Settings, select Selected Chart, then click Print.</p>
<p>11. Print all the Sheets in the Workbook</p>	<p>Click on the first worksheet tab that you want to print, then hold down the Shift key on your keyboard and click on the last worksheet tab that you want to print. Now only the selected worksheets will print as you proceed to print.</p>
<p>12. Insert Text Box</p> 	<p>Click the Insert tab on the Ribbon. In the Text group, click Text Box. This will change your cursor to a thin, drawing cursor. Then move your cursor to the area in which you would like to place the text box. Click and hold the left mouse button. Drag the cursor until the text box reaches the desired size. Release the mouse button.</p>
<p>13. Insert WordArt</p> 	<p>Select the text that you want to convert to WordArt. On the Insert tab, in the Text group, click WordArt, and then click the WordArt that you want.</p> <p>To delete WordArt, select the WordArt that you want to remove, and then press the Delete key on your keyboard.</p>
<p>14. Insert Clip Art</p>	<p>Click the Insert tab, then Online Pictures in the Illustrations group. Then type keywords in the search box. You can search in Office.com Clipart or you can use Bing Image Search to search the entire Internet for pictures. Once you insert an image, drag the square handles to change size; drag the entire graphic to move it to a new location.</p>
<p>15. F2 key</p>	<p>Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.</p>
<p>16. Help</p> 	<p>Click the Help icon on the top right hand corner. You can type a search term in the box with the blinking cursor and hit enter or click on Search.</p> <p>You can also “Browse Excel Help” or click on any of the links in the Table of Contents.</p>