Excel 2016
Charts and Graphs

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Extra Help

• Type your question in the “Tell me what you want to do” area.
• <right-click> on an item for help about that item

https://support.office.com/en-us/excel
The Ribbon

Click on each Tab to see sub-menu controls.

The Home Tab

Group commands have even more options
The Insert Tab

1) Select Data for chart.
2) Click on **Recommended Charts** to get a quick start.
3) Notice the new “Chart Tools” that appear when using charts.
Chart Tools - The Design Tab

Get here by clicking on a Chart.

Slide mouse over things to try out a new look.
Chart Tools - The Format Tab

Get here by clicking on a Chart.

- Select a chart element (like Title).
- Slide mouse over “Shape Styles” or “WordArt Styles” to try out a new look.
1) Get data
Open an Excel workbook or create a new workbook

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Totals by Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>East</td>
<td>12,000</td>
<td>5,000</td>
<td>14,020</td>
<td>15,972</td>
<td>17,569</td>
<td>64,561</td>
</tr>
<tr>
<td>Central</td>
<td>17,000</td>
<td>19,550</td>
<td>22,483</td>
<td>25,855</td>
<td>29,733</td>
<td>114,621</td>
</tr>
<tr>
<td>West</td>
<td>8,000</td>
<td>8,400</td>
<td>8,820</td>
<td>9,261</td>
<td>9,724</td>
<td>44,205</td>
</tr>
<tr>
<td>Totals by month</td>
<td>37,000</td>
<td>32,950</td>
<td>45,323</td>
<td>51,088</td>
<td>57,026</td>
<td>223,387</td>
</tr>
</tbody>
</table>
Select a cell in the upper left corner of the data.
Hold down the SHIFT key. Click on the lower right corner of the data. (not the totals!)

![Excel spreadsheet showing Incredible Widget 2012 Gross Sales](image.png)
3) Create a Chart
Method #1
Click on the Quick Analysis button, then click Charts to see amazing things!
Consider this a good starting point for learning about Charts.
Use the 3 buttons to the right of the Chart to add, modify, or remove fields.
### Chart Elements button

<table>
<thead>
<tr>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Bar Chart:
- **Chart Title**
- **Bar Colors:**
  - East: Blue
  - Central: Orange
  - West: Gray

- **X-Axis:**
  - Jan, Feb, Mar, Apr, May

- **Y-Axis:**
  - 0, 5,000, 10,000, 15,000, 20,000, 25,000, 30,000, 35,000

- **Chart Elements Options**:
  - Axes
  - Axis Titles
  - Chart Title
  - Data Labels
  - Data Table
  - Error Bars
  - Gridlines
  - Legend
  - Trendline
Style button
Filter Button
Switch Data Screen

Incredible Widget 2012 Gross Sales

<table>
<thead>
<tr>
<th>Region</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
</tr>
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<tr>
<td>Central</td>
<td>17,000</td>
<td>19,550</td>
<td>22,483</td>
<td>25,855</td>
<td>29,731</td>
</tr>
<tr>
<td>West</td>
<td>8,000</td>
<td>8,400</td>
<td>8,820</td>
<td>9,281</td>
<td>9,724</td>
</tr>
</tbody>
</table>

Totals by Region

- East: 64,561
- Central: 114,621
- West: 44,205

Totals by month

- Jan: 37,000
- Feb: 32,950
- Mar: 45,323
- Apr: 51,088
- May: 57,026

Total: 223,387

Chart Title

- East: 14,020
- Central: 17,569
- West: 29,731

Bar chart showing sales by region.
Update Title
Super Cool method
Click on Chart title
Put an equal sign in the function bar, and click on the field that holds the Title you want to use.
These fields are now linked.
Click somewhere on the Chart, and click Format. Now modify colors, etc.
Format offers many choices to personalize your chart.
3) Create a Chart
Method #2
1. Select Data
2. Press F11
3. This puts Chart in a new tab
3) Create a Chart

Method #3
1. Select Data
2. Press <ALT + F1>
3. This puts Chart on the same sheet as the data.
4. Move sheet to desired place by dragging handle.
Sparklines

They are little one-cell charts that give information about the data in a row or column.
Sparklines
Select a group of cells, all touching in a row or a column.
Insert > Sparklines > Column
In the dialog box, click on the cell that will hold the Sparkline, or type in the address in the Location Range.
Now you get the Sparkline Tools tab. Change type or Style for a different look.

Sparklines are little charts contained in one cell by your data.
Put Charts in Word

Two main choices:
Can keep the chart “live”, so any change to the data will update the chart.

Or, can keep a copy of the chart as a picture, unmodifiable.
Select the chart you want to use.
Click on the Copy button, under the File tab.
Click desired options
Incredible Widget Company

Annual Report -- 2012

We had a wonderful sales year. Our Central division had tremendous growth. Look at this chart.
In Word, click the little arrow under Paste.

Incredible Widget Company

Annual Report -- 2012

We had a wonderful sales year. Our Central division had tremendous growth. Look at this chart.
Thank You

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