

Excel 2003 Charts & Lists

Charts

• Creating a Chart Using the Wizard

1. Select the data to be graphed, including the row and column headings.
2. [Click] the Chart Wizard and button .
3. A dialog box appears prompting you to pick a chart type. Choose a type and sub-type. [Click] Next >.
4. Continue responding to the prompts of the Chart Wizard. At the last step, indicate whether the chart will be an object in the worksheet, or a separate document. [Click] OK.

• Resizing a Chart Object in the Worksheet

1. [Point] to one of the 8 handles surrounding the object. If you do not see handles, [Click] near the edge of the chart to select it.
2. [Drag] to the edge corner of the chart to make it smaller, or [Drag] away from the center of the chart to make it bigger.
3. [Drag] a corner handle with  to move proportionately.
4. [Drag] with  to move along worksheet grid.
5. [Drag] with  to move relative to the center point of the chart.
6. The chart's fill and color can be combined for different effects.

• Changing Chart Type

Using the chosen chart type available.)

1. [Click] the chart object and choose Chart, Chart Type.
2. Choose a chart type and select from the available subtypes. [Click] OK.

Using the Chart Wizard (not all types available)

1. Select the chart object.
2. Choose a subtype using the drop-down arrow of the Chart Type list. .

To change the type for pasted data series, select it before performing the above steps.

• Charting Non-Adjacent Data

Select the ranges of data to be charted, then the <Ctrl> key as you [Drag] to select additional ranges. Be sure to include headings for the subtotals in the first.

• Adjusting Scale

1. [Click] on the chart to change.
2. Choose Format, Selection Area.
3. [Click] the Scale tab.
4. Enter the new Minimum, Maximum, and Units (scale increments). [Click] OK.

• Creating a Chart with Two Scales

1. Create the graph in the worksheet.
2. Select the data series that has the extra scale.
3. Choose Format, Selection Area, Series. [Click] the Axis tab.
4. Select the secondary Axis, and [Click] OK. The chart will add a 2nd axis to the 1st or reverse chart.

• Add, Move or Remove the Legend

1. [Click]  on the Chart toolbar to add or remove.
2. To move the legend [Drag] it to a new position. Or, select the legend and choose Format, Legend, Legend Location. [Click] the Position tab and choose a position.

• Adding or Removing Gridlines

1. Select the chart.
2. Choose Chart, Chart Options, Grid (Click) the Gridlines tab.
3. [Click] the desired grid options and [Click] OK.

• Adding a Data Series

1. Select the chart.
2. Choose Chart, Add Data.
3. Enter the range, range names, or select the series containing the new data. Be sure to include the headings. [Click] OK.

If chart is an object in the worksheet, the new data can be [Dragged] into the chart.

1. Select the new data. The new is inside the old data.
2. [Point] to the edge of the selection. The mouse pointer changes to .
3. [Drag] the selection on top of the chart object.

• Expanding a Piece of a Pie Chart

1. [Click] once to select the pie slice (Click) again to select the pie.
2. [Drag] the pie slice from the center of the pie.

• Adding Explanatory Text

1. Select the chart.
2. Display the Drawing toolbar. [Click] , if necessary.
3. [Click] the text box icon .
4. [Click] within the chart, then type the text.
5. The text box can be adjusted by [Dragging] its handles. To move the text box, [Drag] by the edge.

• Add Visuals with the Drawing Toolbar

Use the Drawing toolbar to add a rectangle and text. Text boxes, Arrows, Ovals, etc. in the chart.

1. Select the chart.
2. If necessary, [Click]  to show the Drawing toolbar.

• Changing Perspective on 3-D Charts

1. Select the chart.
2. Choose Chart, 3-D View.
3. Change elevation, rotation and perspective as desired.
4. [Click] Apply to permanent changes. [Click] OK.

• Adding Data Labels

1. Choose Chart, Chart Options.
2. In the tabular to make changes, select the series that shows Format, Selection Data Series.
3. [Click] the Data Labels tab.
3. [Click] Labels, or select one of the other labels. Change the data label format by selecting Series, Data Series Format, Selection Data Labels.

• Setting the Default Chart

1. Choose Chart, Chart Type.
2. [Click] on a chart type and sub-type.
3. [Click] the Set as Default Chart button.
4. [Click] Yes to acknowledge the warning message.
5. [Click] OK to the Chart Type dialog box.

• Creating a Chart Sheet Using the Default Chart Type

1. Select the data to be graphed, including headings.
2. Press <Ctrl>.

• Adding the Current Chart to the Custom Chart Type List

1. Select the chart.
2. Choose Chart, Chart Type and [Click] the Custom Type icon.
3. [Click] the custom chart icon Chart Type. [Click] the Add button.
4. Type a name for the new subtype. [Click] OK.
5. [Click] OK to the Chart Type dialog box.

• Applying a Custom Chart Type

1. Select the chart.
2. Choose Chart, Chart Type and [Click] the Custom Type icon.
3. Select a custom chart type from the list. [Click] OK.

• Changing Chart Location

Move chart as an object.

1. Select the chart.
2. Choose Chart, Location.
3. [Click] the Move button. [Click] OK.

Move chart as a series.

1. [Click] the chart object.
2. Choose Chart, Location.
3. [Click] the Chart icon.
4. Select the sheet to move the chart should be placed. [Click] OK.

• Adding a Projection to a Data Series

1. Select the data series you want to project.
2. Choose Chart, Add Trendline.
3. On the Type tab [Click] Linear or another type of trend.
4. On the Options tab, indicate whether you want a number of periods for the forecast. [Click] OK.

Lists

• Creating a List

Special features such as filtering and Pivot Tables can be performed only if the data is in a list. In Excel 2003, you can define a series as a list to make it more useful to work with. The definition: A list is a group of data in a worksheet. You cannot format the worksheet. Data should be listed from top to bottom. Avoid placing subtotals in the left or right of the list, as this may be hidden when the list is filtered.

1. Select the list data.
2. Choose Data, List & Labels List.
3. Specify the list range. [Click] Select My range of data. [Click] OK. If you list data without headings, Excel will create the headings "Column 1" "Column 2" etc. The list data is now surrounded by a line border.

• Changing the List Area

1. Choose Data, List & Labels List.
2. Drag the list area right-hand corner.
3. Enter new data, as required and in the right of before the list area and 1 column to the left of.

• Adding a New Row to the List

1. [Click] in the list, a special border will appear at the bottom of the list. .
2. [Click] in this row and type the new data. The list will automatically include the new data. (Deleting the list without saving. Repetition key is required.)

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