

Charting Tips for Excel

Basic Rules

- Start with Chart Wizard (highlight data first or not, your choice)
- Use clicks and double-clicks to select things
- Use the down arrow repeatedly to see all your selection choices
- Use Right mouse button to get menu choices
- Print chart only by selecting it before printing (D-click)
- Can place chart on same sheet as data or separate sheet
- Use chart toolbar to add or remove gridlines (View, Toolbars, Chart)
- Go back in the wizard by clicking it while editing chart
- To get titles if not in wizard, RT-click in mid-chart and choose Axis Titles

Basic Clicks

- One click and hold on chart = drag move
- One click on chart = sizing handles
- Double-click on chart = edit chart
- Click different areas to select and edit
- Use down arrow repeatedly to see the possibilities for editing
- Click right mouse button to see choices

Pie Chart Tips

- Click on chart = sizing handles
- D-click on chart = fuzzy border = edit
- One click near pie (square) = pie sizing handles
- One click in pie = pie select (circumference) = format labels
- One click in one pie piece = piece select (Drag explode, format)
- Can have labels and/or percents by pie or in Legend

Bar (Column) Chart Tips

- Several choices for groupings and orientation
- A single data series is represented by the first bar in each group

Line Chart Tips

- Click Rt-mouse on axis (usually Y) to control scale

X-Y Graph (when to choose over Line Graph for Biochemistry)

- Y does not depend on X (they were just measured in pairs)
- X axis ticks are NOT equally spaced across the axis