Creating Charts in Excel 2010
Reference Guide
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Chart Types

Column Charts

Column charts are useful for showing data changes over a period of time or for illustrating comparisons among items. Two common types of column charts are clustered column and stacked.

Clustered Column Chart

A clustered column chart is good for comparing values across categories.

Stacked Column Chart

A stacked column chart is good for comparing contributions to the whole.

In order to create a column chart, the data must be arranged in rows and columns, as shown below.
The column titles will be the horizontal axis titles. Each row heading will be a data series in the chart.

**Bar Charts**

Bar charts illustrate comparisons among individual items. In order to create a bar chart, the data must be arranged in rows and columns, as shown below.

![](data.png)

The column titles will be the vertical axis titles. Each row heading will be a data series in the chart.

**Pie Charts**

Pie charts are good for showing percentages of a whole.
Pie charts can display only one data series, which means that you can include only one column or row of values in your selection when you create a pie chart. For example:

<table>
<thead>
<tr>
<th>One Column</th>
<th>One Row</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones  $100.00</td>
<td></td>
</tr>
<tr>
<td>Smith  $120.00</td>
<td></td>
</tr>
<tr>
<td>Adams  $115.00</td>
<td></td>
</tr>
<tr>
<td>Jones  $100.00</td>
<td></td>
</tr>
<tr>
<td>Smith  $120.00</td>
<td></td>
</tr>
<tr>
<td>Adams  $115.00</td>
<td></td>
</tr>
</tbody>
</table>

Each column or row title will be a data series in the chart.

Create a Chart

1. Highlight all of the chart data, including the column and row titles.

2. On the Insert tab, click the desired chart type.
Modify a Chart

Add a Chart Title

1. On the Chart Tools Layout tab, click Chart Title and select Above Chart.

3. Enter the chart title.

Add Axis Titles

1. On the Chart Tools Layout tab, click Axis Titles and select Primary Horizontal Axis Title – Title Below Axis.

2. Enter the horizontal axis title.

3. On the Chart Tools Layout tab, click Axis Titles and select Primary Vertical Axis – Rotated Title.
4. Enter the vertical axis title.

Add Data Labels

1. Click a data marker to select the data series.
2. On the Chart Tools Layout tab, click Data Labels and select the desired option.

Change the Chart Style

1. On the Chart Tools Design tab, click the Chart Styles More button.
2. Select the desired style.

Change the Chart Type

1. On the Chart Tools Design tab, click Change Chart Type.
2. Select the desired chart type.

3. Click OK.

4. If necessary, remove and re-add the axis titles and data labels.

**Change the Plot Area Color**

1. On the Chart Tools Layout tab, click Plot Area and select More Plot Area Options.

2. Click Solid fill.

3. Click the Color down arrow and select the desired color.

4. Click Close.

**Change the Vertical Axis Scale**

1. On the Chart Tools Layout tab, click Axes and select Primary Vertical Axis - More Primary Vertical Axis Options.
2. Across from **Minimum**, click **Fixed** and enter the desired value.

3. Across from **Maximum**, click **Fixed** and enter the desired value.

4. Across from **Major unit**, click **Fixed** and enter the desired value.

5. Click **Close**.

**Display Percentages on a Pie Chart**

1. On the **Chart Tools Layout** tab, click **Data Labels** and select **More Data Label Options**.

2. Uncheck **Values** and select **Percentages**.

3. Click **Close**.

**Move the Chart to a New Worksheet**

1. On the **Chart Tools Design** tab, click **Move Chart**.

2. Click **New sheet**.

3. Click **OK**.
Move the Legend

1. On the Chart Tools Layout tab, click Legend and select Show Legend at Bottom.

Pull a Slice Out of the Pie Chart

1. Click the pie chart to select it.
2. Click the slice that you want to pull out to select it.
3. Drag the slice away from the center.

Rotate Data Labels

1. Click a data label.
2. On the Chart Tools Layout tab, click Data Labels and select More Data Label Options.
3. On the left side of the window, click Alignment.
4. In the Custom angle field, enter the desired value.
5. Click Close.
Rotate the Horizontal Axis Labels

1. On the Chart Tools Layout tab, click Axes and select Primary Horizontal Axis – More Primary Horizontal Axis Options.

2. On the left side of the window, click Alignment.

3. In the Custom angle field, enter the desired value.

4. Click Close.

Turn Off Horizontal Gridlines

1. On the Chart Tools Layout tab, click Gridlines and select Primary Horizontal Gridlines - None.