

# Microsoft Excel 2007

## Creating a Column Chart



### Introduction

This document will walk you through the process of creating a Column Chart using Microsoft Excel 2007 and using the available Excel features to format the Column Chart.

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2.	Column Chart Overview
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### Column Chart

The **Column Chart (Figure 1)** displays data from your worksheet in a graphic. The **Column Chart** is useful for displaying changes in the data over a period of time or graphically comparing different objects.

The Column Chart itself has several subtypes such as the 2-D column, 3-D column, Cylinder, Cone, etc. It is important to note that the subtype of the chart selected may contain different chart elements. For the purpose of this document, images of the 2-D column chart are displayed.

The Column Chart in general will include the **Plot Area (Figure 1, 1)**; the **Vertical (Values) Axis (Figure 1, 2)**; the **Chart Title (Figure 1, 3)**; the **Legend (Figure 1, 4)**; and the **Horizontal (Category) Axis (Figure 1, 5)**.

To create the Column Chart you will select the rows and/or columns containing the values (numbers) and categories (text or numbers). The legend is populated from the value headers, if any exist.

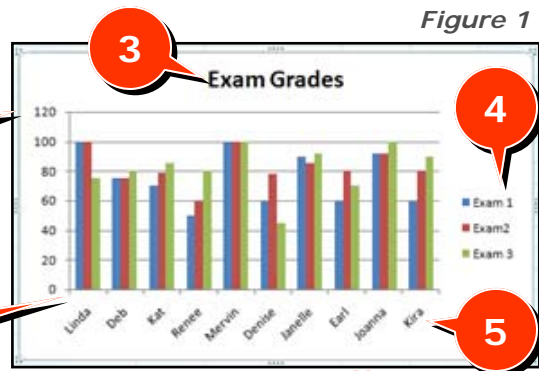


Figure 2

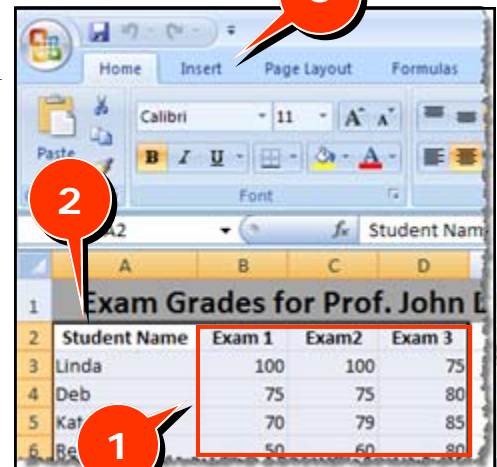
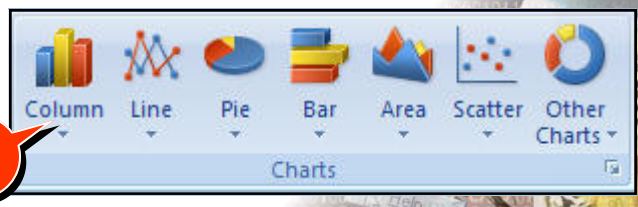


Figure 3



### Creating a Column Chart

1. Select the data source, which includes the values (numerical) data (Figure 2, 1) and categories (Figure 2, 2).
2. Select the **Insert Tab (Figure 2, 3)** from the Ribbon.
3. Select the **Column Chart button (Figure 3, 1)** in the **Charts** group.
4. Select the **Column Chart Subtype (Figure 4, 1)** you wish to use. The Column Chart is inserted onto the worksheet.
5. If the Column Chart is covering the data (Figure 5, 1), move it by selecting the chart (Figure 5, 2), holding down the left mouse button and dragging the chart to a clear area on the worksheet.

Figure 4

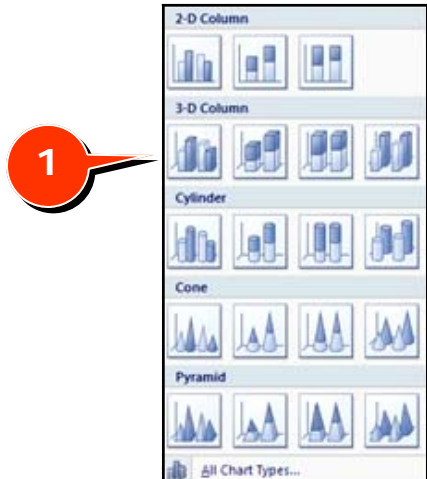
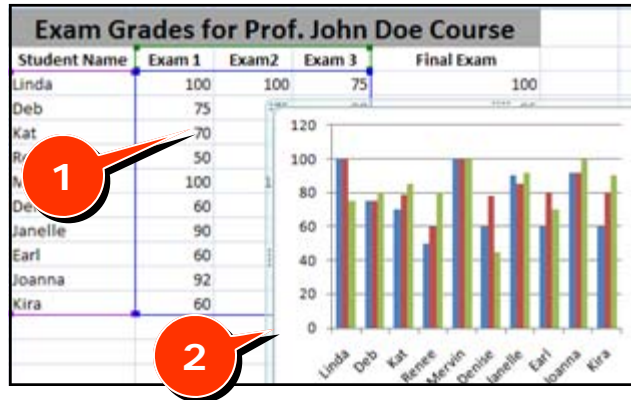


Figure 5



## Selecting Cells

There may be times when the data sources you would like to select are not in adjacent columns or rows. In those cases you would select the data by completing the following procedure:

1. Select the first column or row (**Figure 6, 1**) containing the data.
2. Hold down the **CTRL** key on your keyboard.
3. Select the other columns or rows containing your desired data (**Figure 6, 2**).
4. Release the **CTRL** key.

Figure 6

	A	B	C	D	E
1	<b>Exam Grades for Prof. John Doe Course</b>				
2	Student Name	Exam 1	Exam2	Exam 3	Final Exam
3	Linda	100	100	75	100
4	Deb	75	75	80	95
5	Kat	70	75	85	92
6	Renee	50	60	80	75
7	Mervin	100	100	100	100
8	Denise	60	78	45	80
9	Janelle	90	85	92	87
10	Earl	60	80	70	100
11	Joanna	92	92	100	100
12	Kira	60	80	90	90

## Moving the Chart to a New Worksheet

1. Select the **Column Chart** on the worksheet.
2. Select the **Design Tab** (**Figure 7, 1**) from the Ribbon.
3. Click the **Move Chart** button (**Figure 7, 2**) in the **Location** group.
4. Select the **New Sheet:** button (**Figure 8, 1**) from the **Move Chart** window.
5. Enter the name of the new worksheet into the text box (**Figure 8, 2**).
6. Click the **OK** button (**Figure 8, 3**).
7. The Column Chart is moved to the new worksheet and the name appears on the worksheet tab.

Figure 7

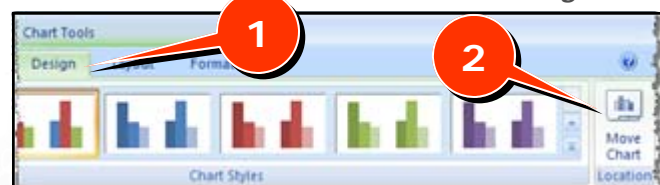
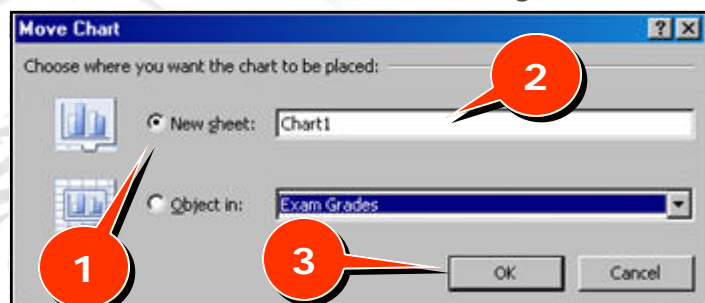


Figure 8



★ The Chart Tools Tabs will only display when the chart is selected.

## Inserting a Chart Title

The appearance of the Chart Title is based on which Column Chart subtype you selected. For this reason it may be necessary to insert a chart title.

The Chart Title is normally placed above the Column Chart and is used to identify the data being displayed.

1. Select the **your chart**.
2. Select the **Layout Tab** (Figure 9, 1).
3. Click **Chart Title** (Figure 10, 1) in the **Labels** group.
4. Select the **Above Chart** button (Figure 11, 1). The Chart Title text box appears above the chart.
5. Select the text "**Chart Title**" on the chart itself and replace it with your desired title.

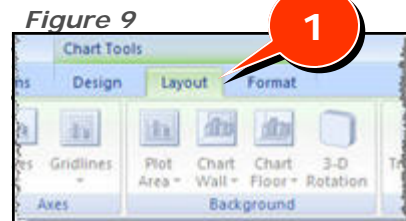
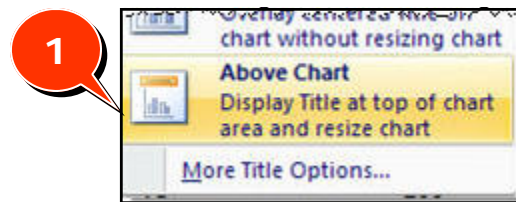


Figure 10



Figure 11



## Editing the Column Chart

If you did not select the value headers used to populate the Legend or the Chart subtype used does not include the Chart Title, complete the following tasks in order to modify the Legend and to insert the Chart Title.

### Modifying the Legend

The Legend displays the **Categories** and helps you easily identify the data points which make up the Column Chart.

1. Select the **Column Chart** on the worksheet.
2. Select the **Design Tab** (Figure 7, 1) from the Ribbon.
3. From the **Data** group select the **Select Data** button (Figure 12, 1). The Select Data Source window will open (Figure 13).
4. Under **Legends Entries (Series)** select the first legend entry listed (Figure 13, 1)
5. Select the **Edit** button (Figure 13, 2).
6. When the **Edit Series** window opens click the **Collapse Dialog** button (Figure 14, 1).
7. Select the data cell containing the **Legend Entry** (Figure 15, 1) on the worksheet.
8. Click the **Collapse Dialog** button (Figure 14, 1) to return to the **Edit Series** window.
9. Click the **OK** button (Figure 14, 2) to close the **Edit Series** window.
10. Complete steps 5-9 until all of the desired changes have been made

Figure 12

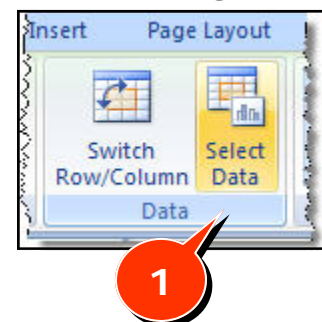
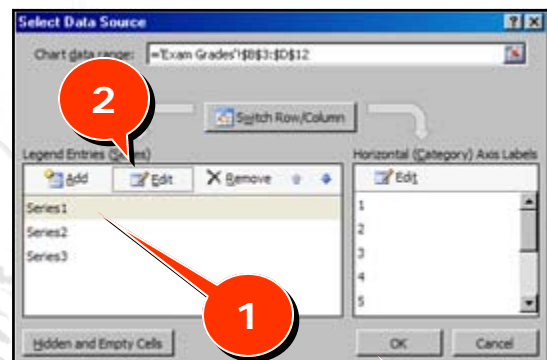
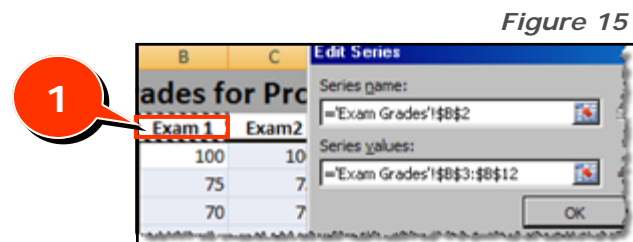
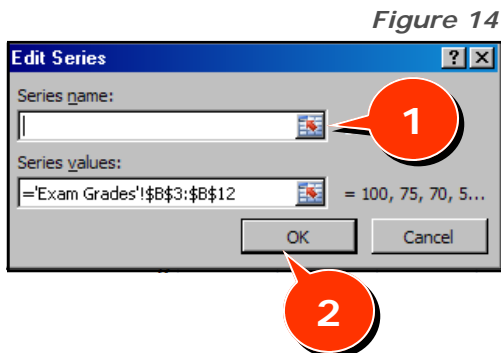


Figure 13



- Click the **OK** button (Figure 13, 3) to close the **Select Data Source** window. The legend now displays the selected entries.



### Modifying the Horizontal (Category) Axis

The Legend displays the **Categories** and is used to assist you with easily identifying the data series which make up the Column Chart.

- Select the **Column Chart** on the worksheet.
- Select the **Design Tab** (Figure 7, 1) from the Ribbon.
- From the **Data** group select the **Select Data** button (Figure 12, 1). The Select Data Source window will open (Figure 13).
- Under **Horizontal (Category) Axis Labels** select the **Edit** button (Figure 16, 1).
- When the **Axis Labels** window opens click the **Collapse Dialog** button (Figure 17, 1).
- Select the data cells containing the **Categories** on the worksheet.
- Click the **Collapse Dialog** button (Figure 17, 1) to return to the **Axis Labels** window.
- Click the **OK** button (Figure 17, 2) to close the **Axis Labels** window.
- Click the **OK** button (Figure 16, 2) to close the **Select Data Source** window. The value category now displays the selected categories.

