

Introduction to Microsoft Excel

Inserting Charts

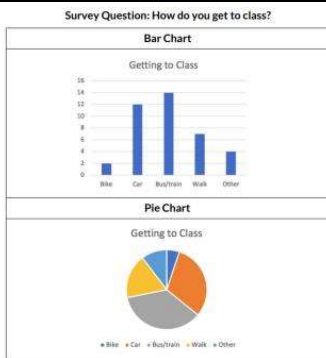
Presenter: Jamie Pena



Note about Excel

- Please note that in these classes we will be learning how to use Microsoft Excel 2019.
- If you are using another version, features may appear differently.

Warm Up



Learning Objectives

- Insert a bar chart and a pie chart.
- Change the size of the chart.
- Add a title to the chart.

Vocabulary

- Bar chart – represents information in columns or rows.
- Pie chart – represents information as percentages.

1. Open Excel and copy the following:

	A	B
1	Method	Number
2	Bike	2
3	Car	12
4	Bus/train	14
5	Walk	7
6	Other	4

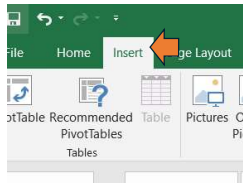
Inserting a Chart

- Highlight the data and headings to be included in the chart.

	A	B
1	Method	Number
2	Bike	2
3	Car	12
4	Bus/train	14
5	Walk	7
6	Other	4
7		

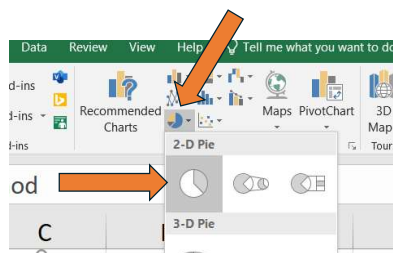
Create a Chart – Insert tab

- Click the **Insert** tab above the ribbon.

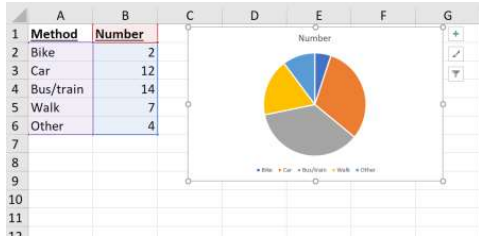


Pie Chart

- Click on the **Pie Chart** button.
- Select **2-D Pie**.

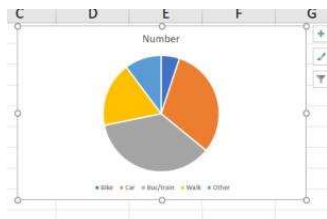


You should see this...



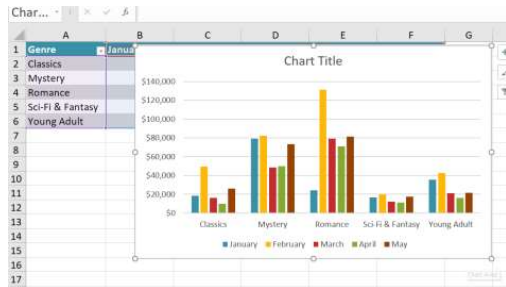
Delete a chart

• To delete a chart:



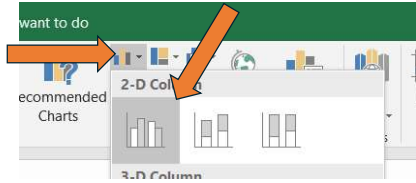
- Click on the chart to select it:
- Press Delete on your keyboard.

You should see a chart like this.



Bar Chart

- To insert a bar chart:
- Highlight the data.
- Click on the **bar chart** icon.

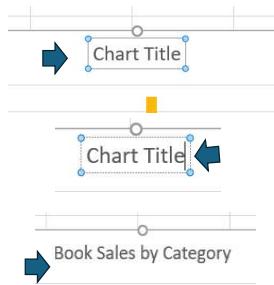


Renaming a Chart

To rename a chart click on **Chart Title**.

Click once to insert your cursor.

Type a new name.



Inserting X and Y Axis Titles

To insert a title along the X and Y axis:

Select the chart.

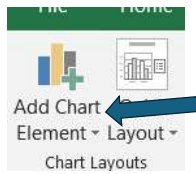
Click on the **Design** tab.



Inserting X and Y Axis Titles

To insert a title along the X and Y axis:

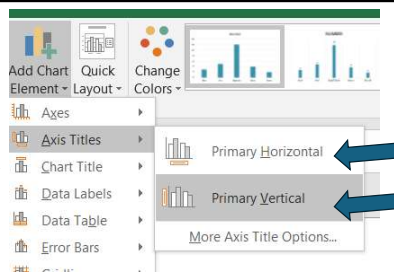
Click **Add Chart Element**.



Inserting X and Y Axis Titles

To insert a title along the X and Y axis:

Click **Axis Titles – Primary Horizontal or Vertical**.

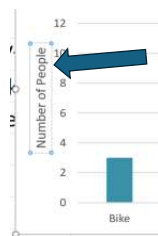


Inserting X and Y Axis Titles

To insert a title along the X and Y axis:

Select the new title box by clicking on it.

Click again to begin editing.

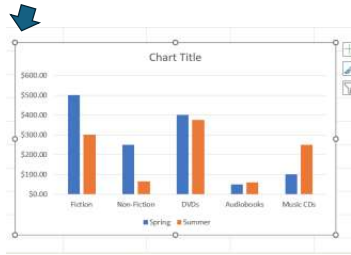


Resize a Chart

- Place pointer over one of the four corners until you get a shape like this.



- Click and drag to resize the chart.



Vocabulary

Where are these on the ribbon?



Wrap Up

- Which method of transportation is most frequently used by learners in our class?
- Which method of transportation is least frequently used by learners in our class?
- What kind of chart do you think is better for our survey? A pie chart or a bar chart? Why?

Next Class



- Title: Saving and Printing

In this class will teach you how to select a page orientation and prepare your spreadsheets for printing. You will practice choosing a file name and location for your documents, and learn the difference between the Save and Save As options.

For assistance, please contact the Jefferson County Library at **360-385-6544** or information@jc.library.info to set up a **One-on-One Tech Help** appointment.
