Introduction to Microsoft Excel

Inserting Charts

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Note about Excel

- Please note that in these classes we will be learning how to use Microsoft Excel 2019.

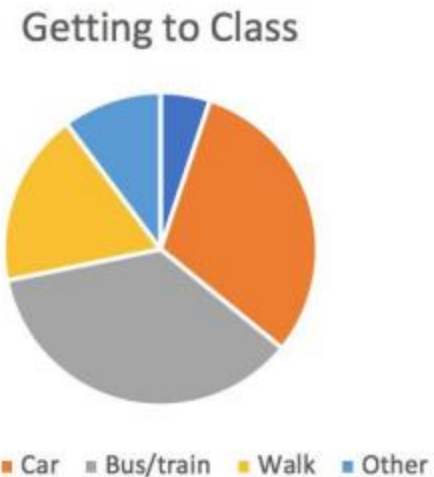- If you are using another version, features may appear differently.

Warm Up

Survey Question: How do you get to class?

Bar Chart

Getting to Class

Mode	Count
Bike	2
Car	12
Bus/train	14
Walk	7
Other	4

Pie Chart

Getting to Class

■ Bike ■ Car ■ Bus/train ■ Walk ■ Other

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.

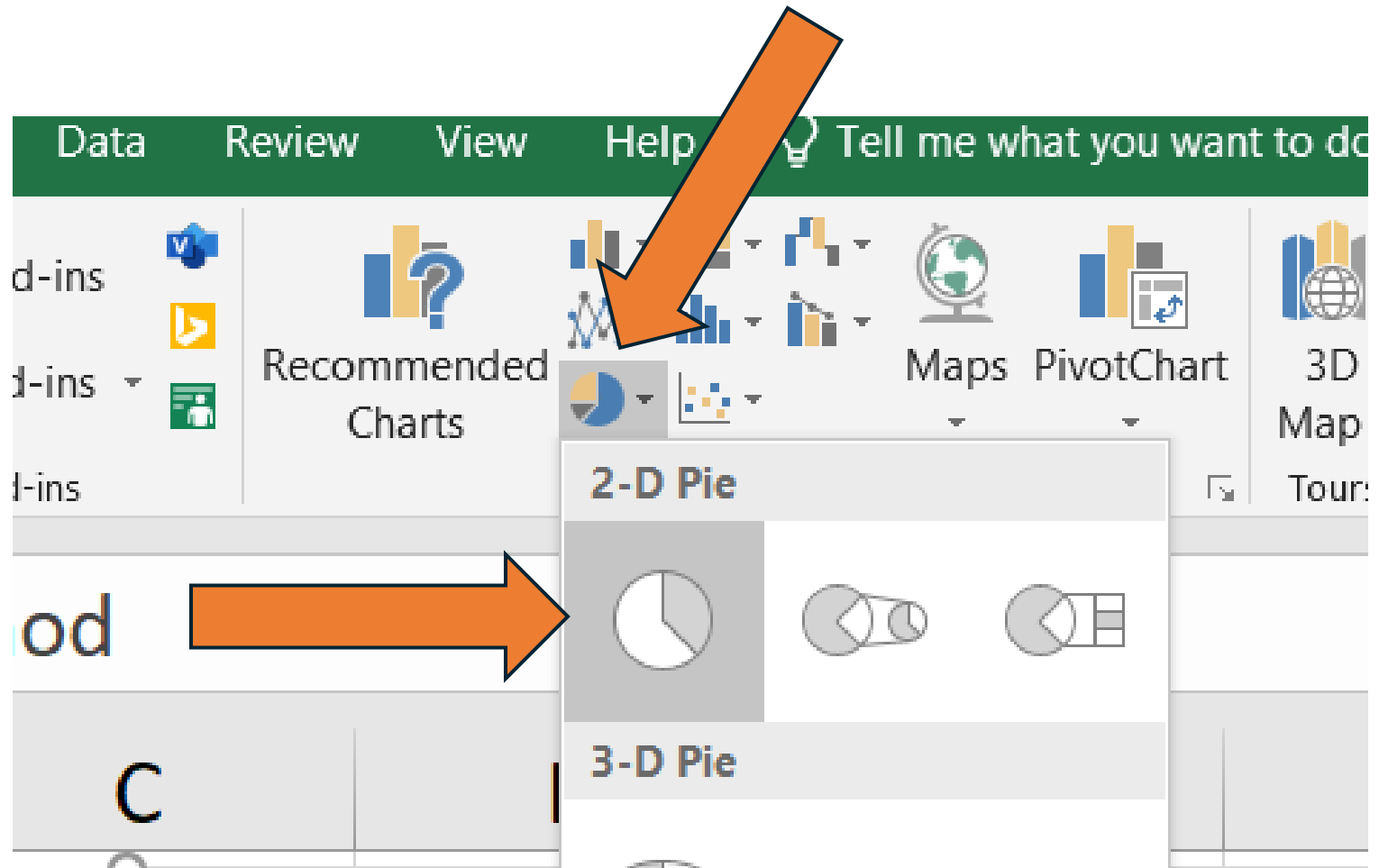|	A	B
1	**Method**	**Number**
2	Bike	2
3	Car	12
4	Bus/train	14
5	Walk	7
6	Other	4
7		

Create a Chart – Insert tab

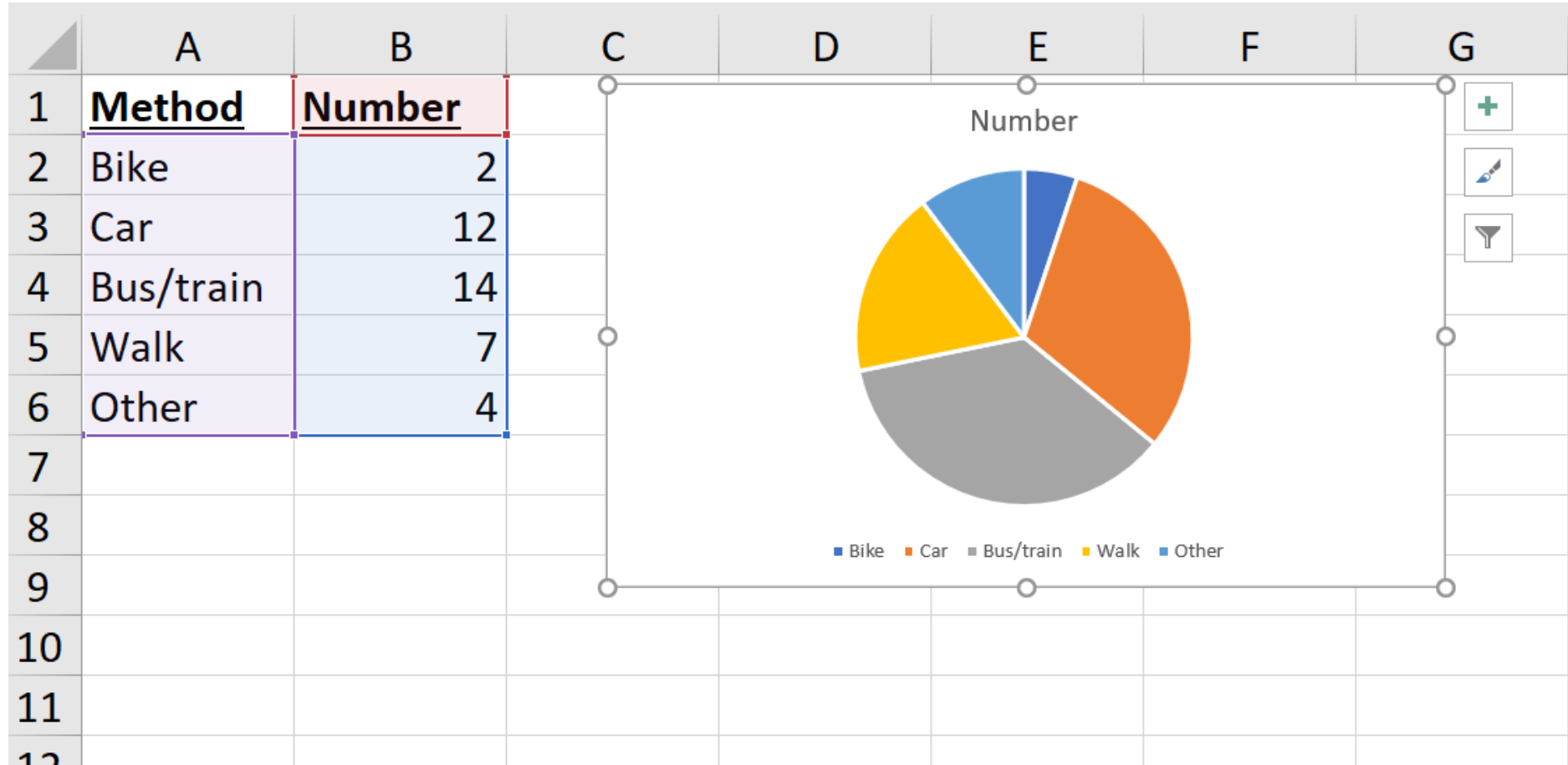- Click the **Inser**t tab above the ribbon.
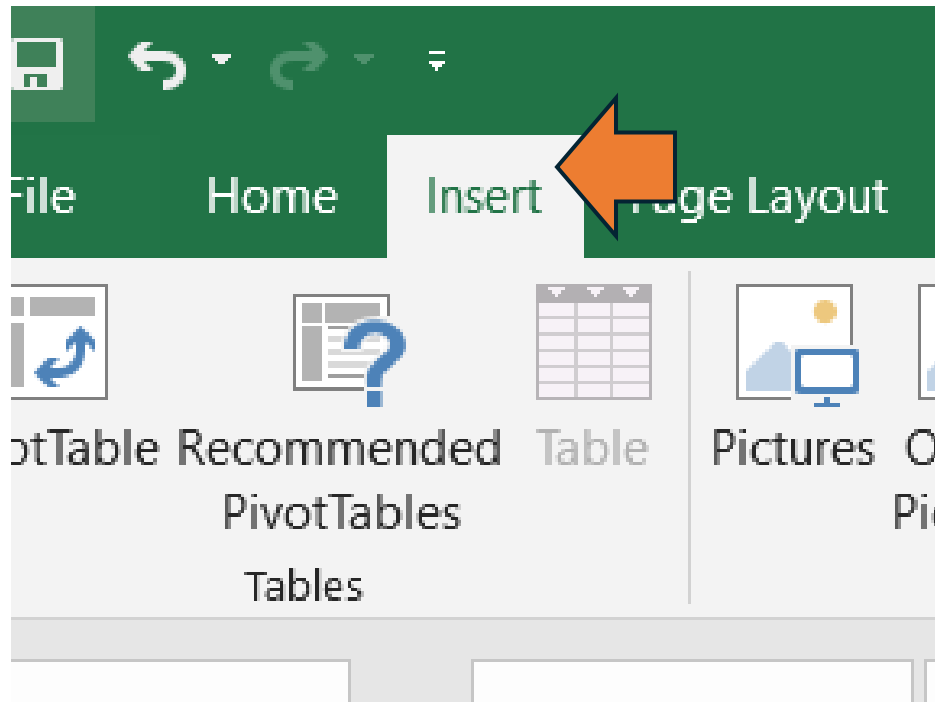
Pie Chart

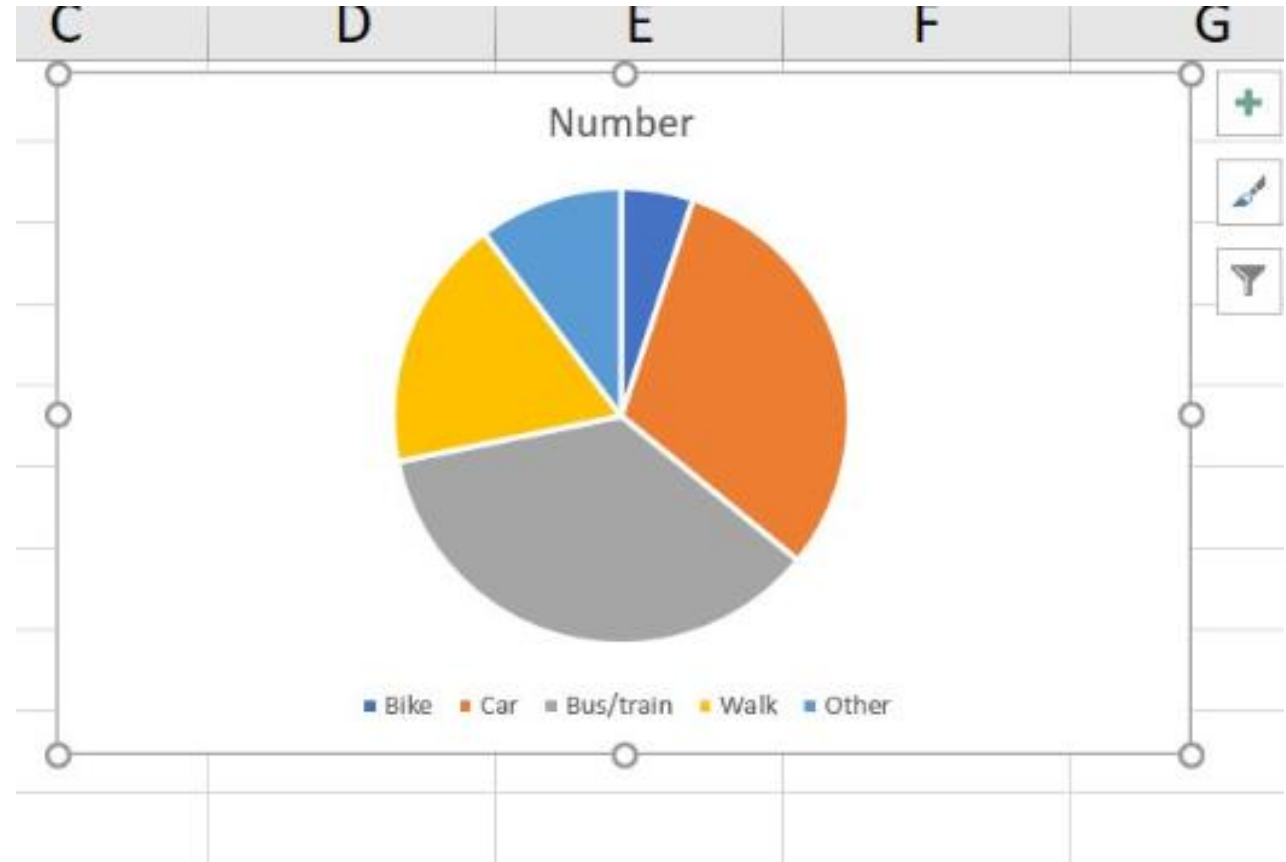- Click on the **Pie Chart** button.

- Select **2-D Pie.**
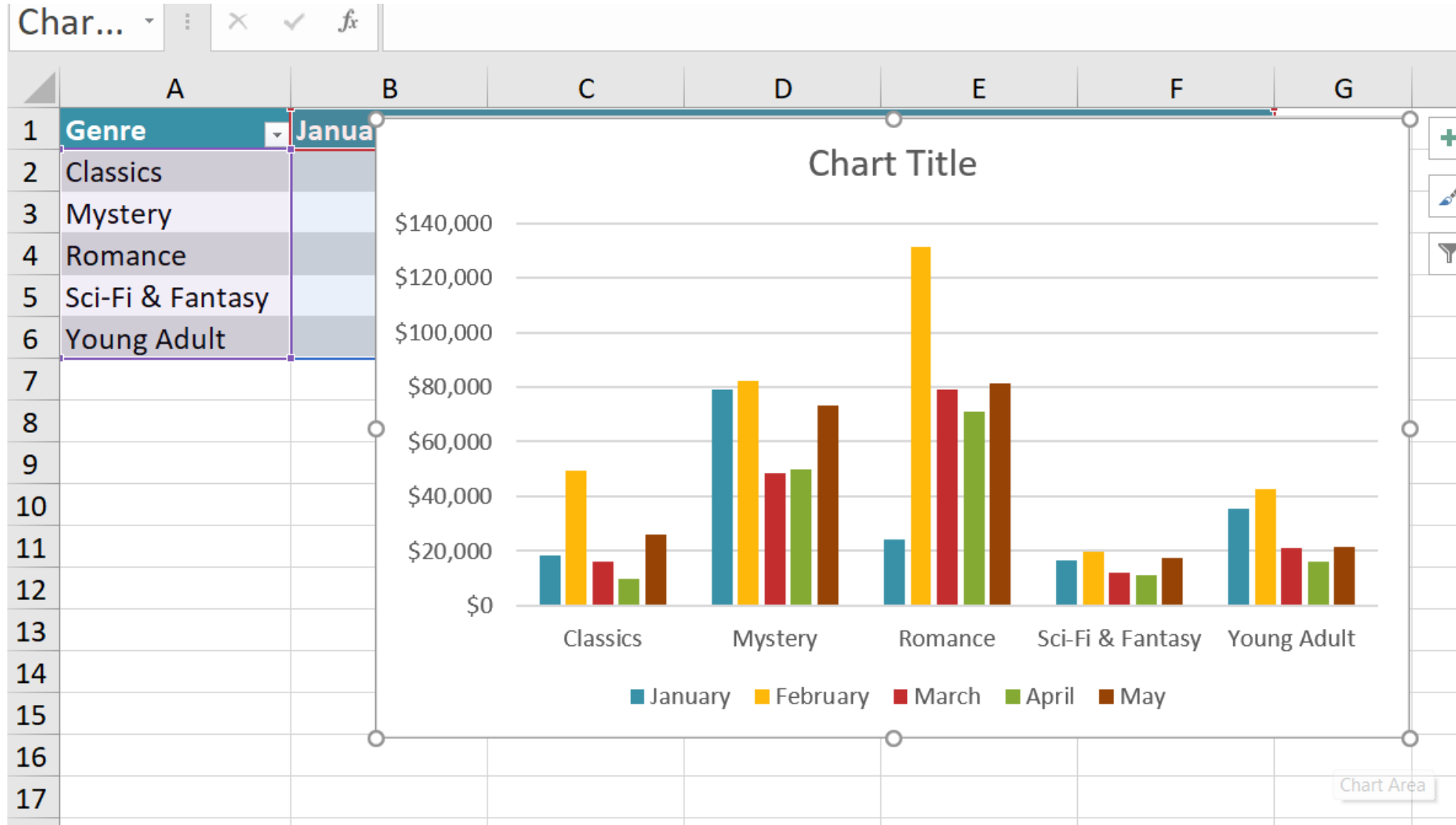
You should see this...
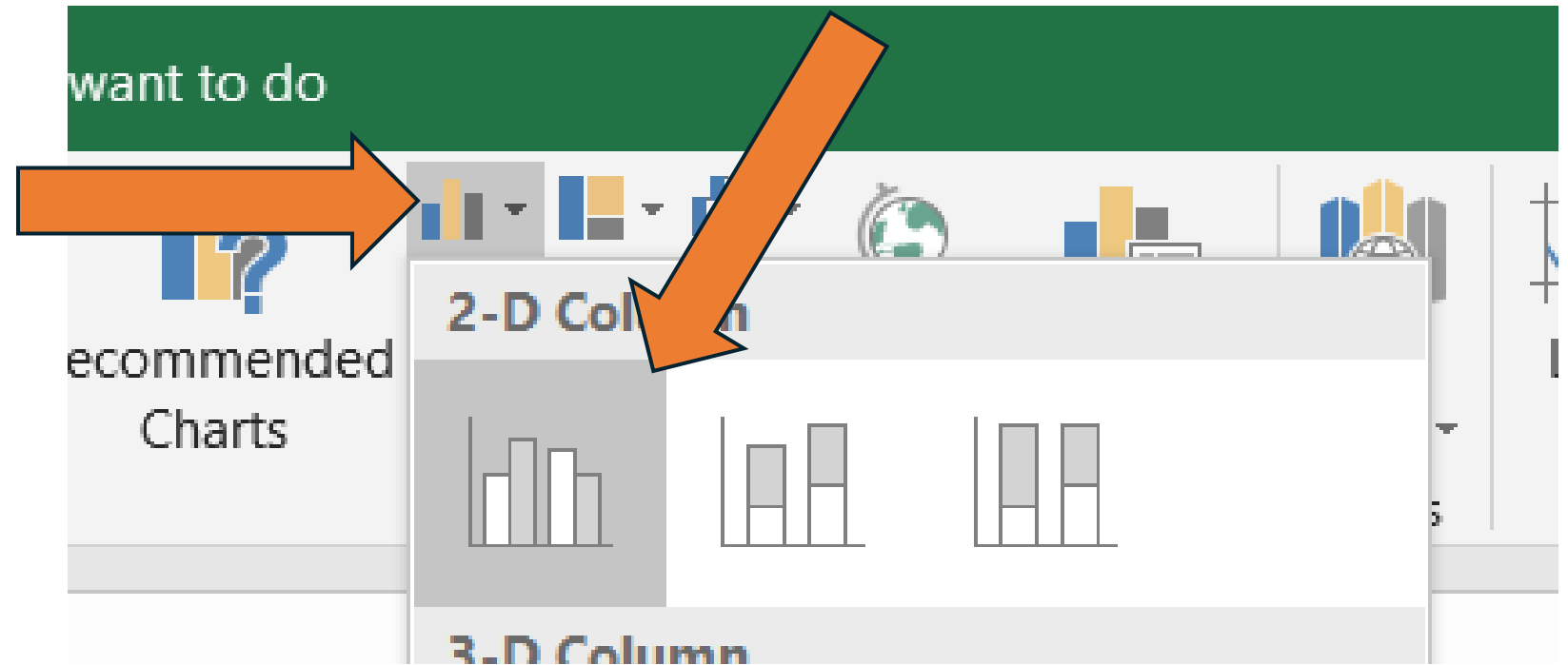
Delete a chart

- 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.
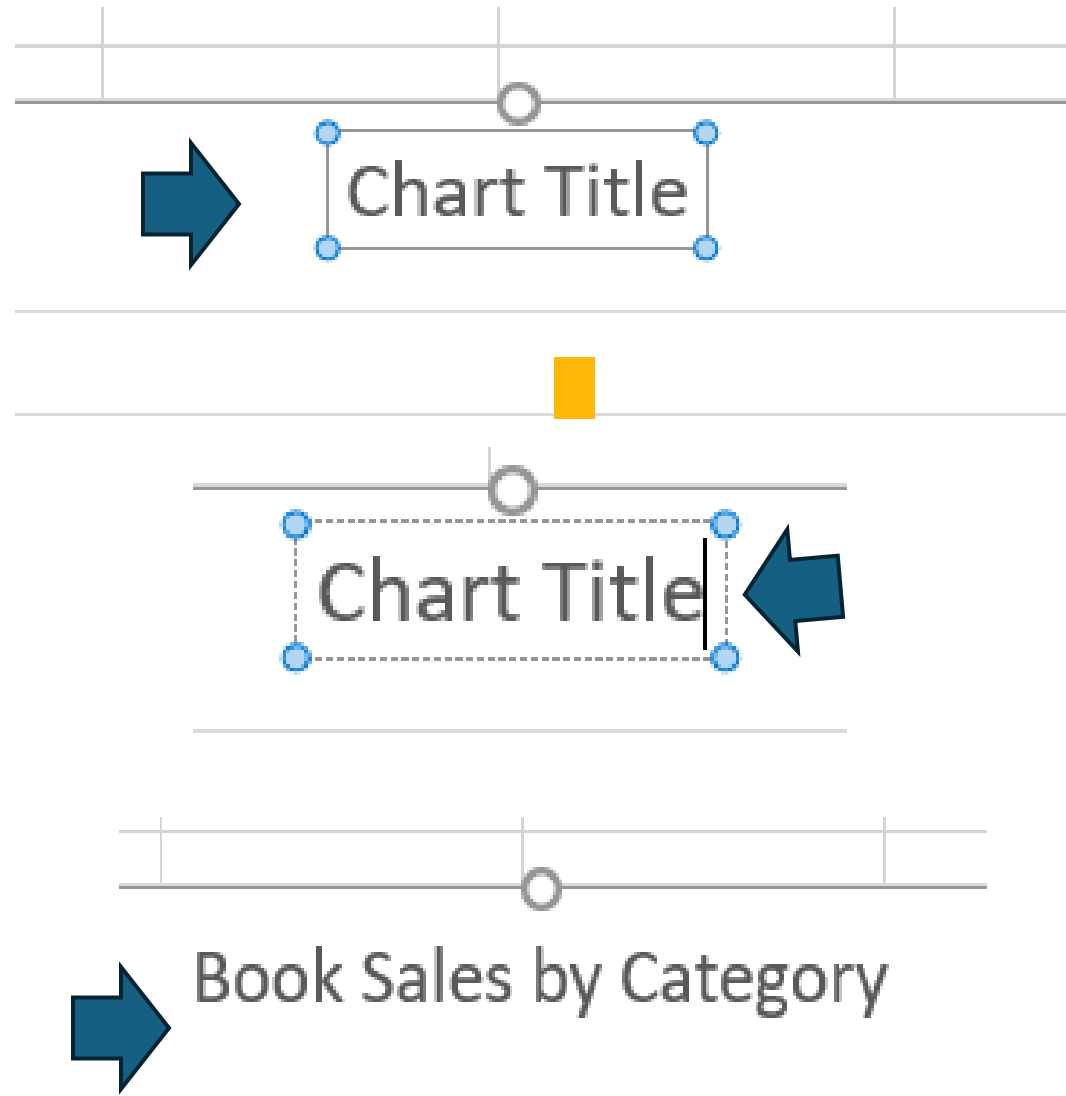
- Click on the **bar chart** icon.

Renaming a Chart

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

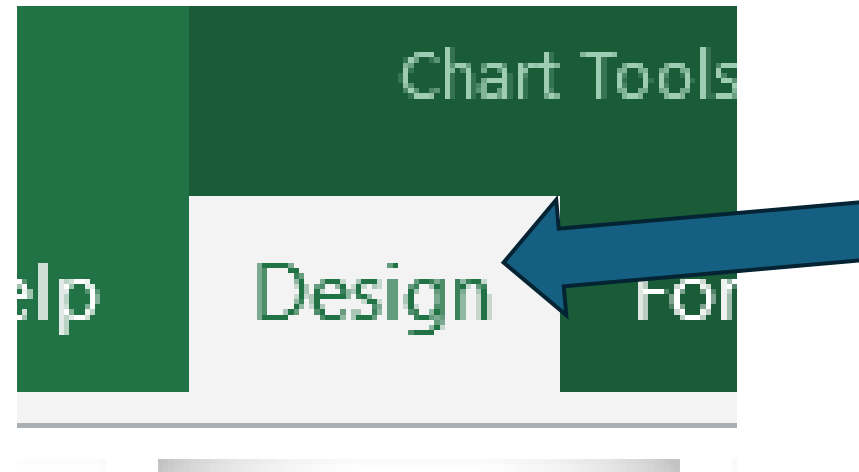**Click** once to insert your cursor.

Type a new name.

Inserting X and Y Axis Titles

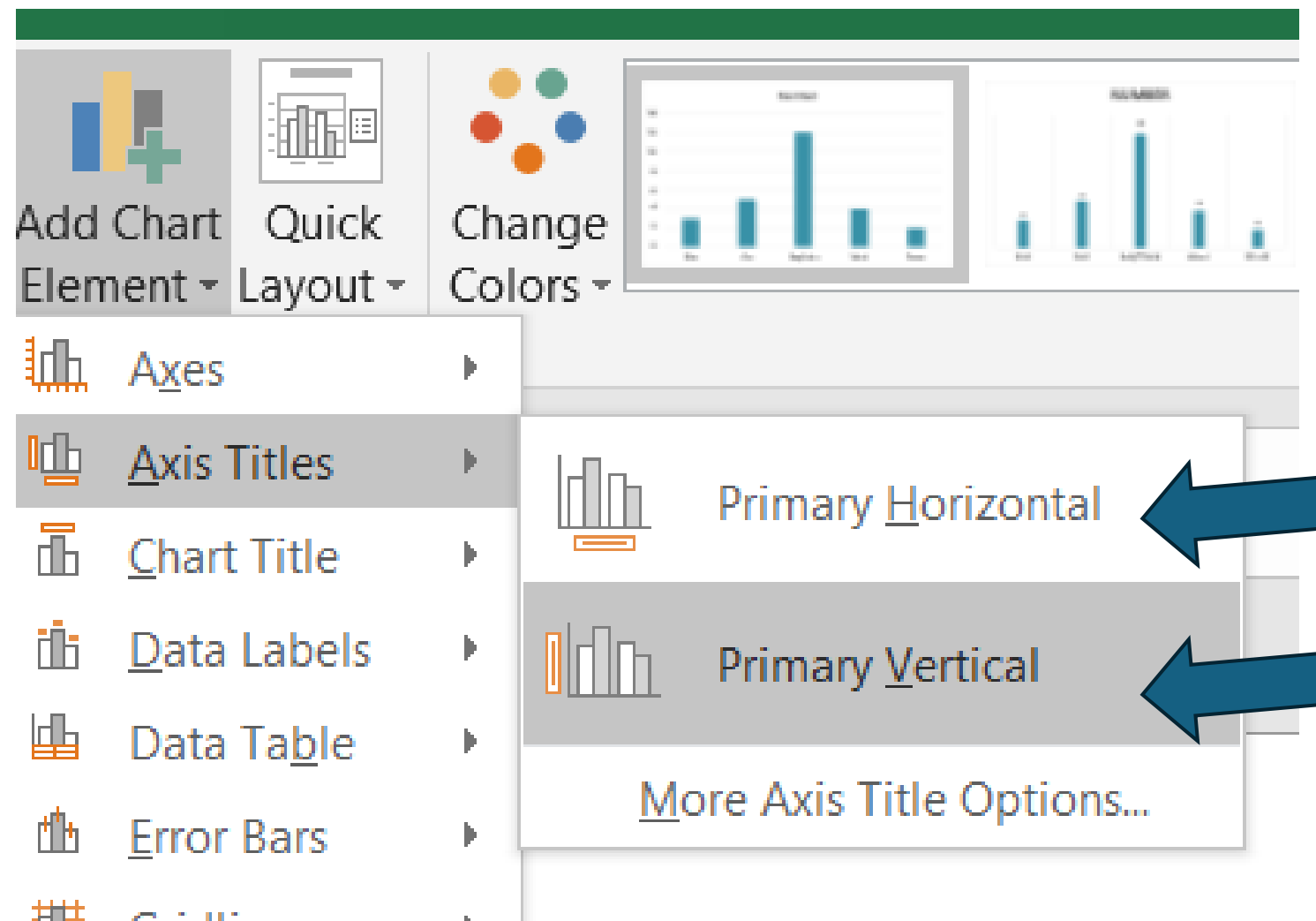To insert a title along the X and Y axis:

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:

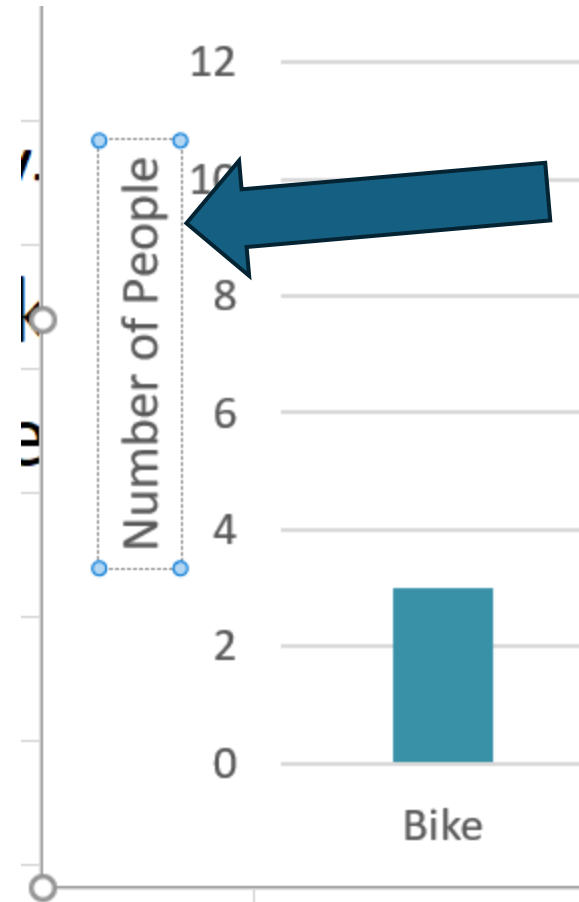Click **Axis Titles – Primary Horizontal or Vertical.**

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.
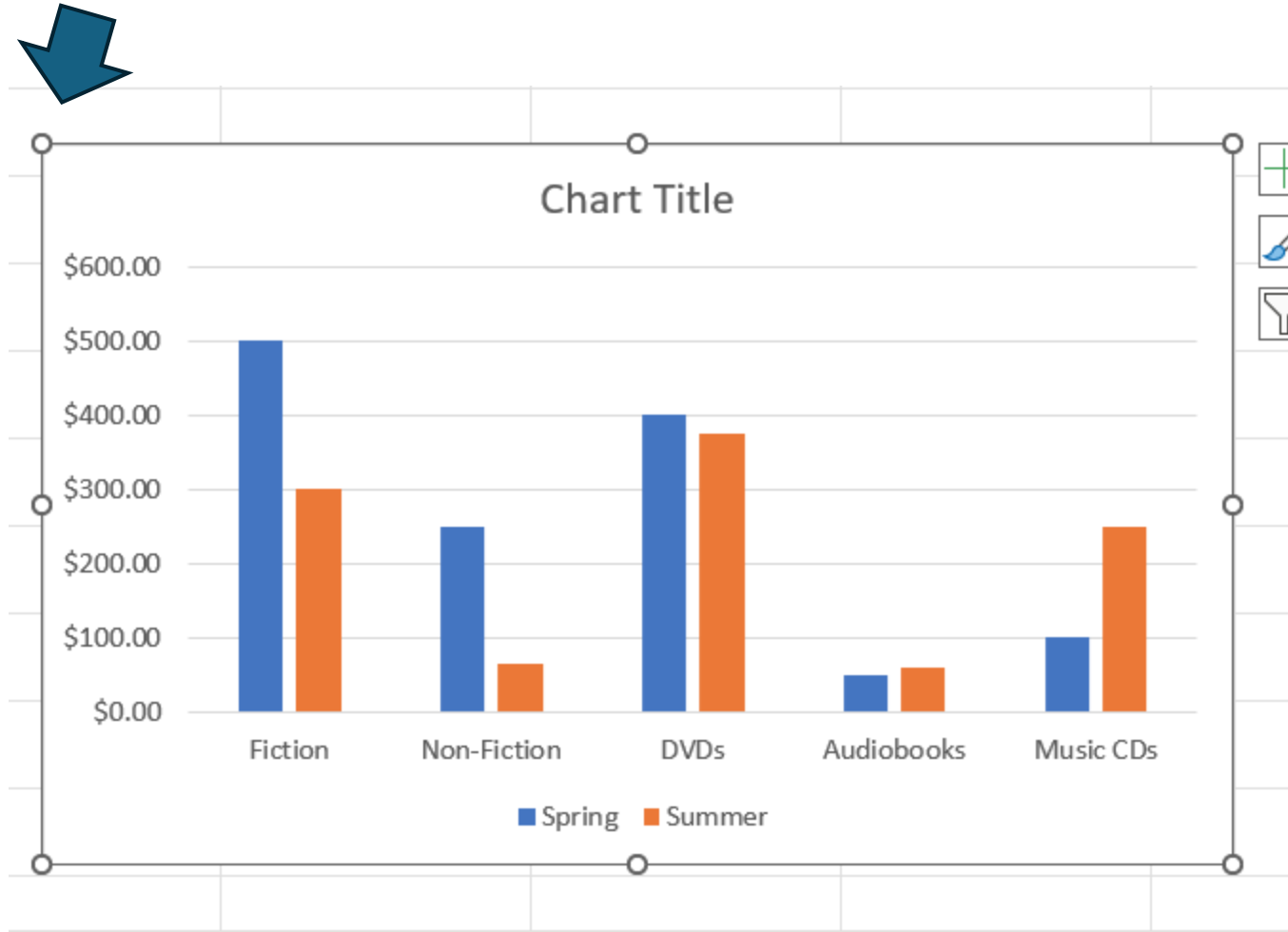
Click again to begin editing.

Resize a Chart

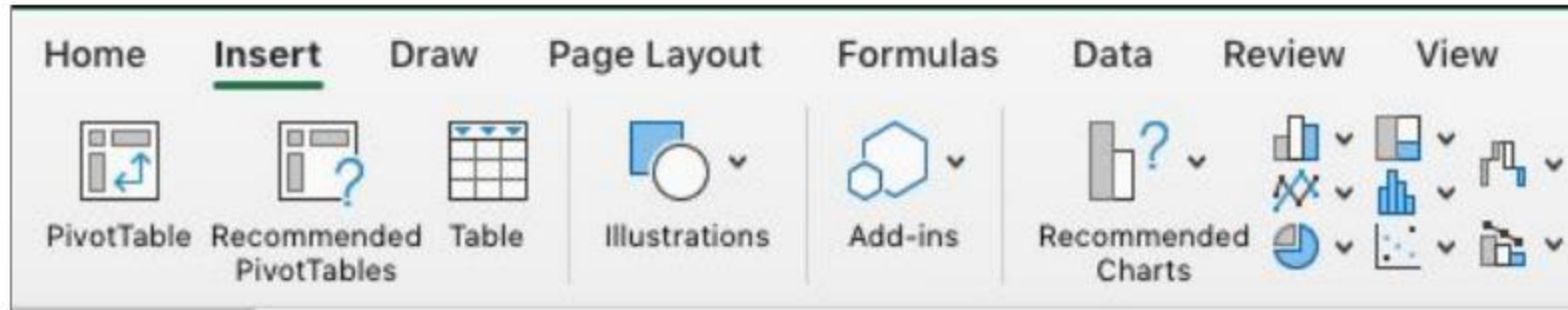- Place pointer over one of the four corners until you get a shape like this.

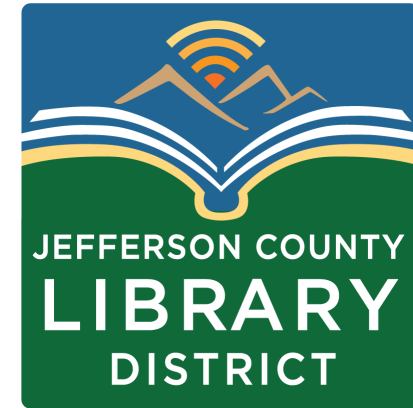- Click and drag to resize the chart.

Vocabulary

Where are these on the ribbon?

Insert Tab	Pie Chart	Bar Chart

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@jclibrary.info to set up a **One-on-One Tech Help** appointment.