

Displaying Data in Charts

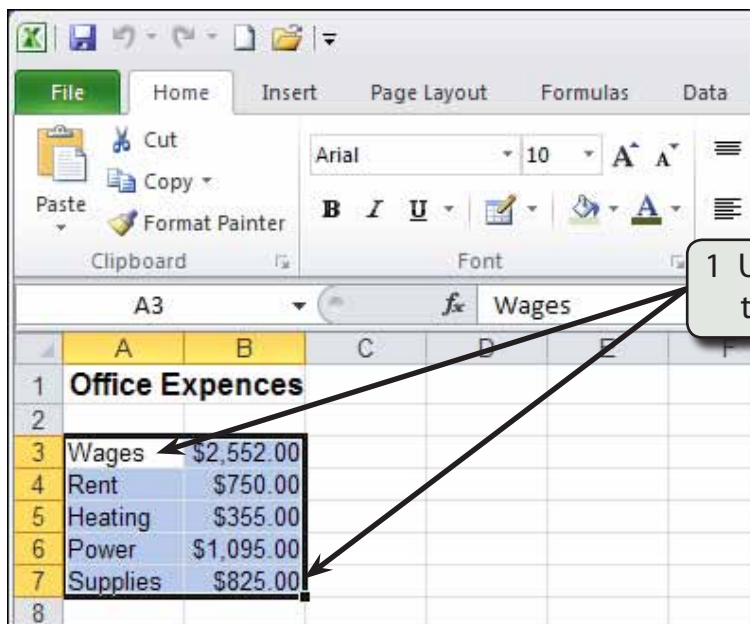
It is advantageous to display spreadsheet information in graphical form so that the information can be more easily understood and so comparisons between items can be made quickly and easily. Microsoft Excel has extensive charting facilities that allow you to produce a comprehensive range of graphic displays.

Loading the Spreadsheet

- 1 Load Microsoft Excel or close the current file.
- 2 Open the EXPENSES spreadsheet from the CHAPTER 7 folder of the EXCEL 2010 SUPPORT FILES folder, selecting YES to the READ-ONLY message.
- 3 The template shows the expenses for a particular office over a one month period.

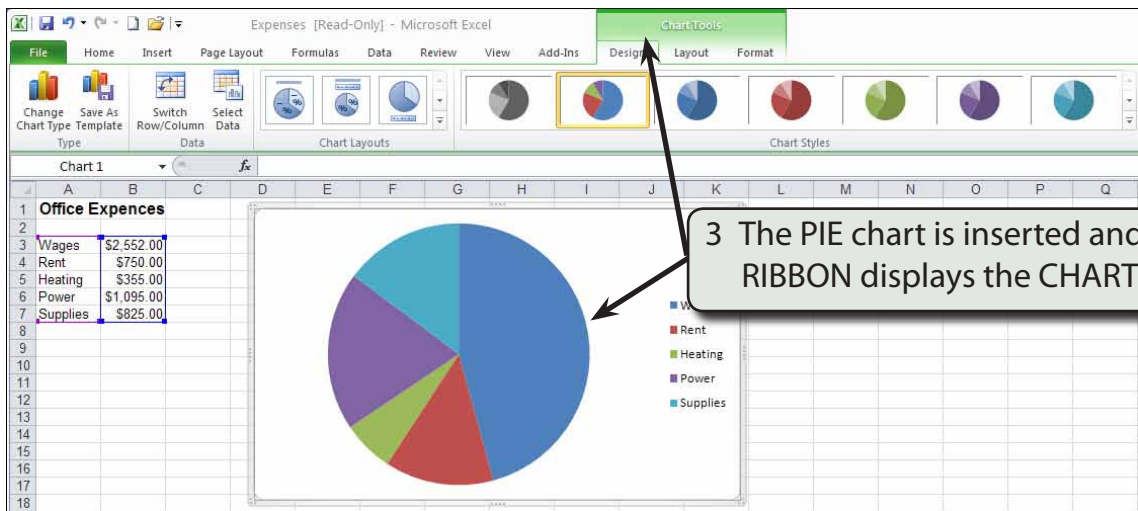
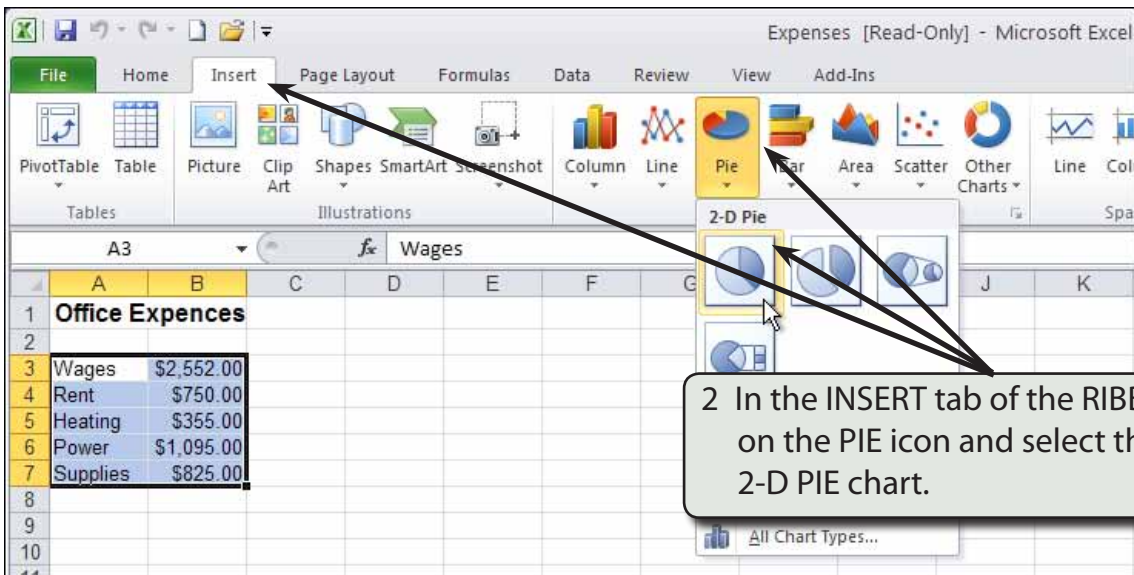
Creating a Pie Chart

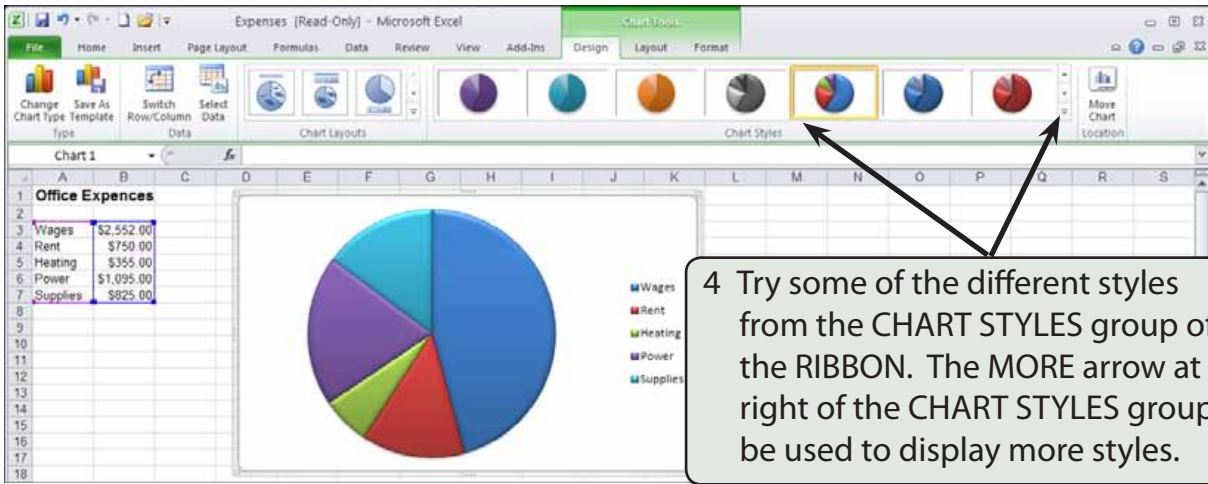
Before a chart can be created you must indicate which cells are to be included in the plot. You can place a chart in the same sheet as the spreadsheet table or in a sheet of its own. For this first chart we will place the chart in the same sheet as the spreadsheet table.



	A	B	C	D	E	F
1	Office Expenses					
2						
3	Wages	\$2,552.00				
4	Rent	\$750.00				
5	Heating	\$355.00				
6	Power	\$1,095.00				
7	Supplies	\$825.00				
8						

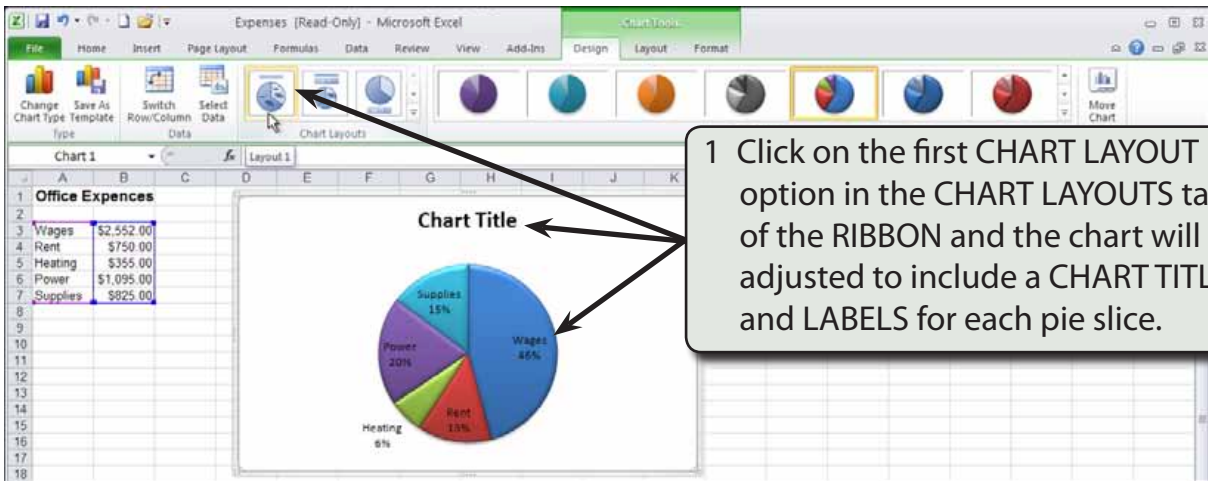
1 Use the mouse to highlight cells A3 to B7.





The Chart Layouts

The CHART LAYOUTS group of the DESIGN tab in the RIBBON allows you to select from some pre-prepared pie chart arrangements.



The screenshot shows the Microsoft Excel interface with the 'Chart Tools' ribbon active. A pie chart is displayed in the center of the worksheet, with a dashed box around the top center containing the text 'Chart Title'. A callout box with a black border and white background contains the following text: '2 Click on the CHART TITLE box then drag the cursor over the text to highlight it and enter: Office Expenses'. The data for the chart is as follows:

Category	Amount
Wages	\$2,552.00
Rent	\$750.00
Heating	\$355.00
Power	\$1,095.00
Supplies	\$825.00

The screenshot shows the same Microsoft Excel interface as the previous one, but the title of the pie chart has been updated to 'Office Expenses'. The data for the chart is now as follows:

Category	Amount	Percentage
Wages	\$2,552.00	46%
Rent	\$750.00	13%
Heating	\$355.00	6%
Power	\$1,095.00	20%
Supplies	\$825.00	15%