

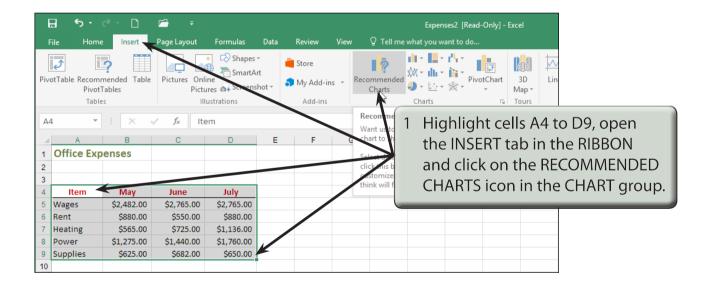
More Detailed Charts

Microsoft Excel allows you to create more detailed charts. To do this a larger spreadsheet will need to be opened.

- 1 Load Microsoft Excel 2016 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab or FILE menu.
- 2 Access the EXCEL 2016 SUPPORT FILES folder and open the CHAPTER 8 folder.
- 3 Open the EXPENSES2 template, selecting YES to the READ-ONLY dialogue box.

Recommending a Chart

Microsoft Excel can recommend possible charts to suit the data you are plotting.



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4 Styles can be applied to the chart from the DESIGN tab of the CHART TOOLS in the RIBBON or from the CHART STYLES icon next to the chart.

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The Column Chart Options

The COLUMN chart has many more options than the PIE chart. We will look at a few of these new options.

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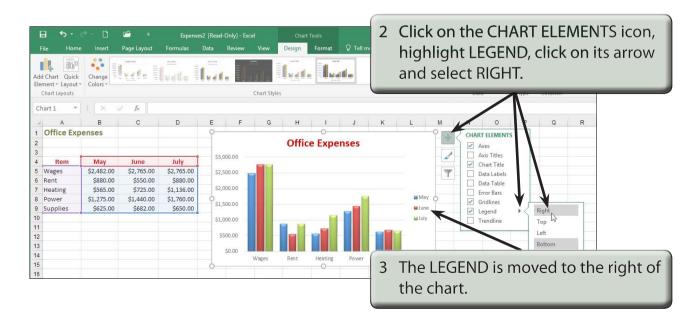
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B Moving the Legend

The LEGEND would look better at the right of the chart in this case.

1 Click on the CHART AREA to reselect the chart.



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C The Axis Titles

Each axis can be given a title. In this case a title will be added to the X-axis.

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NOTE: We don't really need an X-AXIS label in this case, but it is important to know how to enter it. We will delete the label shortly. The Y-AXIS (PRIMARY VERTICAL) label is inserted in the same way.

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