

Excel 2008

for Macintosh OS X

Charts



A chart is a graphical representation of the worksheet data. There are two methods to create a chart: drawing an embedded chart on the worksheet using ChartWizard or using the Chart tools on the Chart toolbar. Both methods are linked to the worksheet. If you change data in the worksheet, the chart is automatically updated.

There are 14 chart types. The default is the Column Chart. In a Column Chart each column represents a cell on the worksheet. The value in the cell determines the column's height. A related group of values is called a data series. Each data series is represented with a different pattern. The vertical axis, referred to as the Y-axis, is scaled to reflect the range of values in a worksheet.

- Type the following worksheet
To total the cases in Column F use the **AutoSum** tool. Select cells F2 through F8 and double click the **AutoSum**

	First	Second	Third	Fourth	Total Cases
Cherry Garcia	3	8	1	1	
Chunky Monkey	1	2	5	1	
Heath Bar Crunch	7	2	2	7	
New York Super Fudge	2	9	3	3	
Oreo Mint	2	9	3	3	
Phish Food	6	7	3	4	
Rainforest Crunch	9	6	7	5	

button.



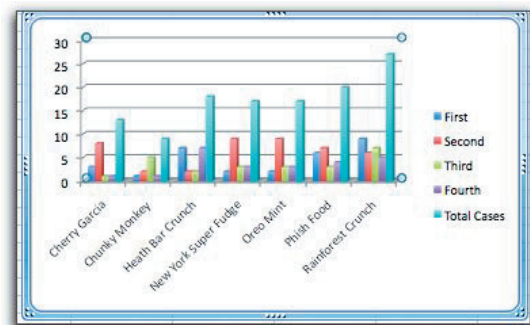
- The following will appear in the F column:

Total Cases
13
9
18
17
17
20
27

Creating a Chart

We will do a chart displaying the total cases of each flavor of ice cream by year and the combined totals of each flavor.

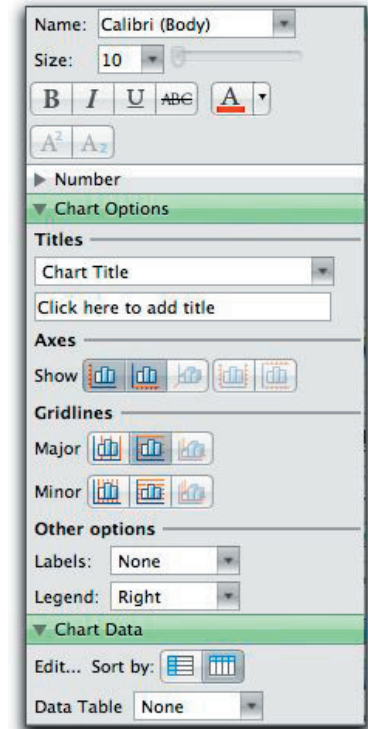
- Select cells A1:F8 and click on the **Gallery** button on the Standard toolbar
- Click the **Charts** tab
- Choose the desired chart type (Columns, for example) and a chart type



Editing the Chart

- To edit the chart, click on the chart

The Formatting Palette (pictured) shows common Chart options. If the Formatting Palette is not displayed, choose View> Formatting Palette or click the **Toolbox** button on the toolbar. You can click on different elements and then use the For Toc



You can display your data differently by having the Ice Cream flavors listed in the legend box.

- On the Chart toolbar, click the **Row** button (3rd button from the right)
- Under Chart Options on the Formatting Palette, type *Ben & Jerry's Ice Cream* in the "Click here to add title" field
- Click in the "Chart Title" field, choose Horizontal (Category) Axis and type *Year* in the field below
- Choose the Vertical Axis and type *Cases*
- Click anywhere within the legend box in the graph and drag to reposition
- Use the handles to resize the legend box
- Double click on the selected legend

The Format Legend dialog box is displayed. Use Fill, Line, Shadow, Fonts, and Placement for additional formatting features. Check out the tab features and color.

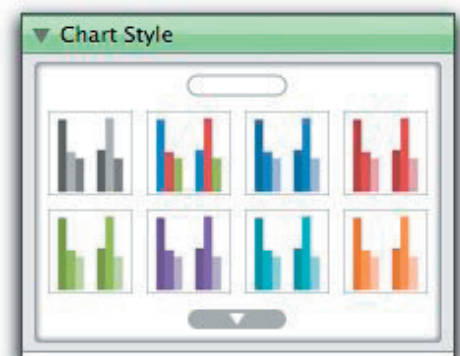
- Click on the Title and drag to reposition
- Click on the chart itself to move or resize
- Under Format on the Menu bar, use Plot Area for different options for changing the appearance
- Click on the X or Y axis on the chart

The selected axis has a handle on each end.

Under Axis on the Format menu you can format the axis by changing the scale, the way the numbers are displayed, etc.

Changing Chart Types and Chart Styles

- To change your chart to another type, click on one of the buttons in the Chart Gallery
- To change to another style of the same type of chart, select it in the Chart Gallery
- To change the color palette of your chart, select a new color theme from the Chart Style section on the Formatting Palette



Printing a Chart

- Click the **Print** button on the Standard toolbar or select Print from the File menu and click the **Print** button
- If you wish to print only the chart, click on the chart to select and then choose Print from the File menu

Deleting a Chart

- Click on the chart to select it
- Press the **delete** key on the keyboard or choose Edit> Clear> All

