

EXCEL TODAY CHARTS 101

w/ Rhett Reswik, Site Software Trainer



YouTube Training Video

All content can be found at:

- www.districtb83.com/excel-today.html

Before starting, please download the appropriate exercise file (a .xlsx)

Step 1:

- Using range A4:D9, create a 2D Clustered Column Chart
 - Position cursor over A4, click and drag to D9
 - Go to the Insert tab, find Charts, and click the Charts pop-out menu (lower right)
 - Select the Clustered Column Chart, and click "OK"

Step 2:

- Move the chart, upper left corner to cell A14
 - Click and drag (from an empty space in the chart), lining the top right corner to A14

Step 3:

- Resize the chart, filling range A14:F28
 - Click and drag the lower right control handle (of the chart), to the bottom right of F28

Step 4:

- Change a value, change cell B7 from 63 to 134, to modify chart accordingly
 - Locate B7, select the value, hit the "Backspace" key, type "134," and hit the "Tab" key
 - Chart will change accordingly

Step 5:

- Add another column, include the "Total" data series
 - Click an empty space in the chart (note the highlight in the source range)
 - Click and drag the lower right control handle in D9 to E9

Step 6:

- Add another category, include the "Middle East"
 - In the same manner as Step 5, click and drag the lower right control handle from E9 to E10

Step 7:

- Delete a column, delete the "Total" data series
 - Click and drag the lower right control handle from E10 to D10

The above are some of a variety of ways you can manipulate a chart in Microsoft Excel. Also try right-clicking on your chart, and choosing "Select Data..." This will give you an alternative way to alter Data Source(s) feeding into your chart.

Thank you for attending! Let us know if we can be of assistance; and, if you have a moment, please fill out our survey.



Class Survey Link