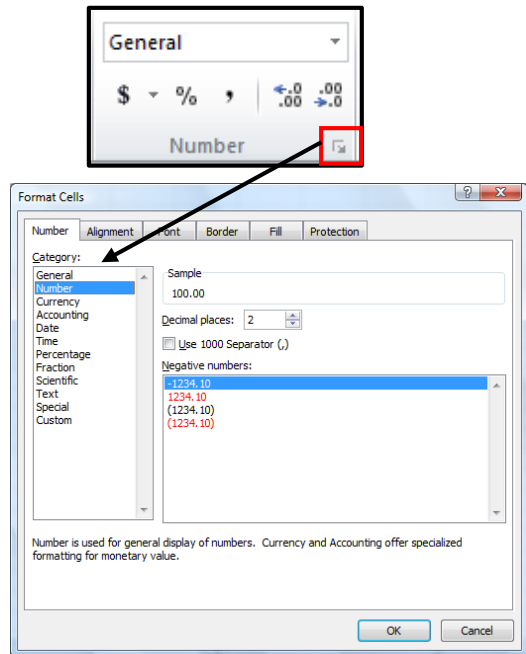


Microsoft Excel: Charts & Graphs

FORMATTING NUMBERS

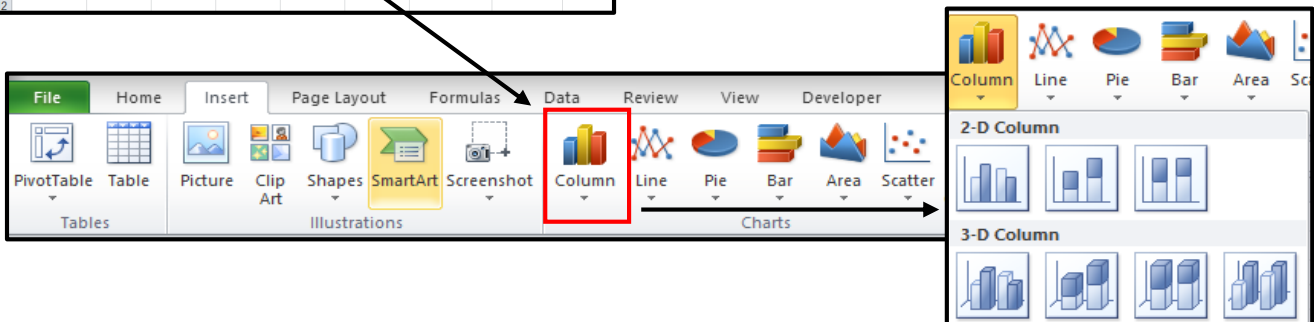
1. Select the cells containing the numbers you want to format
2. From the **Number** group on the **Home** tab:
 - a. Use **Accounting** or **Currency** format style to add a (\$)
 - b. Use **Percent** style (%) to display percentages
 - c. Use **Comma** style (,) to add commas & decimals
 - d. **Increase or Decrease decimal** places
 - e. Use **Format Cells dialog box** for more options



CREATING CHARTS

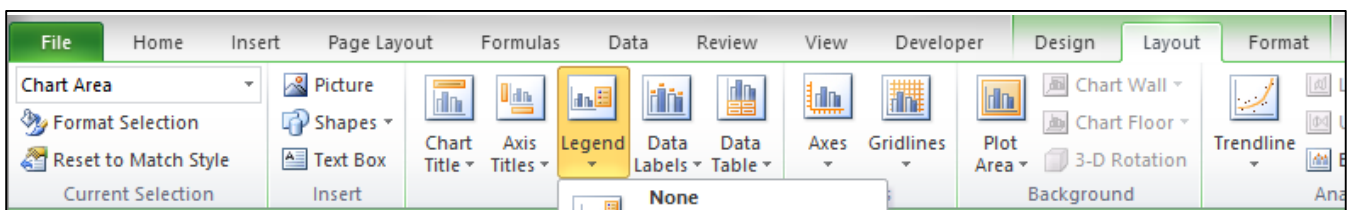
Revenue by Category, in Thousands							
First Quarter Revenue							
Category	Jan	Feb	Mar	Total	Last Yr.	Difference	% Diff
Corp	365	410	396	1,172	1,259	(87)	-6.9%
Dir. mail	330	325	215	870	777	93	12.0%
Misc. Dir.	58	88	41	187	210	(23)	-11.0%
Promo	54	154	135	343	320	23	7.2%
Retail	626	527	596	1,749	1,630	119	7.3%
Total	1434	1504	1383	4321	4196	125	3.0%

1. Select the cells containing the data and text you want to appear in the chart
2. On the **Insert** tab, select the chart type and subtype in the **Charts** group.



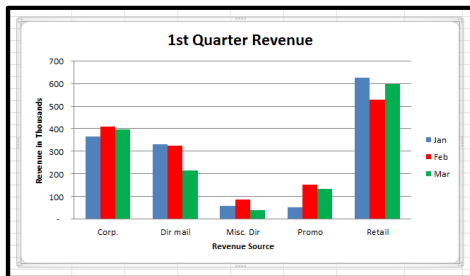
MODIFYING CHARTS

To change elements in a chart, click the area you wish to change and the **Chart Tools** tab will appear at the **top of the ribbon**. **Color**, **Style**, and **Text** options will be under **Format**. To change **Axes**, **Gridlines**, **Chart Titles**, and the **Legend**, click on **Chart Tools** then **Layout**.

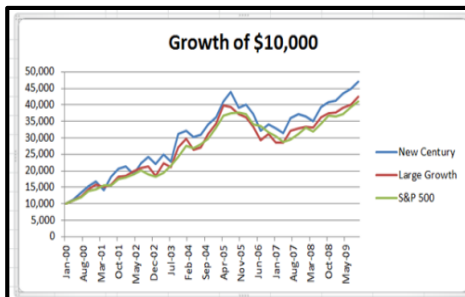


QUICK REFERENCE GUIDE: CHART TYPES

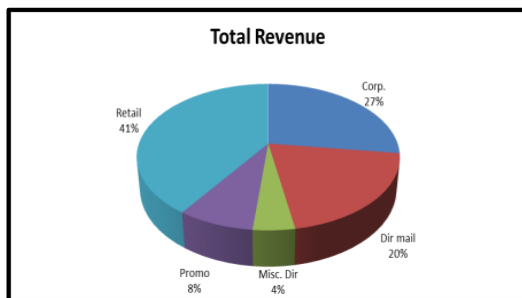
Column Charts - Compare distinct items or show single items at distinct intervals. Values are indicated by the height of the columns.
Ex: Display how values change over time.



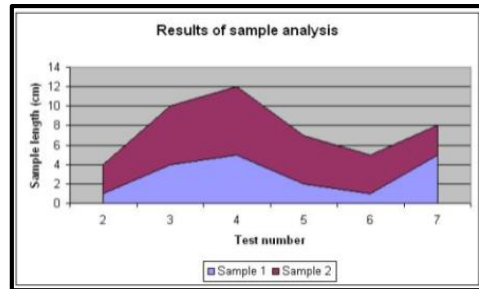
Line Charts - Use a series of consecutive points to plot a variable value over time and show you a trend. They imply a pattern of change over time.



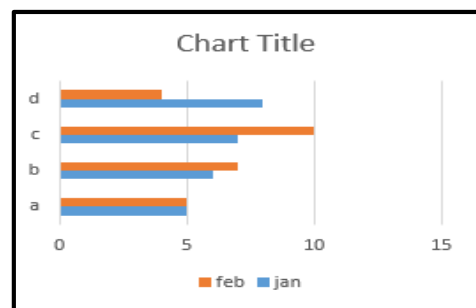
Pie Charts - Show the relationship between one or more "pieces" of the pie in comparison to the whole pie. Great for demographic data, budget info, sales figures, etc. They provide snapshots for specific periods of time.



Area Charts - Show the relative contributions over time that each data series makes to a whole picture. Ex: Showing how much the relative amounts of the principal and interest change over time of a mortgage.



Bar Charts - Compare distinct items/show single items at distinct intervals. Useful for comparing data items that are in competition.



Scatter Plots - Merely plots the data points against their values. While less visually appealing, the lack of bar, columns or pie pieces can be an advantage since scatter diagrams allow viewers to draw their own conclusions.

