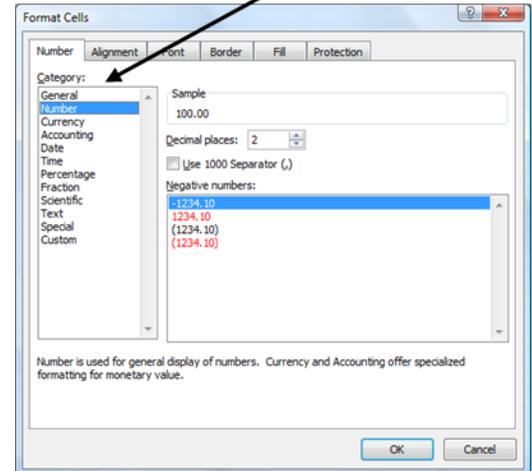
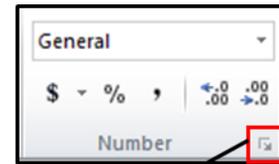


Formatting Numbers

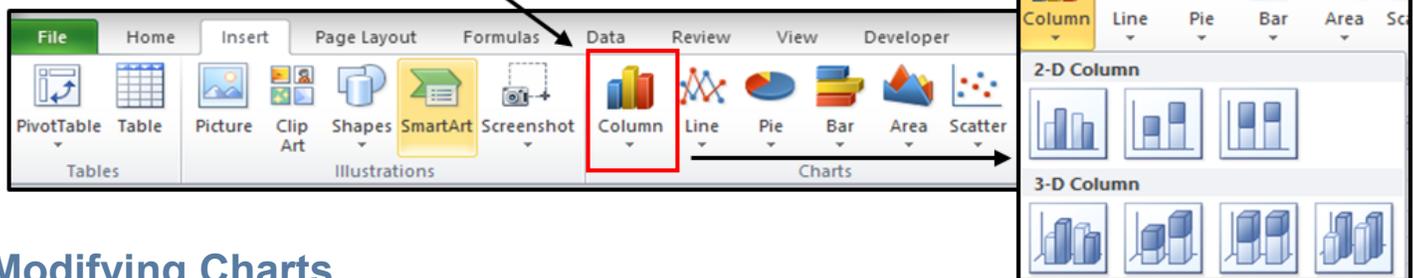
1. Select the cells containing the numbers you want to format
2. From the **Number** group on the **Home** tab:
 - a. Use **Accounting** or **Currency** format style to add a (\$)
 - b. Use **Percent** style (%) to display percentages
 - c. Use **Comma** style (,) to add commas & decimals
 - d. **Increase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



Creating Charts

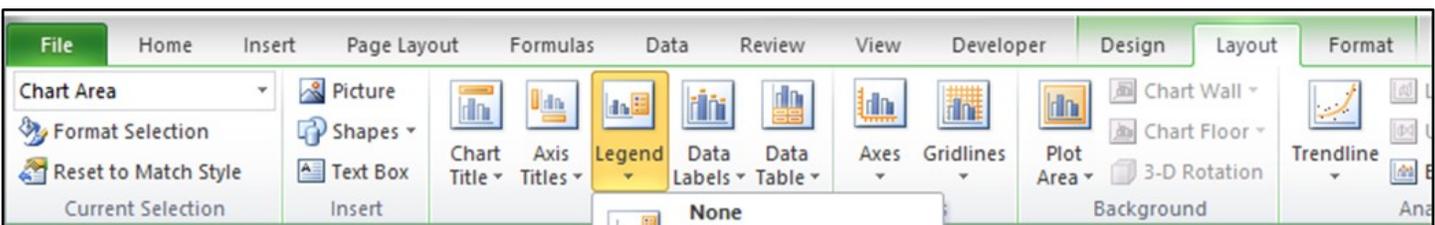
1. Select the cells containing the data and text you want to appear in the chart
2. On the **Insert** tab, select the chart type and subtype in the **Charts** group.

Category	Jan	Feb	Mar	Total	Last Yr.	Difference	% Diff
Corp.	366	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%



Modifying Charts

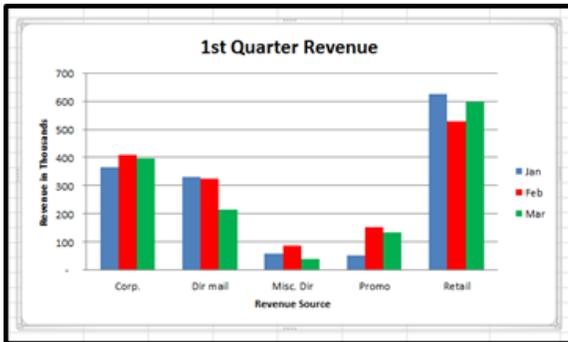
To change elements in a chart, click the area you wish to change and the **Chart Tools** tab will appear at the **top of the ribbon**. **Color**, **Style**, and **Text** options will be under **Format**. To change **Axes**, **Gridlines**, **Chart Titles**, and the **Legend**, click on **Chart Tools**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



Quick Reference Guide: Chart Types

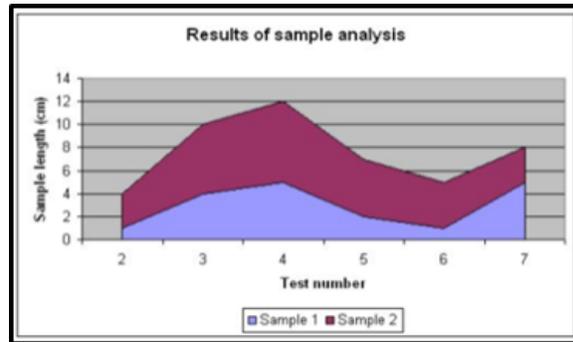
Column Charts

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.



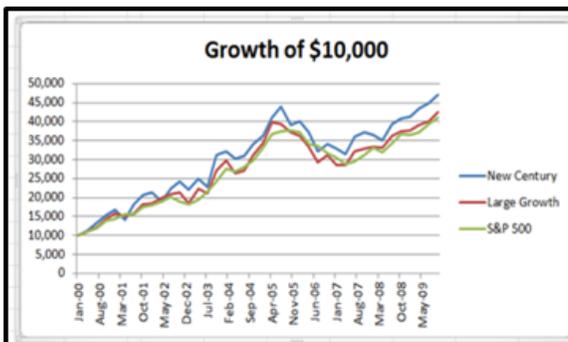
Area Charts

Show the relative contributions over time that each data series makes to a whole picture. Ex: How much the relative amounts of the principal and interest change over time for a mortgage.



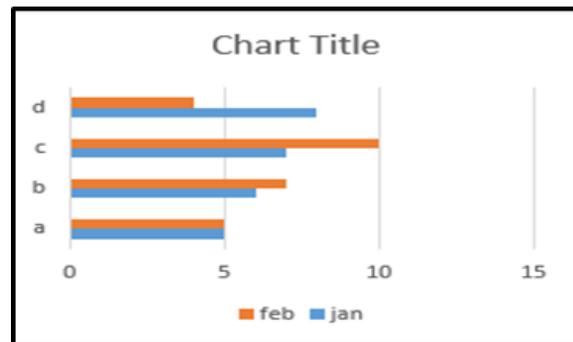
Line Charts

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.



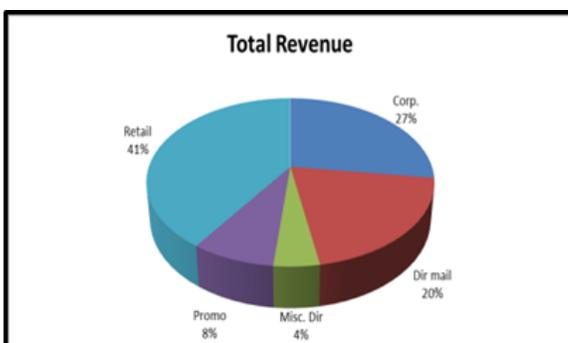
Bar Charts

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



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.



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.

