

More Detailed Charts

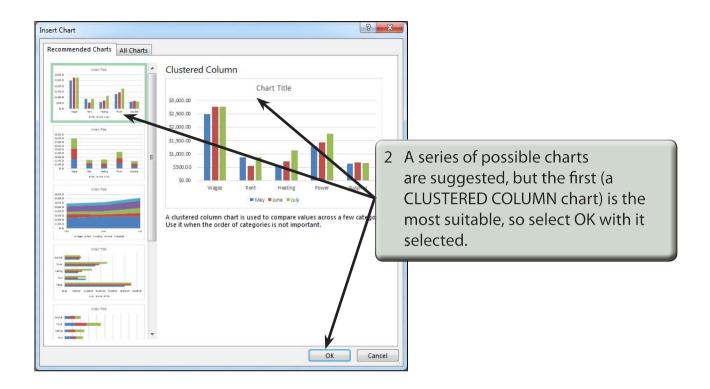
Microsoft Excel allows you to create more detailed charts. To do this a larger spreadsheet will need to be opened.

- 1 Load Microsoft Excel 2013 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab.
- 2 Access the EXCEL 2013 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.

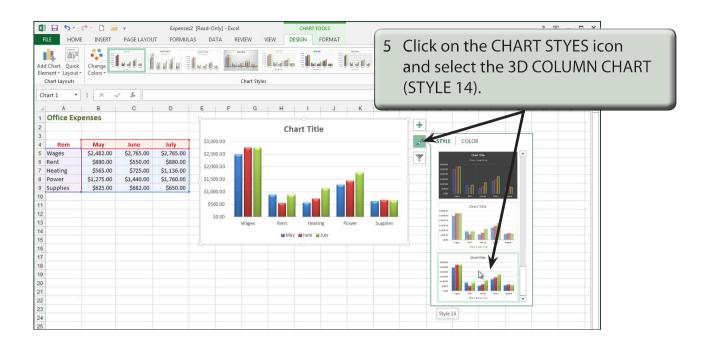
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5	Wages	\$2,482.00	\$2,765.00	\$2,765.00		
6	Rent	\$880.00	\$550.00	\$880.00		
7	Heating	\$565.00	\$725.00	\$1,136.00		
8	Power	\$1,275.00	\$1,440.00	\$1,760.00		
9	Supplies	\$625.00	\$682.00	\$650.00 1		
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4 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.

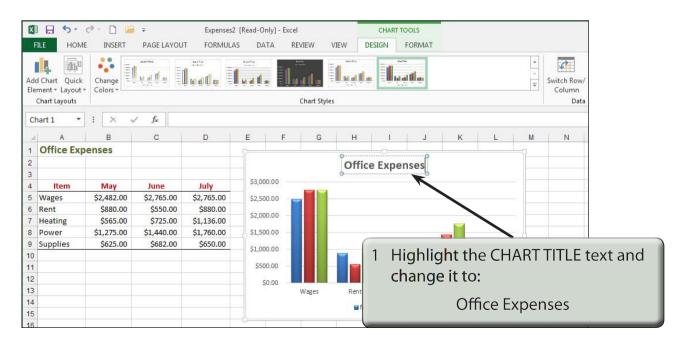
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The Column Chart Options

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

A The Chart Title



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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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