

## More Detailed Charts

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

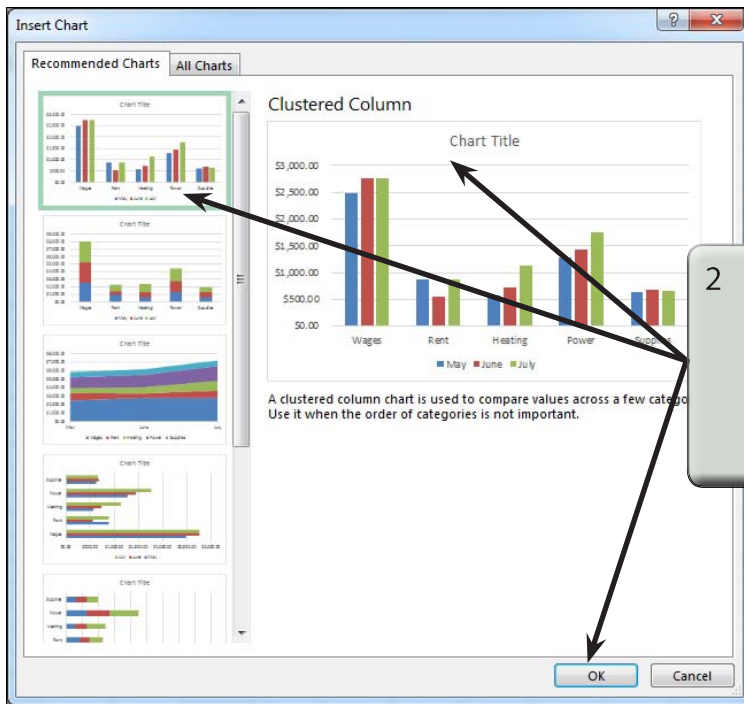
- 1 Load Microsoft Excel 2013 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab.
- 2 Access the EXCEL 2013 SUPPORT FILES folder and open the CHAPTER 8 folder.
- 3 Open the EXPENSES2 template, selecting YES to the READ-ONLY dialogue box.

## Recommending a Chart

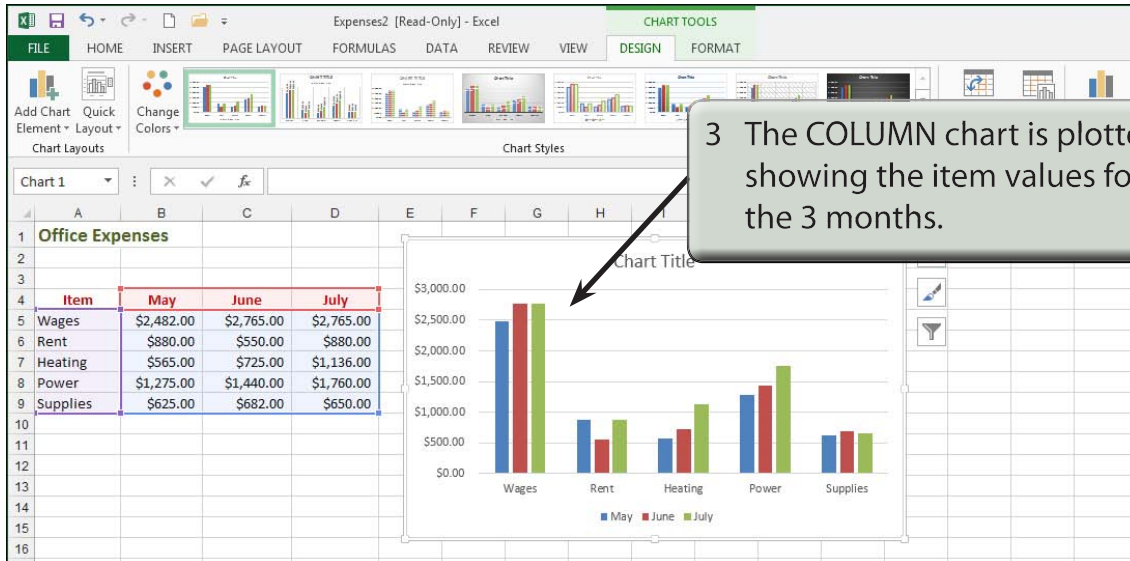
Microsoft Excel can recommend possible charts to suit the data you are plotting.

The screenshot shows the Microsoft Excel 2013 interface. The 'INSERT' ribbon is active, and the 'Recommended Charts' task pane is open on the right. A callout box with the number '1' contains the following text: '1 Highlight cells A4 to D9, open the INSERT tab in the RIBBON and click on the RECOMMENDED CHARTS icon in the CHART group.' The spreadsheet data is as follows:

Item	May	June	July
Wages	\$2,482.00	\$2,765.00	\$2,765.00
Rent	\$880.00	\$550.00	\$880.00
Heating	\$565.00	\$725.00	\$1,136.00
Power	\$1,275.00	\$1,440.00	\$1,760.00
Supplies	\$625.00	\$682.00	\$650.00



2 A series of possible charts are suggested, but the first (a CLUSTERED COLUMN chart) is the most suitable, so select OK with it selected.



3 The COLUMN chart is plotted showing the item values for each of the 3 months.

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.

5 Click on the CHART STYLES icon and select the 3D COLUMN CHART (STYLE 14).

Item	May	June	July
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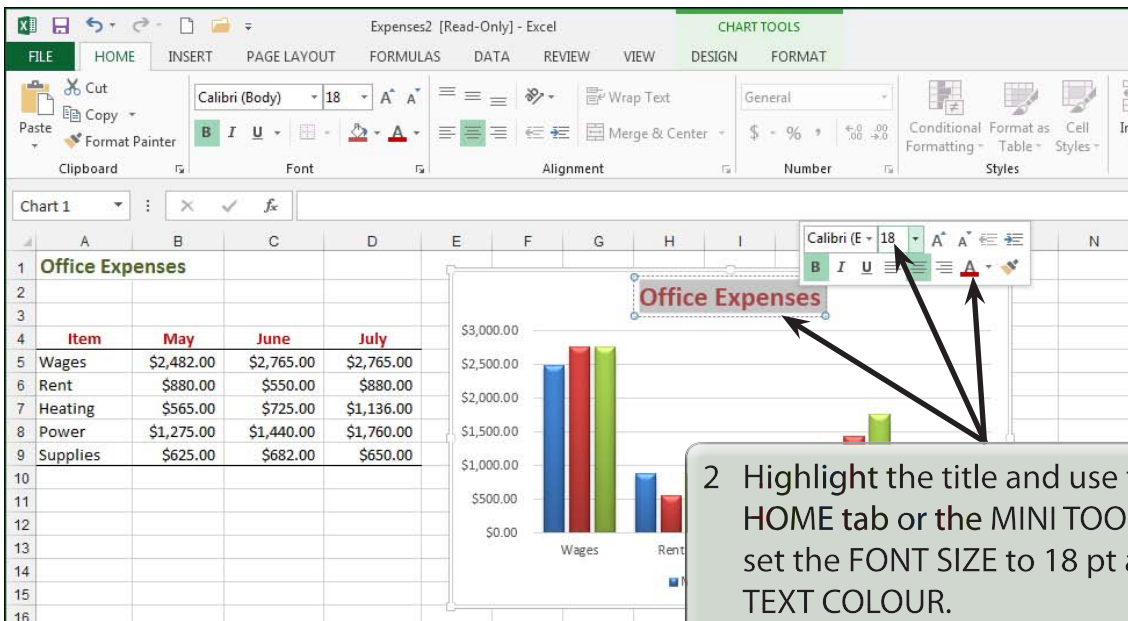
## The Column Chart Options

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

1 Highlight the CHART TITLE text and change it to:  
Office Expenses

Item	May	June	July
Wages	\$2,482.00	\$2,765.00	\$2,765.00
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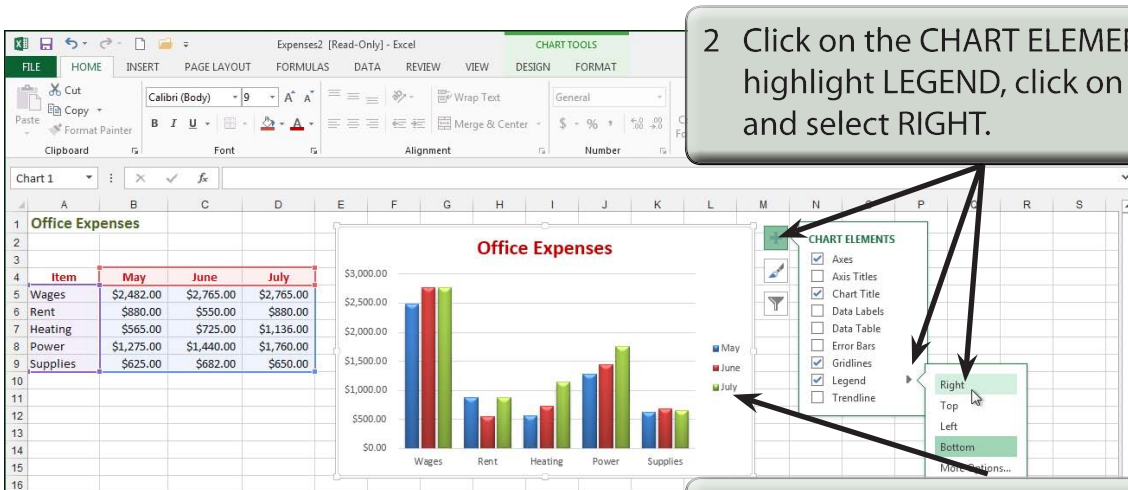


2 Highlight the title and use the HOME tab or the MINI TOOLBAR to set the FONT SIZE to 18 pt and a TEXT COLOUR.

## 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.



2 Click on the CHART ELEMENTS icon, highlight LEGEND, click on its arrow and select RIGHT.

3 The LEGEND is moved to the right of the chart.