

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 2016 and click on the OPEN icon in the QUICK ACCESS TOOLBAR or from within the FILE tab or FILE menu.
- 2 Access the EXCEL 2016 SUPPORT FILES folder and open the CHAPTER 8 folder.
- 3 Open the EXPENSES2 template, selecting YES to the READ-ONLY dialogue box.

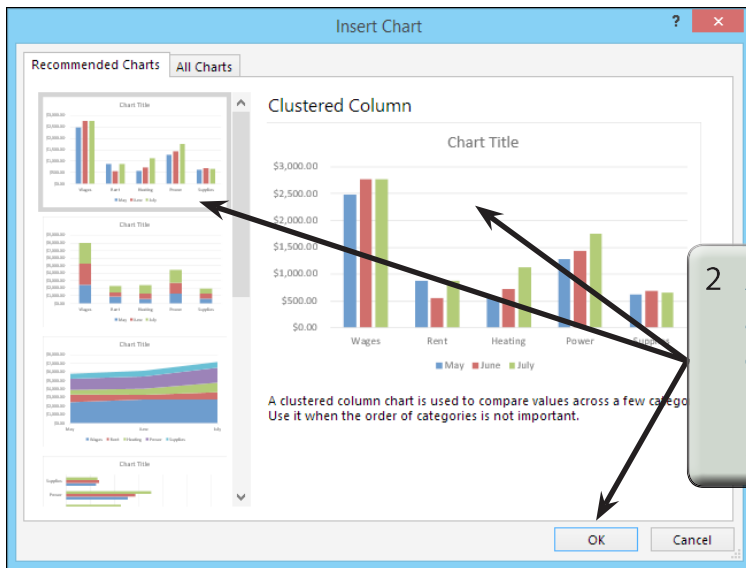
Recommending a Chart

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

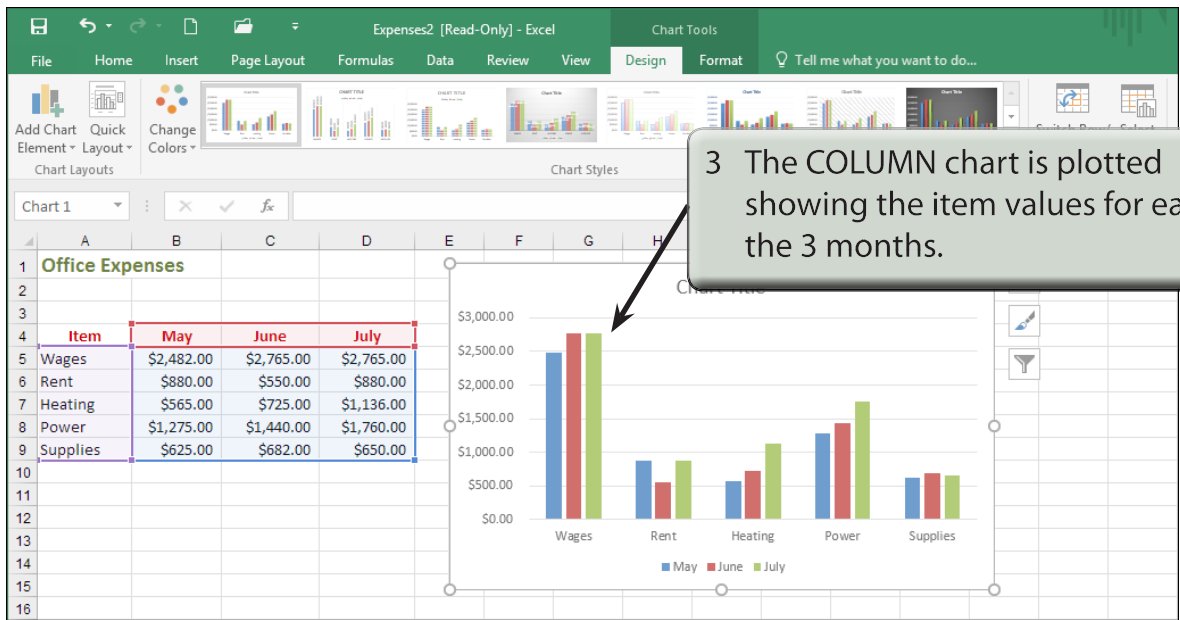
The screenshot shows the Microsoft Excel 2016 interface. The 'Insert' tab is selected in the ribbon, and the 'Recommended Charts' task pane is open on the right. The task pane shows a 'Recommended Charts' icon and a list of chart types. A callout box with the number '1' points to the 'Recommended Charts' icon in the task pane. 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

- 1 Highlight cells A4 to D9, open the INSERT tab in the RIBBON and click on the RECOMMENDED CHARTS icon in the CHART group.



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
Wages	\$2,482.00	\$2,765.00	\$2,765.00
Rent	\$880.00	\$550.00	\$880.00
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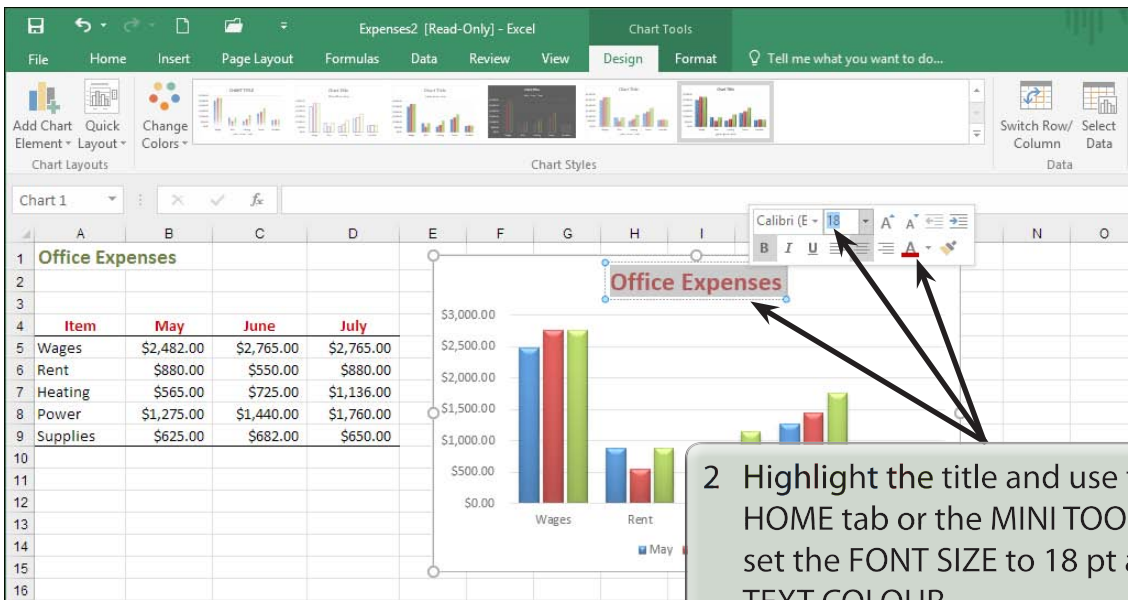
The Column Chart Options

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

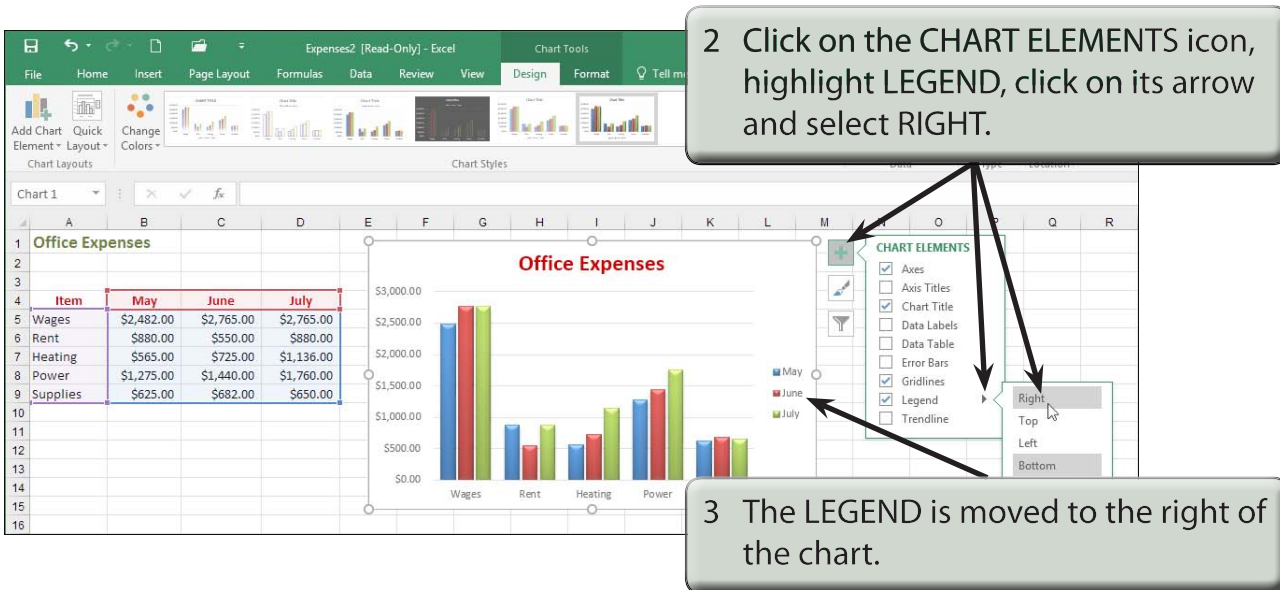
Item	May	June	July
Wages	\$2,482.00	\$2,765.00	\$2,765.00
Rent	\$880.00	\$550.00	\$880.00
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B Moving the Legend

The LEGEND would look better at the right of the chart in this case.

- 1 Click on the CHART AREA to reselect the chart.



C The Axis Titles

Each axis can be given a title. In this case a title will be added to the X-axis.

1 In the CHART ELEMENTS list highlight **AXIS TITLES**, click on its arrow and select **PRIMARY HORIZONTAL**.

2 The axis label box is added below the horizontal axis.

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

NOTE: We don't really need an X-AXIS label in this case, but it is important to know how to enter it. We will delete the label shortly. The Y-AXIS (PRIMARY VERTICAL) label is inserted in the same way.

3 Highlight the **AXIS TITLE** text and change it to: **Item**

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
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