

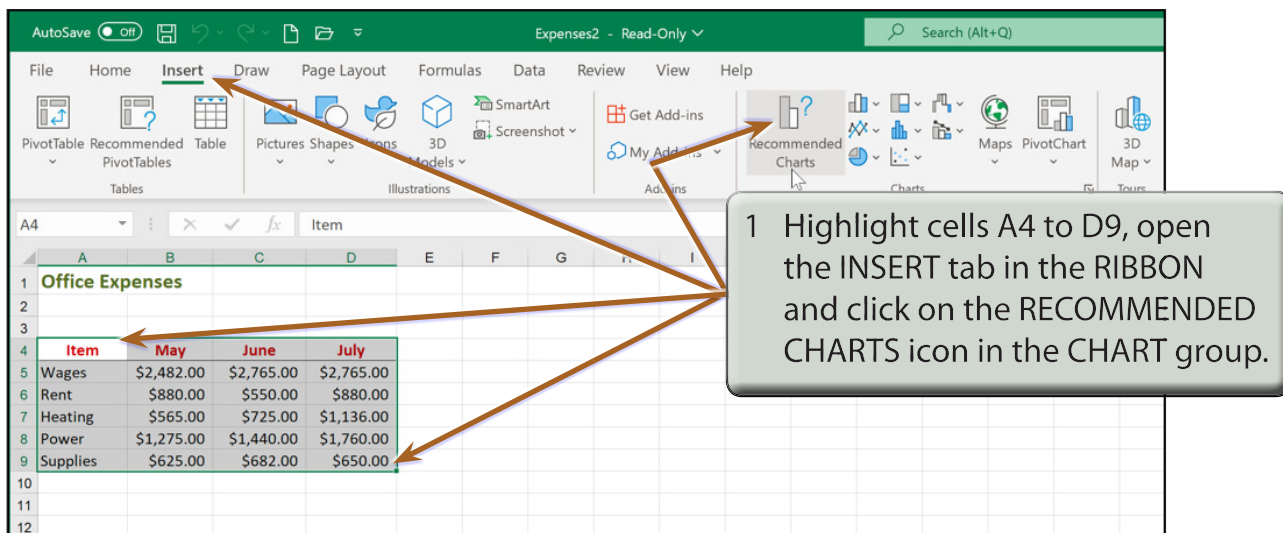
More Detailed Charts

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

- 1 Load Microsoft Excel and click on the OPEN icon in the QUICK ACCESS TOOLBAR or select OPEN from within the FILE tab or FILE menu.
- 2 Access the EXCEL 2022 SUPPORT FILES folder and open the CHAPTER 8 folder.
- 3 Open the EXPENSES2 template, selecting YES to the READ-ONLY dialogue box.

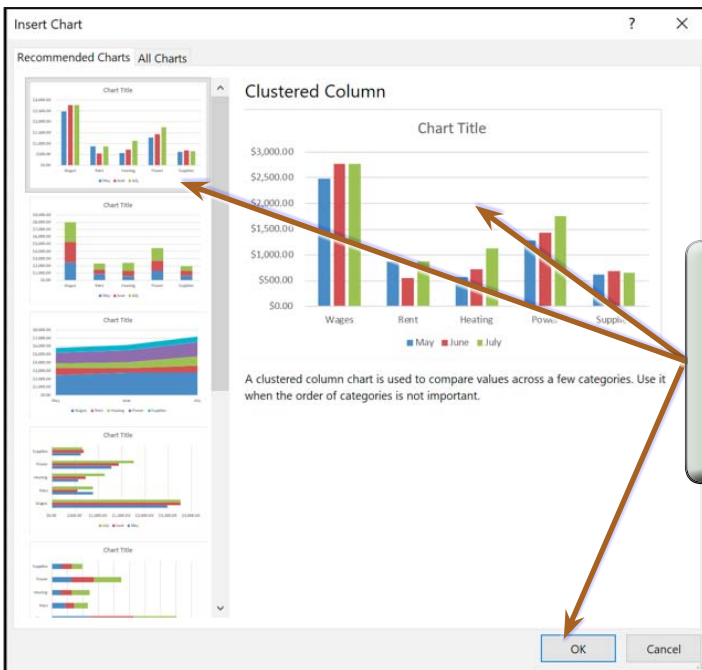
Recommending a Chart

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

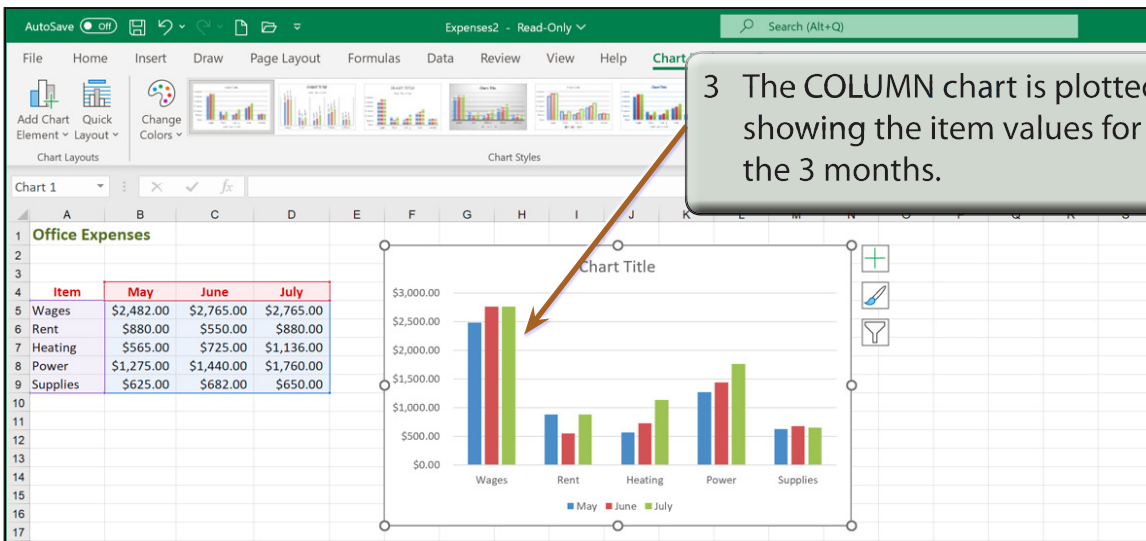


1 Highlight cells A4 to D9, open the INSERT tab in the RIBBON and click on the RECOMMENDED CHARTS icon in the CHART group.

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 it and on the Windows system click on OK.



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

4 Styles can be applied to the chart in different ways:

- On the Windows system from the CHART DESIGN tab of the RIBBON or from the CHART STYLES icon next to the chart.
- On the Macintosh system from the CHART DESIGN tab in the RIBBON.

5 Click on the CHART STYLES icon or use the CHART DESIGN tab and select the 3D COLUMN CHART (STYLE 14, the last style).

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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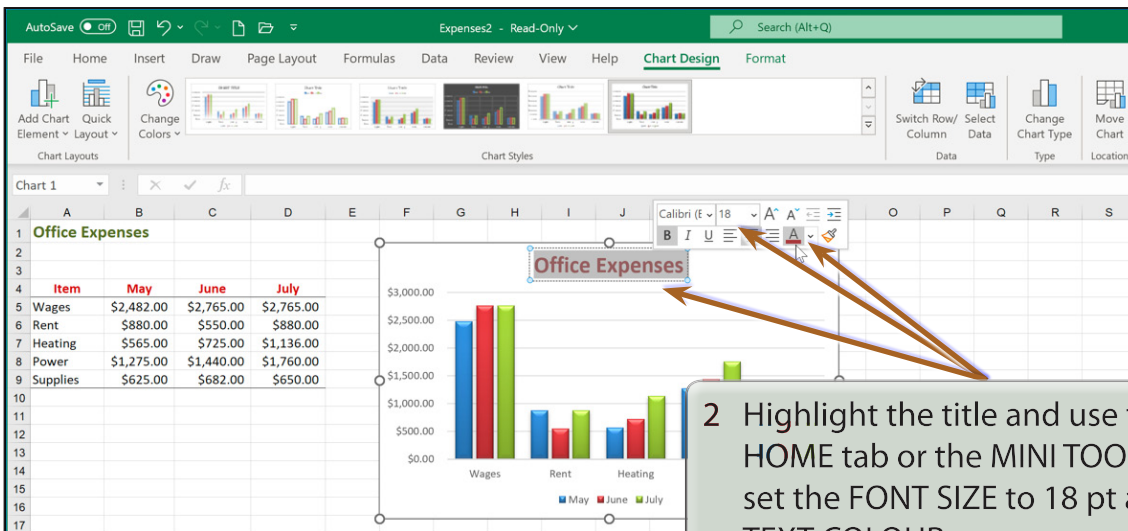
The Column Chart Options

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 On the Macintosh system open the CHART DESIGN tab, click on the ADD CHART ELEMENT icon, highlight LEGEND and select RIGHT.
- 2 On the Windows system click on the CHART AREA to reselect the chart.

