



Microsoft Office Virtual Learning

Conditional Formatting

May 21, 2020



Lesson: May 21, 2020

Objective/Learning Target:

Students will learn how create Charts in Excel and Google Sheets



Introduction

It can be difficult to interpret Excel workbooks that contain a lot of data. Charts allow you to illustrate your workbook data graphically, which makes it easy to visualize comparisons and trends.

Understanding Charts

Excel has several different **types of charts**, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used.

Types of Charts



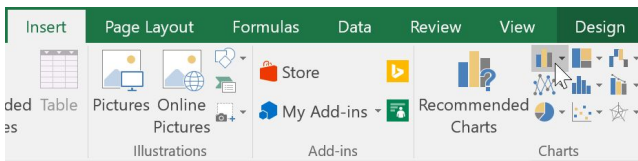
To Insert a Chart

Excel

1. Select the cells you want to chart, including the column titles and row labels. These cells will be the source data for the chart. In our example, we'll select cells A1:F6.

Genre	January	February	March	April	May
Classics	\$18,580	\$49,225	\$16,326	\$10,017	\$26,134
Mystery	\$78,970	\$82,262	\$48,640	\$49,985	\$73,428
Romance	\$24,236	\$131,390	\$79,022	\$71,009	\$81,474
Sci-Fi & Fantasy	\$16,730	\$19,730	\$12,109	\$11,355	\$17,686
Young Adult	\$35,358	\$42,685	\$20,893	\$16,065	\$24,388

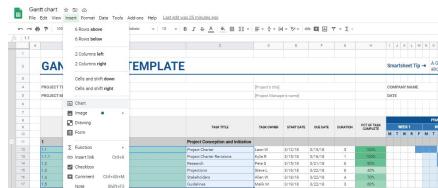
2. From the Insert tab, click the desired Chart command. In our example, we'll select Column.



3. Choose the desired chart type from the drop-down menu.
4. The Selected chart will be inserted into the worksheet.

Google Sheets

1. Select the cells you want to chart, including the column titles and row labels.
2. From the Insert option on the toolbar, select Chart



3. A dialog box will appear. Select the chart style from the drop down menu
4. The selected chart will be inserted.

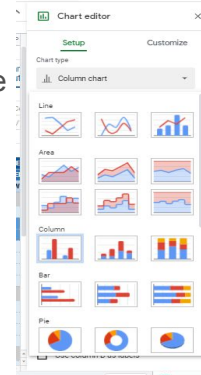
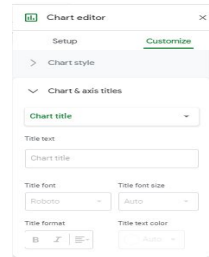
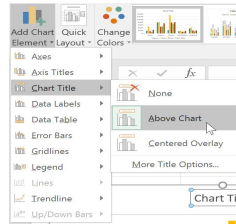


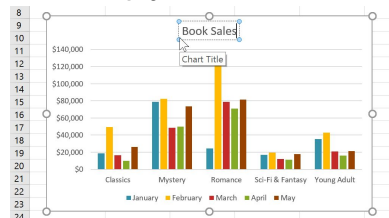
Chart and Layout Style

After inserting a chart, there are several things you may want to change about the way your data is displayed. It's easy to edit a chart's **layout** and **style** from the **Design** tab.

- Excel allows you to add **chart elements**—such as **chart titles**, **legends**, and **data labels**—to make your chart easier to read. To add a chart element, click the **Add Chart Element** command on the **Design** tab (Excel) or choose **Customize** and select **Chart & axis titles**, then choose the **desired element** from the drop-down menu



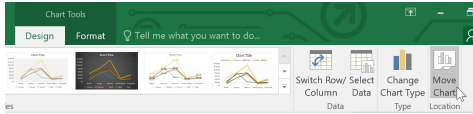
- To edit a chart element, like a chart title, simply double-click the placeholder and begin typing.



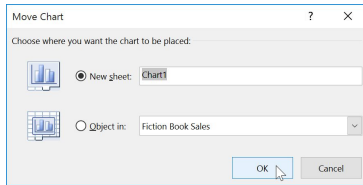
To Move a Chart

Excel

1. Select the chart you want to move.
2. Click the Design tab, then select the Move Chart command.



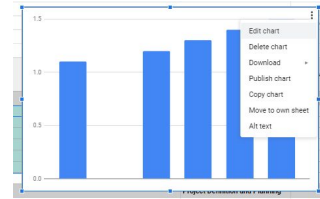
3. The Move Chart dialog box will appear. Select the desired location for the chart. In our example, we'll choose to move it to a New sheet, which will create a new worksheet.
4. Click OK.



5. The chart will appear in the selected location. In our example, the chart now appears on a new worksheet.

Sheets

1. Select the chart you want to move.
2. Select the 3-dot icon in the top right of the chart



3. Select **Move to own sheet** from the drop down menu
4. The chart will appear in the selected location. In our example, the chart now appears on a new worksheet.



Challenge

Excel

1. Open a new or existing excel workbook.
2. Enter your classes you are taking this semester in cells A1:A8
3. Enter your grade (percentage) for each class into cells B1:B8
4. Select the A1:B8 and insert a column chart
5. Change the Title to Classes
6. Move your chart to its own sheet.

Sheets

1. Open a new or existing google sheet workbook.
2. Enter your classes you are taking this semester in cells A1:A8
3. Enter your grade (percentage) for each class into cells B1:B8
4. Select the A1:B8 and insert a column chart
5. Change the Title to Classes
6. Move your chart to its own sheet.

For More Resources:

Microsoft Excel:

<https://edu.gcfglobal.org/en/excel2016/charts/1/>



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