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# CHARTS AND INTEGRATION IN EXCEL

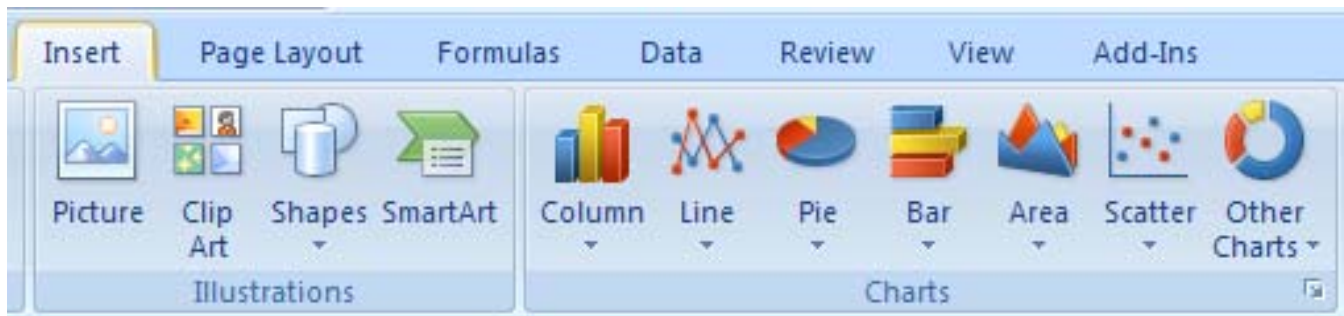
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Charts allow you to present information contained in the worksheet in a graphic format. Excel offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.

## Create a Chart

To create a chart:

- Select the **cells** that contain the data you want to use in the chart
- If you need to skip a row or column, hold down the CTRL key while highlighting.
- Click the **Insert** tab on the Ribbon
- Click the type of **Chart** you want to create

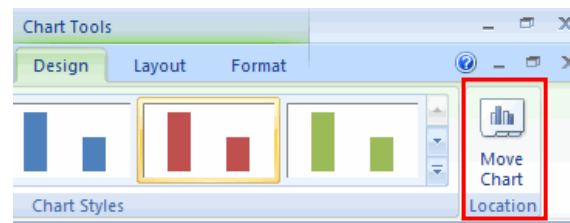


## Modify a Chart

Once you have created a chart you can do several things to modify the chart.

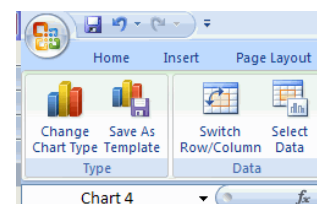
To move the chart:

- Click the **Chart** and **Drag** it another location on the same worksheet, or
- Click the **Move Chart** button on the **Design** tab
- Choose the desired location (either a new sheet or a current sheet in the workbook)



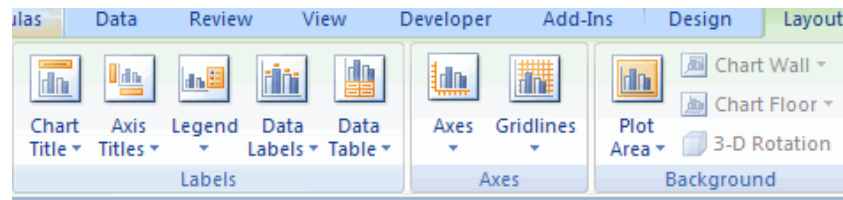
To reverse which data are displayed in the rows and columns:

- Click the **Chart**
- Click the **Switch Row/Column** button on the **Design** tab



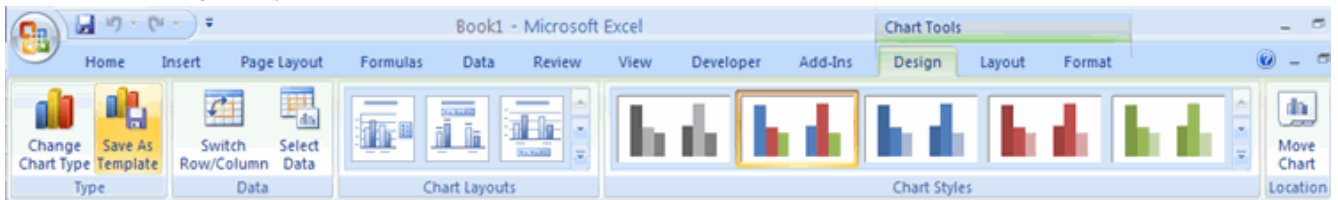
To modify the labels and titles:

- Click the **Chart**
- On the **Layout** tab, click the **Chart Title** or the **Data Labels** button
- Change the **Title** and click **Enter**



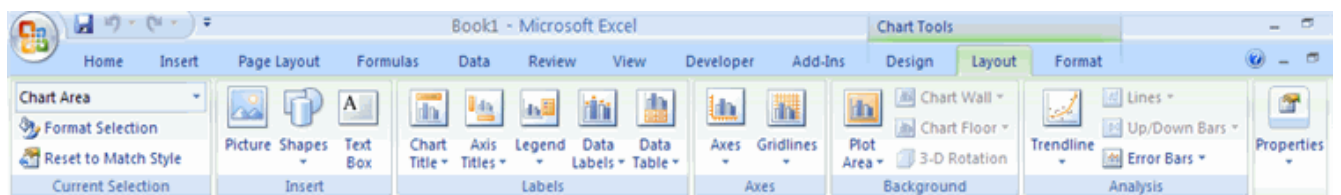
### Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

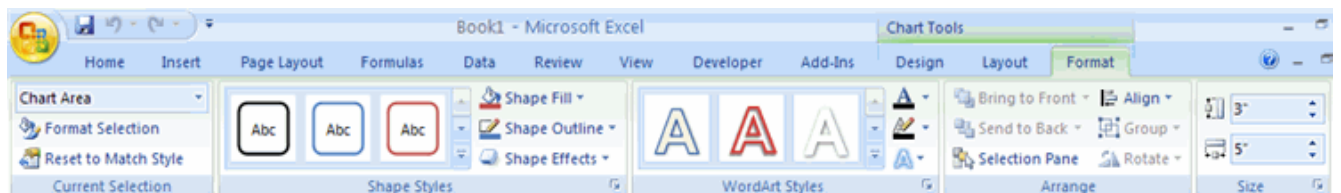


Within the **Design** tab you can control the chart type, layout, styles, and location.

Within the **Layout** tab you can control inserting pictures, shapes and text boxes, labels, axes, background, and analysis.



Within the **Format** tab you can modify shape styles, word styles and size of the chart.



### Copy a Chart to Word

- Select the **chart** and click **Copy** on the **Home** tab
- Go to the **Word** document where you want the chart located
- Click **Paste** on the **Home** tab.

