

## Excel Basics – Creating Charts

This procedure assumes you already have some data on a spreadsheet that you want to display graphically. You will be guided through the basic process of creating a chart with several groups of data points.

You will be given a spreadsheet (Excel) file with an example of the finished product as sheet1. Sheet2 contains unformatted labels and minimal data for the exercise. Your mission should you chose to accept it is to add the formulas necessary to generate the remaining data and to format the page to get as close as you can to sheet1. Copying is against the rules!!!! Then use the data to build the chart.

You must first complete the formatting review exercise and then enter the necessary formulas to finish the spreadsheet. You can then create the chart that displays month end prices of three fictitious stocks for last year. As an “extra credit” exercise, you can create another chart that shows the percent of change for each month of the three stocks.

Here is the basic process to build a chart:

- In the text menu click insert
- Click Chart
- Click the type of chart you want (line)
- Click next
- With the insertion point in the data range field select the range of cells containing the data you want in the first series on the chart (end price column)
- Click the Series tab
- Enter a name for the first series
- Click the Add button under Series
- Go back to the spreadsheet and select the data for the second data series
- Enter a name for this data series
- Repeat until you have defined all the data series you want
- Click in the Category (X) axis labels field
- On the spreadsheet select the range of cells that contains the labels for X axis of the chart (months)
- Click next
- Enter a name for the chart
- Click finish