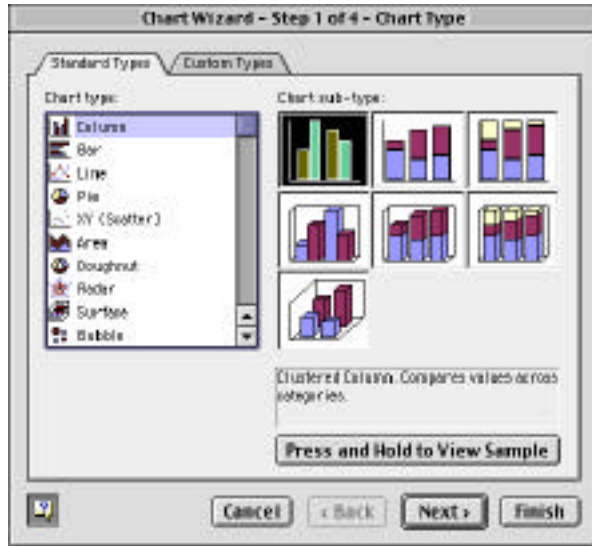


GRAPHING DATA WITH EXCEL

Create a Chart

1. Select the cells that contain the data that you want to appear in the chart. If you want the column and row labels to appear in the chart, include the cells that contain them in the selection.
2. Choose Insert menu > Chart or click the Chart Wizard button .



3. Click to choose the settings you want in each step of the Wizard, then click Next.
4. When you are done, click Finish.

To change the values in a chart, enter a new value into the cell that contains the value you want to change.

Change the Chart

Follow these steps to change the settings that you made in the Chart Wizard.

1. Click on the chart.
2. From the Chart menu choose the step that you wish to change (Chart Type, Source Data, Chart Options, or Location).
3. Make the changes you want.
4. Click OK.

Add Data to a Chart

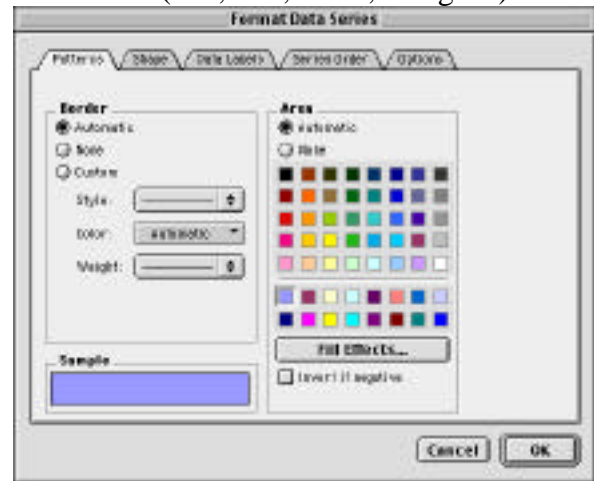
To add data to an *embedded* chart:

1. Enter the new values and labels in the cells next to the existing data.
2. Click a blank area of the chart to select it.
3. Drag the selection handle to include the new data and labels in the rectangle.

To add data to a *chart sheet*, copy the cells containing the data, click the chart, and paste.

Format Chart Items

1. Double-click the element that you want to change in the chart (title, axis, series, or legend).



2. Click the appropriate tab.
3. Make any changes you want.
4. Click OK.

Most chart text is linked to the cells used to create the chart. Editing these items on the chart breaks these links. To maintain the links to cells, edit the text on the spreadsheet.

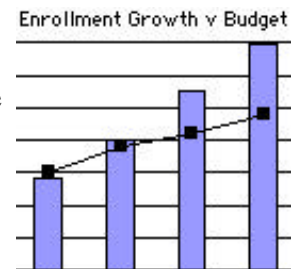
To reverse the plotting order of categories, values, or series click the axis you want to change, then choose Format menu > Selected Axis > Scale tab.

To change the plotting order of data series, click a the data series in the chart, then choose Format menu > Selected Data Series > Series Order tab.

Secondary Value Axis

A secondary value axis is useful when you are plotting different types of data in one chart.

1. Click the data series you want to plot along a secondary value axis.
2. On the Format menu, click Selected Data Series, and then click the Axis tab.
3. Click Secondary axis.



You can click the data series and then choose Chart menu > Chart Type to change the type of a single data series. Be sure the Apply to Selection box is checked.