

## ⑧ Charts

- sheet (chart)

\* Remember to check the handouts!!

↳ Select the range of cells → Insert → charts' group → Column chart → choose a type

\* Chart Parts :-

1) Horizontal axis (Category axis) :-

a. Custom angle : Right click → format axis → alignment → custom angle

b. Interval between tick marks :-

Right click → format axis → axis options.

2) Vertical axis (Value axis)

a. Right click → format axis → axis options →

(Minimum, Maximum, Major unit, Minor unit)  
(auto or fixed)

b. Custom angle :- Right click → format axis → alignment → <sup>custom</sup> angle.

3) Legend :- Right click → format legend → legend options → position  
- Right click → format → legend → fill

4) Chart Title :-

a. Custom angle : Right click → format chart title → alignment → <sup>custom</sup> angle

b. Fill options :- Right click → format chart title → fill

c. Title options :- Chart tools → layout → labels group → chart title  
(None, Centered over lay, Above chart)

5) Data series

a. Gap : Right click → format Data Series → Gap (0% - 500%)

b. Overlap : Right click → format Data Series → Series options → Overlap  
(-100% → 100%)

No. \_\_\_\_\_

6) Chart type and Subtype :-

Right click on the chart → change chart type.

\* Pie Chart :

1) Legend : same as column chart.

2) Title : = = = =

3) Data Series

a. angle of the first slice : Right click → format Data Series → Series Options → Angle of the first slice ( $0^{\circ}$  -  $360^{\circ}$ )  
No Rotation ← → Full Rotation.

b. Pie explosion : Right click → format Data Series → Series Options → Pie explosion (0% - 400%) (Together → Separate)

4) Chart type & Subtype : Right click on the chart → Change chart type