

Creating Charts and Graphs on Excel

Changing Font/Font Size/Style/Color

- This works the same in Excel as in any word processor.
- Be sure to HIGHLIGHT the text you want to change.
- Use the buttons on your Formatting Toolbar to change your font.

Changing Your Page Orientation

- Portrait/Landscape
 - (portrait is $8 \frac{1}{2} \times 11$; landscape is $11 \times 8 \frac{1}{2}$)
- Pull down FILE to PAGE SETUP.
- Click on the 1st tab - PAGE.
- Click on the button next to the page orientation you want.
- Click OK.

Creating a Numbered List

- Click in the cell where you want to start your numbered list.
- Type in the number "1".
- Press enter to go into the cell below.
- Type in the number "2".
- Click in the cell with the number "1", hold the mouse button down and highlight the number "2". Now both of these cells are selected.
- In the lower right hand corner of the number "2" cell, click on the little black square.
- Drag the square down to the last cell you want numbered.

Gridlines

- To print your spreadsheet with gridlines, pull down FILE to PAGE SETUP.
- Click the 4th tab - SHEET.
- Click on the box next to GRIDLINES in the print section.
- Click OK.

Formulas

- To add a list of numbers, click in the first empty cell at the bottom of the list and click on the AutoSum button (Σ).
- Remember the formula for adding:
 - Here's an example:
=sum(a1:a10) (in the parenthesis you will put the range of cells to be added)
- Here is an example of the formula for averages:
=average(a1:a10) (in the parenthesis you will put the range of cells to be averaged)

Sorting Data

- If you have only one column to sort or alphabetize, click on the button on your toolbar that looks like "A-Z". This will alphabetize your data.
- If you have more than one column, pull down the DATA menu, and click on SORT.
- Choose whether you want to sort in ascending or descending order.
- Choose which column you want to sort by.
- Click OK.

Headers and Footers:

- Pull down VIEW to HEADERS AND FOOTERS.

- Click on the 3rd tab: Header/Footer.
- Click on the button for CUSTOM HEADER (or CUSTOM FOOTER).
- Choose to place your text in the left section, center section, or right section.
- Once you have typed your text, highlight it and click on the first button (the "A") to change the font, font size, style, and color.
- Click OK to exit the CUSTOM HEADER (or CUSTOM FOOTER) box.
- Click OK to exit Headers and Footers.

Inserting Rows and Columns

- To insert a ROW:
 - Click on the number of the row below where you want the new row to be inserted.
 - The whole row should be highlighted.
 - Pull down INSERT to ROWS.
- To insert a COLUMN:
 - Click on the letter of the column to the right of where you want the new column to be inserted.
 - The whole column should be highlighted.
 - Pull down INSERT to COLUMNS.

Setting the Print Area

- Highlight the cells you want to print (include any blank cells you want to print).
- Pull down FILE to PRINT AREA and go over to SET PRINT AREA.

Graphing

- Enter the data to be graphed.
- Highlight the data (be sure not to highlight any extra cells).
- Click on the CHART WIZARD (on your Standard Toolbar) - it looks like a column graph in blue, yellow and red).
- Select the type of graph you want to make (you can see a preview of the graph by clicking "Press and Hold to View Sample").
- Click NEXT.
- Make sure your graph looks the way it should (if not, click the button next to Series In: Rows or Columns).
- Click NEXT.
- These are your chart options:
 - TITLES: Enter a title for your graph and any labels needed
 - GRIDLINES: You can put more gridlines on your graph if necessary
 - LEGEND: You can take the legend (or key) off of your graph if you don't need one. You can also specify where the legend will go.
 - DATA LABELS: You can view the labels, percents, or values on your graph.
- Click NEXT.
- If you want your graph to be on a separate sheet of paper (this is usually the best choice) - click on the button next to AS NEW SHEET.
- Click FINISH.
- You can change the font/font size/style/color of all of the text on your graph by clicking once to select it. Then use the tools on your Formatting Toolbar.

- You can change the colors in your graph. Remember to click each portion separately.
- You can also add Word Art and graphics to your graphs.