

GOT DATA? BASIC DATA VISUALIZATION USING EXCEL
Step-by-Step Guide to Create Charts
Excel for Mac 2011

Example 1 – Bar Chart

A. Creating Chart

1. Highlight your data including the column titles
2. Click on 'Charts' in the Excel Menu Bar
3. Click on 'Bar Chart' and select '2D Bar – Clustered Bar'

B. Fine-Tuning Chart

1. Enlarge chart
 - Click in any corner of the chart area and enlarge chart to size that you wish.
2. Remove legend entry
 - Click on the legend entry and then hit delete.
3. Remove gridlines
 - Place your cursor on one of the gridlines and double-click. A 'Format Gridlines' window will open. Change the 'Line – Color' setting from 'Automatic' to 'No Line'.
4. Adjust chart title
 - Select the chart title and place cursor anywhere in the title. Now you can change the title of your chart.
5. Add axis title (x-Axis)
 - Select your chart and click on 'Chart Layout' in the menu bar. Click on 'Axis Title' and select 'Horizontal Axis Title' and 'Title Below Axis'. Place your cursor anywhere into the newly created axis title to name the axis accordingly.

Example 2 – Line Chart

A. Creating Chart

1. Highlight your data including the column titles
2. Click on 'Charts' in the Excel Menu Bar
3. Click on 'Line Chart' and select '2D Line - Line'

B. Fine-Tuning Chart

1. Remove gridlines
 - Place your cursor on one of the gridlines and double-click. A 'Format Gridlines' window will open. Change the Line – Color setting from 'Automatic' to 'No Line'.
2. Add axis title (x-axis)
 - Select your chart and click on 'Chart Layout' in the menu bar. Click on 'Axis Title' and select 'Horizontal Axis Title' and 'Title Below Axis'. Place your cursor anywhere into the newly created axis title to name the axis accordingly.
3. Add axis title (y-axis)
 - Select your chart and click on 'Chart Layout' in the menu bar. Click on 'Axis Title' and select 'Vertical Axis Title' and 'Rotated Title'. Place your cursor anywhere into the newly created axis title to name the axis accordingly.
4. Move legend
 - Click on the legend, place the cursor on the legend frame and drag the legend to where you want it to be. Now you can expand your chart by clicking in the chart plot area; a frame will appear that you can drag to enlarge the plot area.

Example 3 – Pie Chart

A. Creating Chart

1. Highlight your data including the column titles
2. Click on 'Charts' in the Excel Menu Bar
3. Click on 'Pie Chart' and select '2D Pie'

B. Fine-Tuning Chart

1. Change chart layout
 - Select your chart and choose 'Layout 1' from the 'Chart Quick Layout' menu. Click in any corner of the chart area and enlarge your chart.
2. Adjust chart title
 - Select the chart title and place cursor anywhere in the title. Now you can change the title of your chart.

Example 4 – Scatter Chart

A. Creating Chart

1. Highlight your data in column B and C including the column titles
2. Click on 'Charts' in the Excel Menu Bar
3. Click on 'Scatter Chart' and select 'Marked Scatter'

B. Fine-Tuning Chart

1. Remove gridlines
 - Place your cursor on one of the gridlines and double-click. A 'Format Gridlines' window will open. Change the Line – Color setting from 'Automatic' to 'No Line'.
2. Remove legend entry
 - Click on the legend entry and then hit delete.
3. Add axis title (x-axis)
 - Select your chart and click on 'Chart Layout' in the menu bar. Click on 'Axis Title' and select 'Horizontal Axis Title' and 'Title Below Axis'. Place your cursor anywhere into the newly created axis title to name the axis accordingly.
4. Add axis title (y-axis)
 - Select your chart and click on 'Chart Layout' in the menu bar. Click on 'Axis Title' and select 'Vertical Axis Title' and 'Rotated Title'. Place your cursor anywhere into the newly created axis title to name the axis accordingly.
5. Adjust chart title
 - Select the chart title and place cursor anywhere in the title. Now you can change the title of your chart.