

GOT DATA? BASIC DATA VISUALIZATION USING EXCEL
Step-by-Step Guide to Create Charts
Excel for PC 2013 and Mac 2017

Example 1 – Bar Chart

A. *Creating Chart*

1. Highlight your data including the column titles
2. Click on 'Insert' in the Excel Menu Bar
3. Click on 'Column Chart' and select '2D Bar' (left example)

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 gridlines
 - Place your cursor on one of the gridlines and double-click. A 'Format Major Gridlines' window will open. Change the 'Line' setting from 'Automatic' to 'No Line'.
3. Add axis title (x-Axis)
 - Go to 'Add Chart Element' in the menu bar. Scroll down to 'Axis Title' and select 'Primary Horizontal'. Place your cursor anywhere into the newly created axis title to name the axis accordingly.
4. Adjust chart title
 - Select the chart title and place cursor anywhere in the title. Now you can change the title of your chart.

Example 2 – Line Chart

A. Creating Chart

1. Highlight your data including the column titles
2. Click on 'Insert' in the Excel Menu Bar
3. Click on 'Line Chart' and select '2D Line' (upper left example)

B. Fine-Tuning Chart

1. Remove gridlines
 - a. Place your cursor on one of the gridlines and double-click. A 'Format Major Gridlines' window will open. Change the 'Line' setting from 'Automatic' to 'No Line'.
2. Add axis titles (x and y-axis)
 - a. Go to 'Add Chart Element' in the menu bar. Scroll down to 'Axis Title' and select 'Primary Horizontal' and 'Primary Vertical'. Place your cursor anywhere into the newly created axis titles to name accordingly.
3. Move legend
 - Go to 'Add Chart Element' in the menu bar. Choose where you would like to display the legend – I suggest displaying it on the top.
4. Adjust chart title
 - a. Select the chart title and place cursor anywhere in the title. Now you can change the title of your chart.

Example 3 – Pie Chart

A. *Creating Chart*

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

B. *Fine-Tuning Chart*

1. Change chart layout
 - Select the chart design from the menu that you like best. I suggest using a layout that indicates the % of each pie piece. 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 'Insert' in the Excel Menu Bar
3. Click on 'Scatter Chart' and select 'Scatter' (left hand side example)

B. Fine-Tuning Chart

1. Remove gridlines
 - Place your cursor on one of the horizontal and vertical gridlines and double-click. A 'Format Major Gridlines' window will open. Change the 'Line' setting from 'Automatic' to 'No Line'.
2. Add axis titles (x and y-axis)
 - a. Go to 'Add Chart Element' in the menu bar. Scroll down to 'Axis Title' and select 'Primary Horizontal' and 'Primary Vertical'. Place your cursor anywhere into the newly created axis titles to name accordingly.
3. Adjust chart title
 - Select the chart title and place cursor anywhere in the title. Now you can change the title of your chart.