

Charts in Excel

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1 Administrivia

Announcements

Assignment

Bring MS FrontPage books Friday.

From Last Time

Financial formulas.

Outline

1. Charts in Excel.
2. Charts exercise.

Coming Up

Web page design.

2 Charts

1. “A picture is worth 1,000 words.”

What is the purpose of a chart?

2. Types of charts: bar, column, pie, line.

Variants: “graduated” bar chart.

How do you decide what chart to use?

Examples from the budget spreadsheet.

3. Demonstration: Chart Wizard.

Outline of steps:

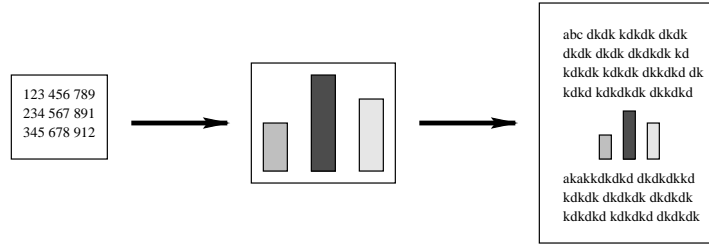
- (a) Select ranges: numbers/formulas *and* labels.
- (b) Click Chart Wizard button (looks like a column chart).
- (c) Choose chart type.
- (d) Add title, legends, other info.
- (e) Insert into spreadsheet as object. Adjust position and size as necessary.

4. Selecting disjoint ranges.

Use `budget.xls` for demo.

3 Inserting a “Live” Chart into a Document

The “big” picture:



What if the numbers change? Will we have to re-insert the updated chart?

Not if we've inserted a link! Steps:

1. To begin with, start with a chart that's embedded on a spreadsheet page — not a “separate sheet” chart.
2. In Excel: Select chart, open *Edit* menu, and choose *Copy*.
3. In Word: Position insertion point in document where you want chart to appear, open *Edit* menu, and choose *Paste Special*. Select radio buttons for *Paste Link*.
4. Adjust positioning and size of chart as necessary.

Demonstrate with class, using `budget.xls`.

4 Excel Charts Exercise

Practice creating a chart or two.

Open `chartLink.doc` in the `Excel spreadsheets` folder on `\\phoenix\cs102` and follow the instructions.

E-mail the spreadsheet *and* Word document to `kelliher@goucher.edu`.