Charts in Excel

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1 Administrivia

Announcements

Course evaluation.

Web sites due now!

Assignment

From Last Time

Lab day for Web sites.

Outline

1. Loan payments in Excel.

2. Charts in Excel.

3. Exercise.
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.

   
   Outline of steps:
   
   (a) Select ranges: numbers/formulas \textit{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 \texttt{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.


4. Adjust positioning and size of chart as necessary.

Demonstrate with class, using budget.xls.

4 Excel Exercise

Follow the lab. Also, practice creating a chart or two.