Charts in Excel

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Dec. 10, 2003

1 Administrivia

Announcements

Course evaluation.

Web sites due Friday @ 12:30 PM.

Remember, extra credit project due Monday @ 2:00 PM. Late projects will be discarded.

Assignment

From Last Time

Excel II lab.

Outline

1. Loan payments in Excel.

2. Charts in Excel.

3. Exercise.

Coming Up

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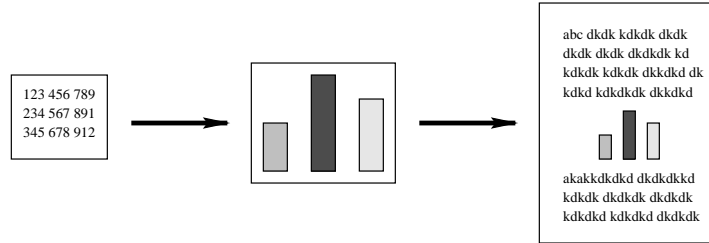
What if the numbers change? Will we have to re-insert the updated chart?

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 Exercise

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