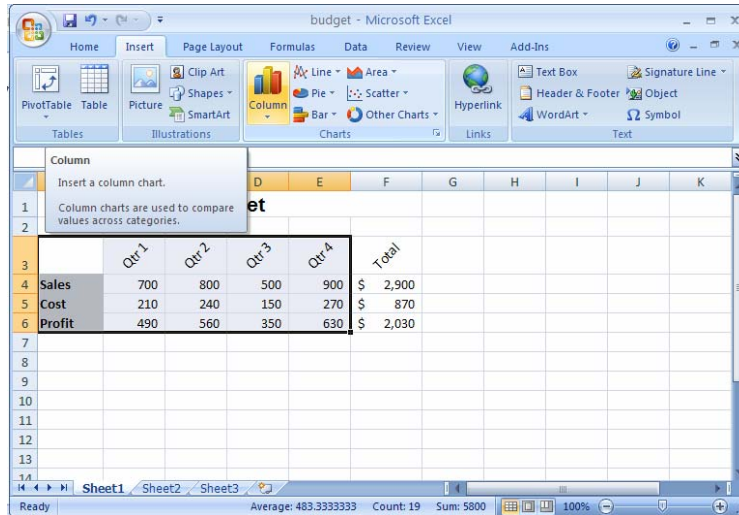




Excel 2007: Creating a Basic Chart

To Create a Basic Chart:

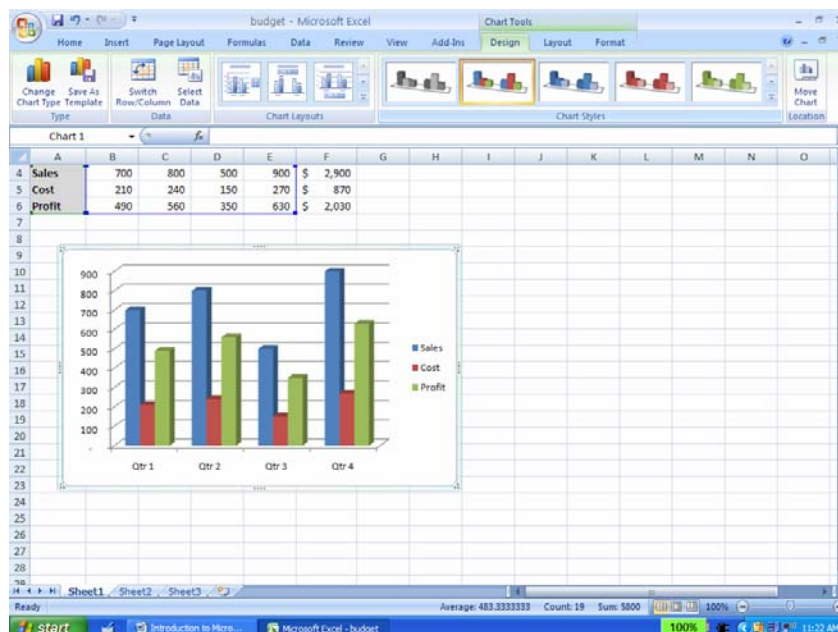
- 1) Highlight the data to be charted
- 2) Select **the Insert Ribbon**



- 3) Select a **Chart Type**
- 4) Select a **Chart Style**

To Move your Chart:

Click and drag the chart to a new location on the worksheet



The Ribbon at the top of the screen has changed so chart options are just a click away. If you do not see the chart icons on your Ribbon, click on your chart to select it.

- **To Adjust the Chart Style:**
Select a different style from the Ribbon
- **To Adjust the Chart Type:**
Select a different chart type from the Ribbon
- **To Change the Chart Layout (the location of the Title/Legend)**
Select a different layout from the Ribbon

Note: you are able to scroll in the Layout section and see other chart layouts that you can apply.

To Enter a Title on your Chart:

- 1) Make sure you have selected a chart layout that includes a Title area.
- 2) Double click where you see the text Chart Title
- 3) Enter a Title

To Size the Chart:

- 1) Position your mouse on one of the corners of the chart
- 2) Click and drag your mouse to either increase or decrease the size of the chart