



Excel Chapter 3: Data Visualization and Images



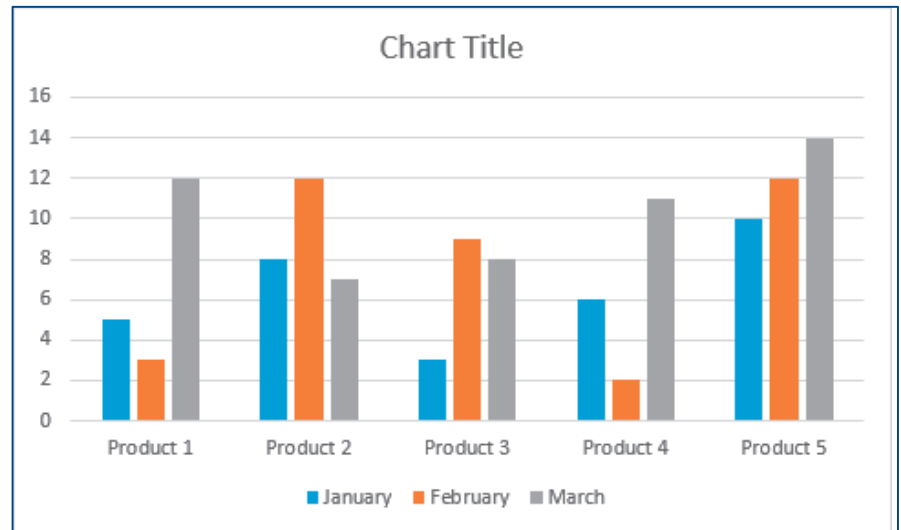
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Learning Objectives

- After studying this chapter, you will be able to:
 - ▲ Insert charts
 - ▲ Use chart tools to modify charts
 - ▲ Move and size charts
 - ▲ Edit chart data
 - ▲ Add images to a worksheet
 - ▲ Apply conditional formatting

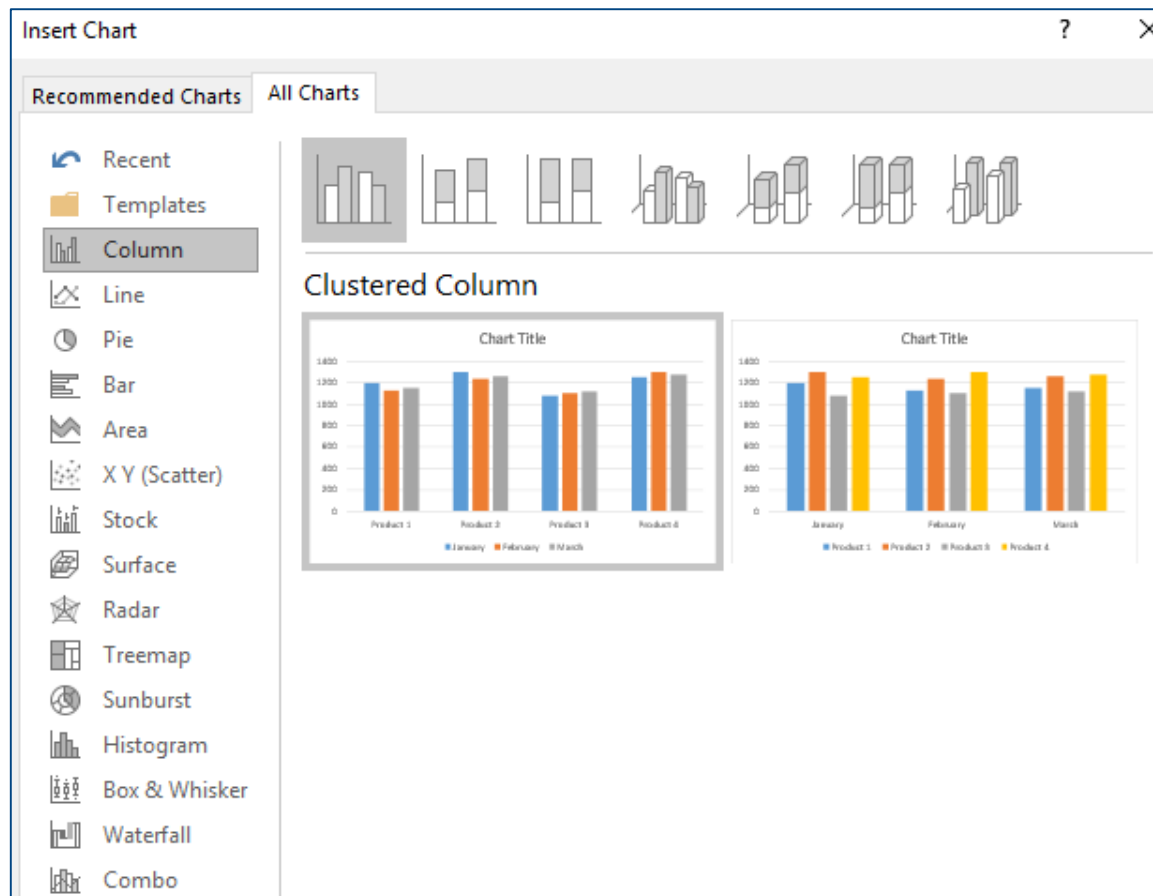
Create Charts to Compare Data

- Charts are linked to the data they are based on
- Two locations for charts:
 - ▲ Embedded in a worksheet with the data
 - ▲ On a separate sheet called a Chart Sheet



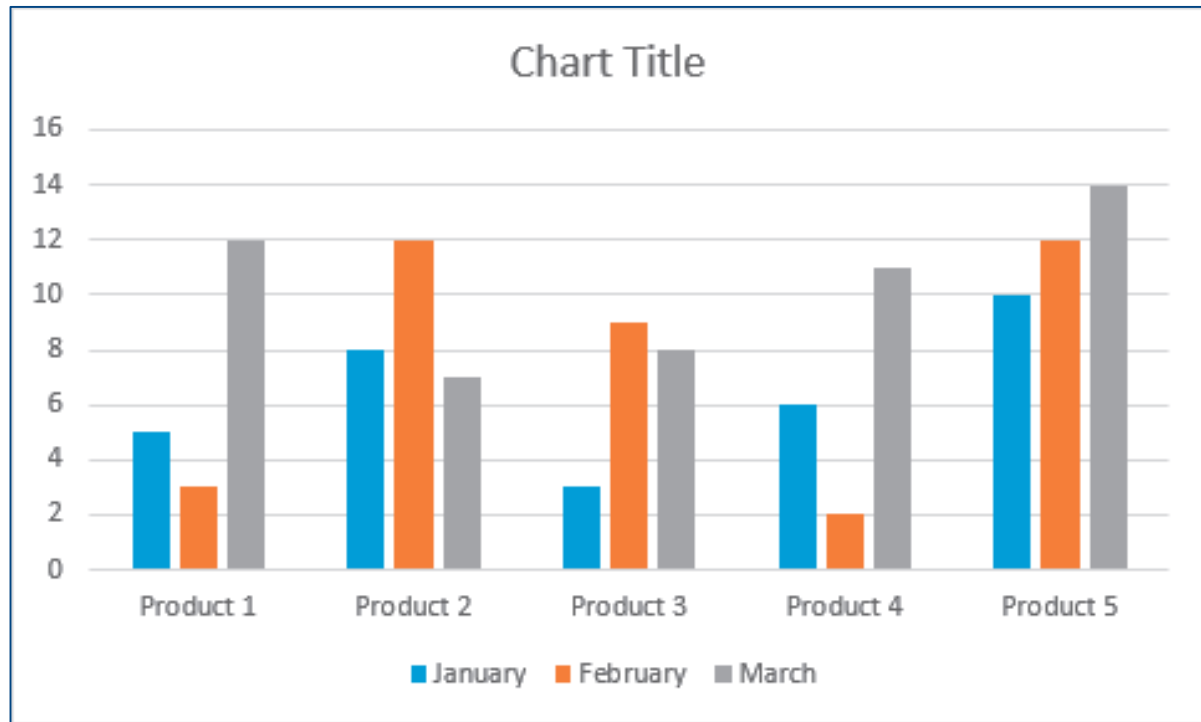
Choosing a Chart Type

- Excel has over 12 chart types
- ▲ Each has many subtypes



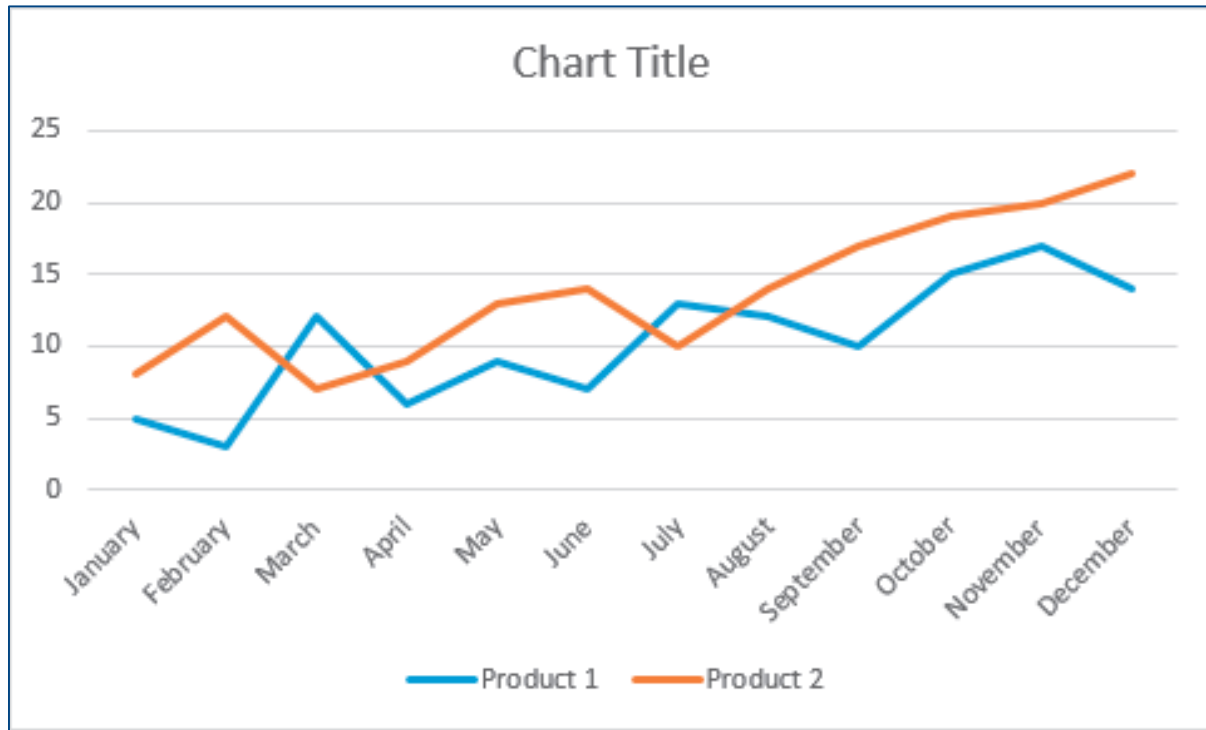
Column Chart and Bar Chart

- Compare data across several categories



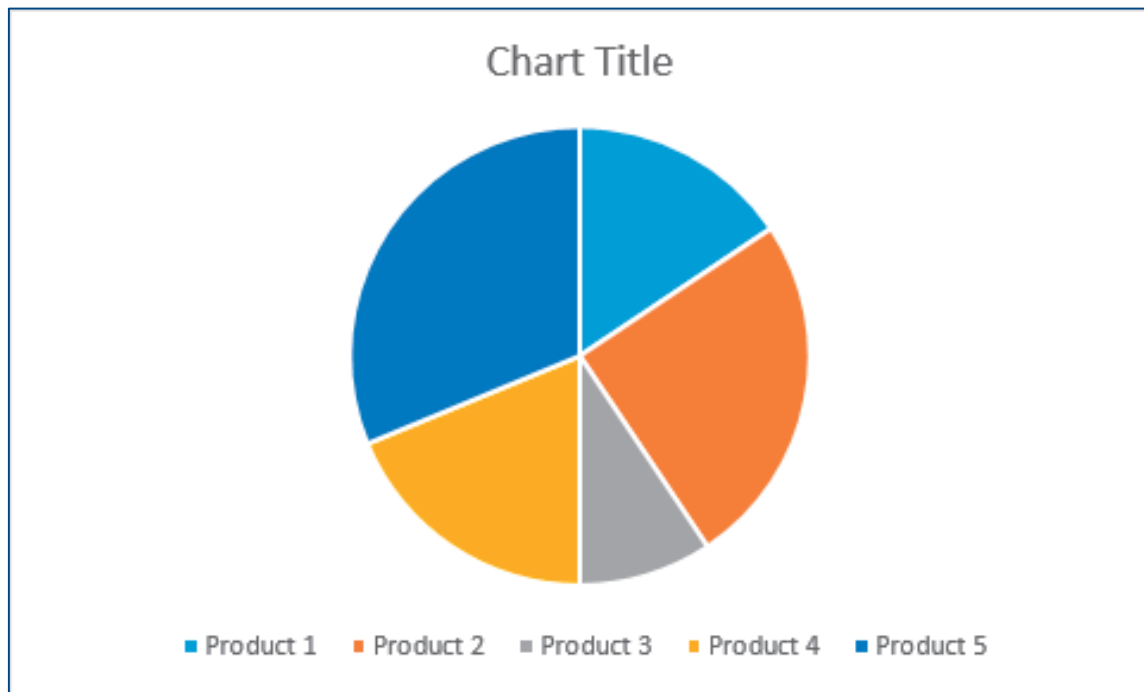
Line Charts

- Compare trends over a period of time



Pie Charts

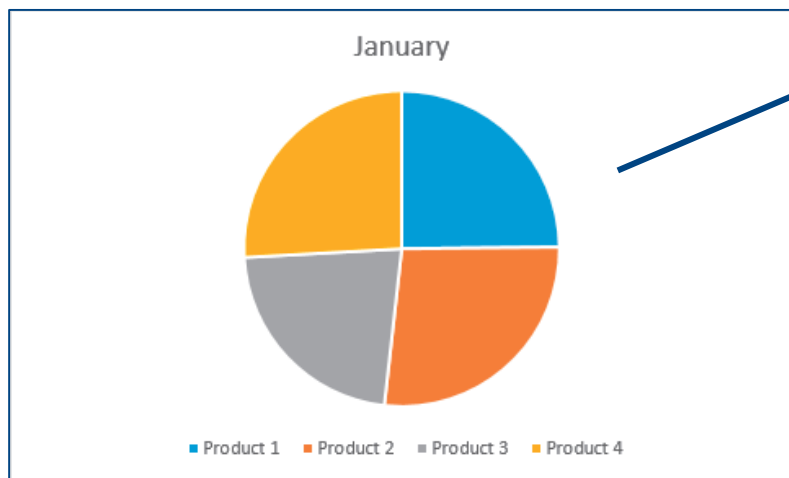
- Graphically displays how parts contribute to a whole
 - ▲ Each pie wedge represents one of the categories that collectively make up the total



Selecting Chart Data

- Very important! Select the correct data, including row and column headings, as the source for the chart

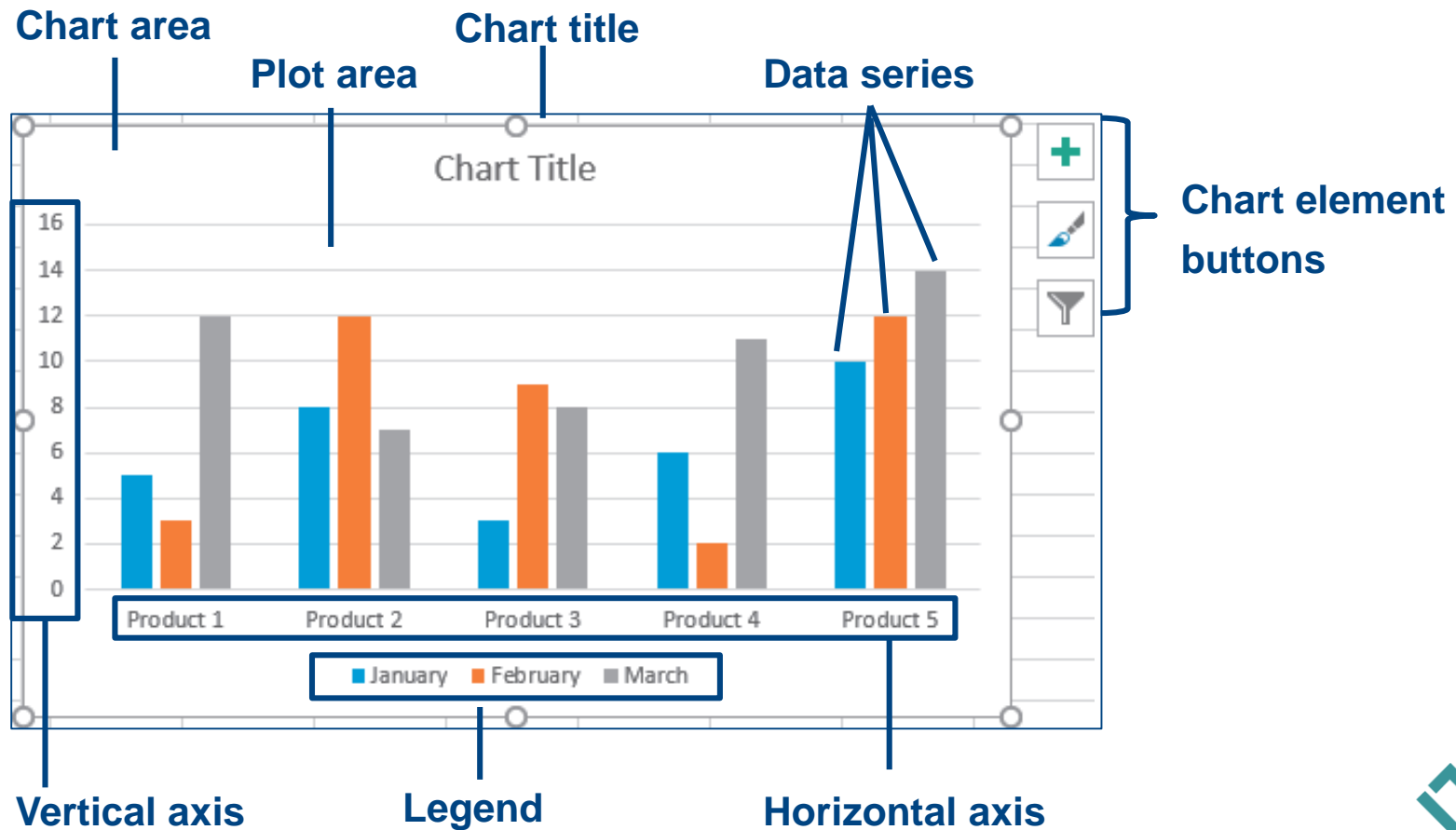
Q1 Revenue			
	January	February	March
Product 1	1200	1123	1150
Product 2	1301	1235	1260
Product 3	1080	1100	1120
Product 4	1250	1300	1275



Only January data series is selected to create the pie chart.

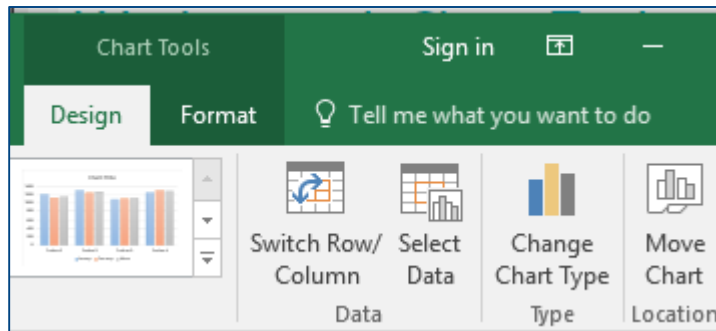
Chart Elements

- Must first select an element before making changes



Working with Chart Tools

- Chart Tools appear on contextual tabs of the Ribbon
- ▲ Contextual tabs only appear when a chart is selected



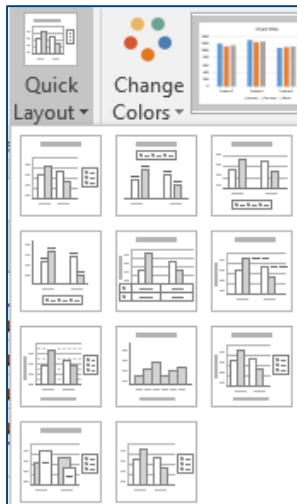
Using the Chart Design Tools



■ Chart styles gallery modify colors



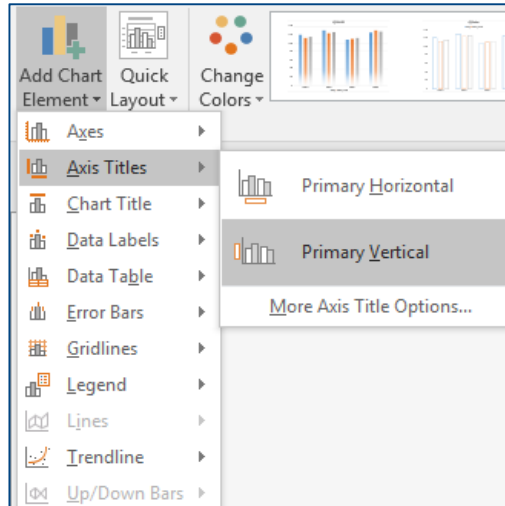
■ Quick Layouts offers more layout options



Using the Chart Design Tools



■ Chart elements



■ Switch rows and columns to change look of chart

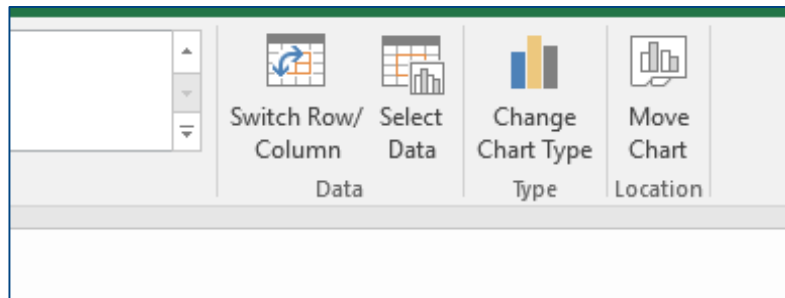


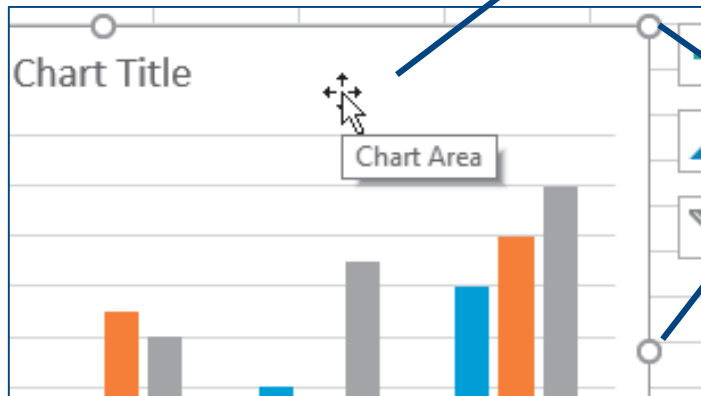
Chart Format Tools

- Modify specific chart elements with Fill or Outline colors, shapes or WordArt
- Axis options
 - ▲ Display minimum and maximum values
 - ▲ Change number formats

Move and Size Charts

- Embedded charts can be moved around the worksheet and resized

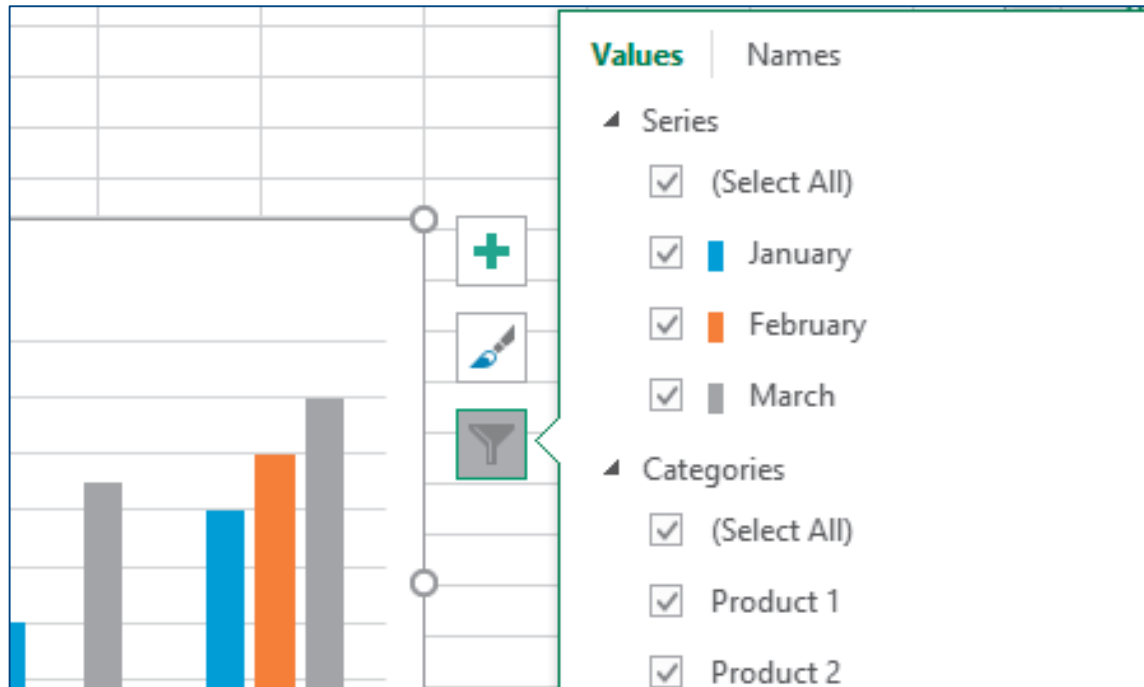
Mouse pointer in chart area becomes a four-way arrow; drag to move the chart.



Double-arrow sizing handles resize the chart.

Edit Chart Data

- Charts update when source data is changed
- Add or remove data series, points, or labels
- Swap Horizontal Axis and Legend categories
- Chart Filter controls what is displayed

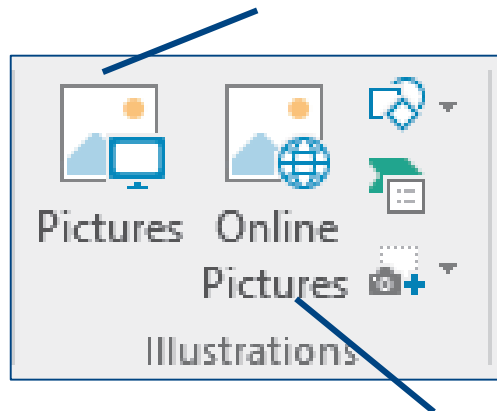


**Check or uncheck
Series or Categories.**

Add Images to a Worksheet

- Draw a shape or add a picture from your computer or search online

Pictures saved on computer



Browse for pictures online.

- When a picture or shape is selected, the Picture Tools or Drawing Tools contextual tabs appear



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Apply Conditional Formatting

- Visualize data using Conditional Formatting according to rules you set

Highlighting data with Conditional Formatting

- ▲ Choose a preset format on the Conditional Formatting menu
- ▲ Clear one specific rule or all on the entire sheet
- ▲ Customize a Conditional Formatting rule

