



Wilmette Public Library

# Microsoft Excel 2016 Intermediate Level 1

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## CHARTS AND TABLES

We will learn the following topics:

- Chart types : Pie, Columns, Lines and Combo
- Move and Resize
- Change Chart Style and Type
- Modify Chart Element

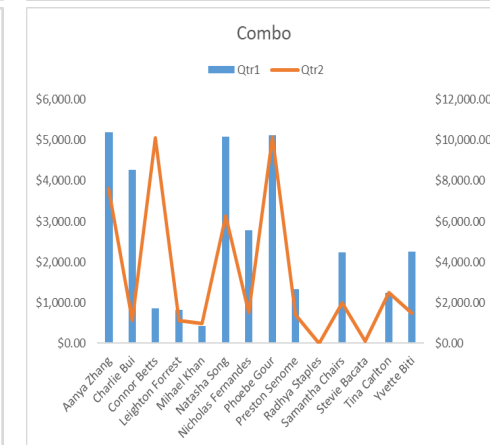
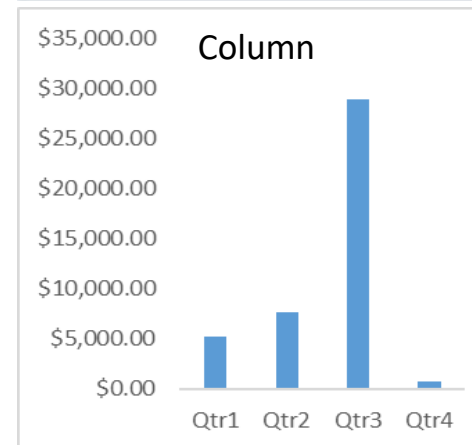
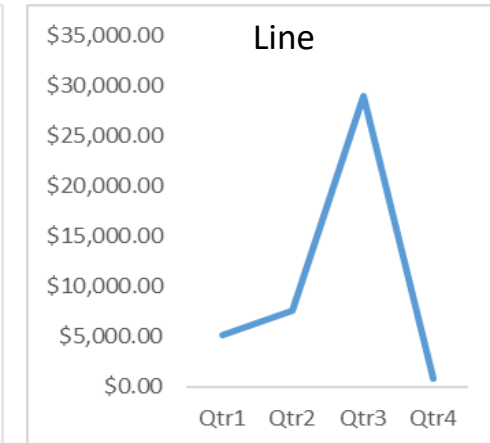
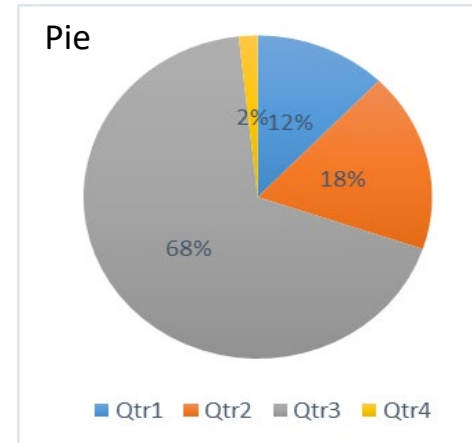
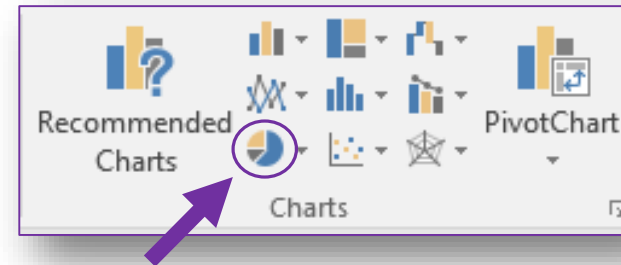


Chart type : Pie

You find the charting tools under the “Insert” tab.



To create a pie chart, select only rows 3 and 4, including headings, and in the “Insert” menu, click the pie icon and choose 2-D pie.

Next, select two Acct Managers and all Qtrs.

Why it is showing only one series?

Because a pie chart can only include a single series of data.

Create a pie chart to summarize all Acct Managers and Qtr1 series.

	A	B	C	D	E
1	Sales Summary 2018				
2					
3	Acct Managers	Qtr1	Qtr2	Qtr3	Qtr4
4	Aanya Zhang	\$5,187.90	\$7,627.17	\$28,867.26	\$742.53
5	Charlie Bui	\$24,271.31	\$130.78	\$116.61	\$355.15
6	Connor Betts	\$854.08	\$20,123.65	\$3,050.18	\$4,373.98

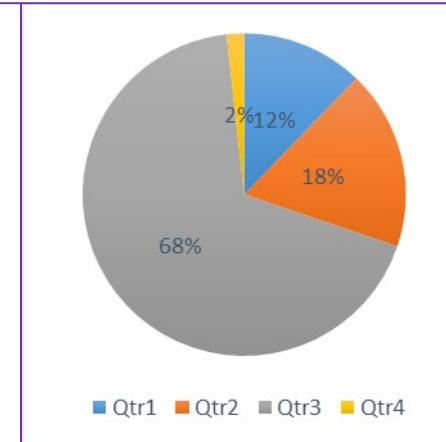


Chart type : Column

Select two account managers and all Qtrs.

In the “Insert” menu, click the column icon and choose 2-D.

Create another chart to summarize all Acct Managers and all Series.

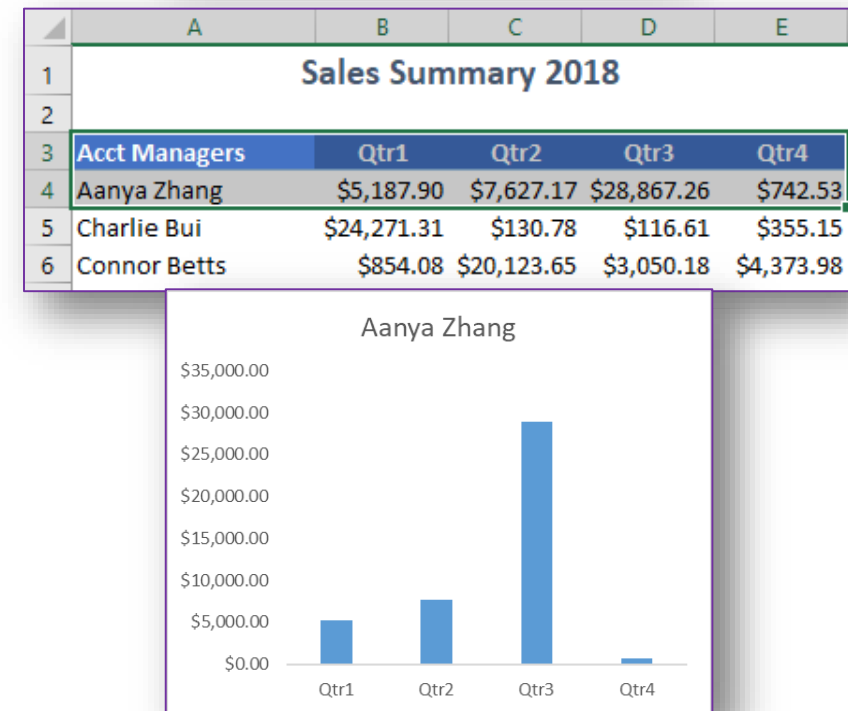
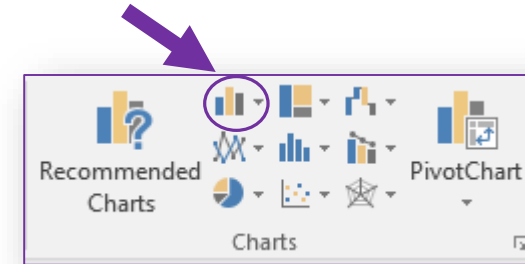
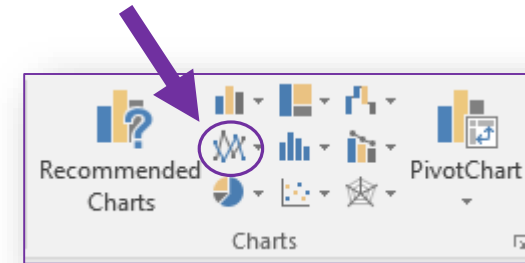


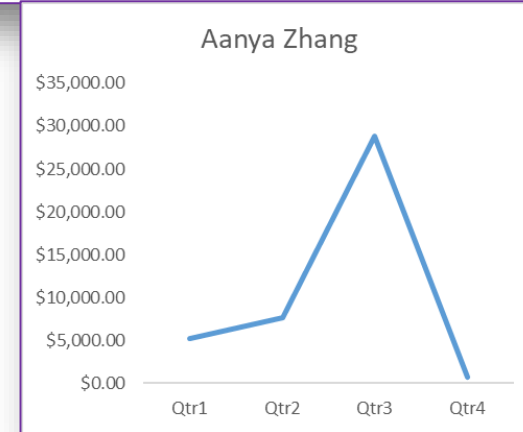
Chart type : Lines

Select two account managers and all Qtrs. In the “Insert” menu, click the line icon and choose 2-D.

Or just click anywhere in the raw data, and insert a Line Chart. All series will be selected.



	A	B	C	D	E
1	<b>Sales Summary 2018</b>				
2					
3	<b>Acct Managers</b>	<b>Qtr1</b>	<b>Qtr2</b>	<b>Qtr3</b>	<b>Qtr4</b>
4	Aanya Zhang	\$5,187.90	\$7,627.17	\$28,867.26	\$742.53
5	Charlie Bui	\$24,271.31	\$130.78	\$116.61	\$355.15
6	Connor Betts	\$854.08	\$20,123.65	\$3,050.18	\$4,373.98

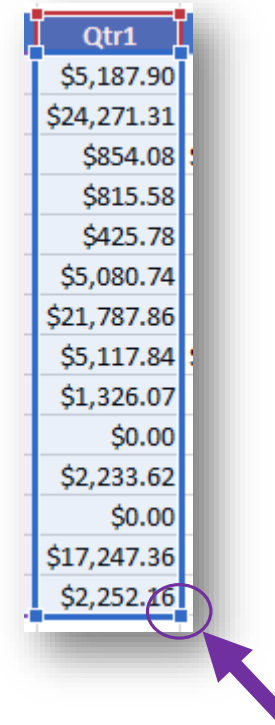


Using the fill handle to add series (Note: It will not work on pie charts).

Select all account managers and Qtr 1, and then create a column chart.

To add another series in the chart, use the fill handle. But first, click on the chart, and the raw data is highlighted. At any corner of the highlighted data, hover your mouse there and the pointer will change to a double-headed arrow. Hold down left click and drag one column to the right, then release.

If you wish to add or remove series, click on the chart to activate it. Use the fill handle and move the corner up or down, left or right to get the desired data. Your chart will be automatically updated.



Qtr1
\$5,187.90
\$24,271.31
\$854.08
\$815.58
\$425.78
\$5,080.74
\$21,787.86
\$5,117.84
\$1,326.07
\$0.00
\$2,233.62
\$0.00
\$17,247.36
\$2,252.16

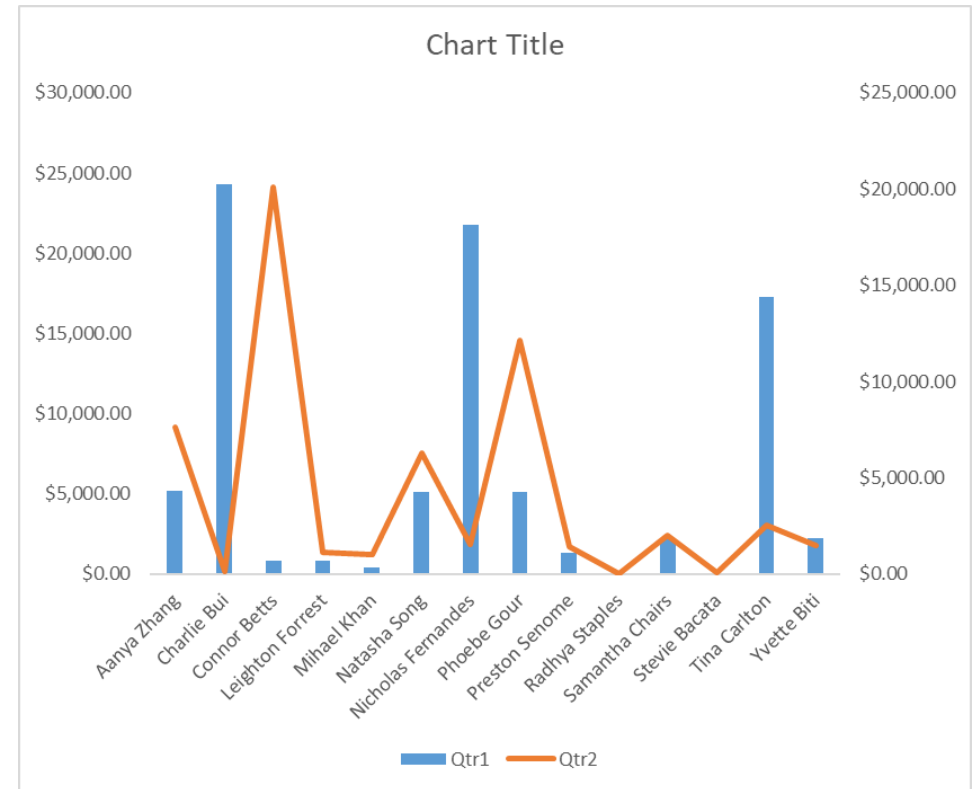
Chart type : Combo Chart

A combination of a line chart and a clustered column.

Create a chart with only two series.

Click on the chart to activate the Chart Tools menu.  
In the Design tab, select Change Chart Type, and on the left column, select Combo in the “All Charts” tab.

On the right, you will see 2 Series, namely Qtr1 and Qtr2.  
Choose “Line” as Chart type for Qtr2 and check box for secondary axis.



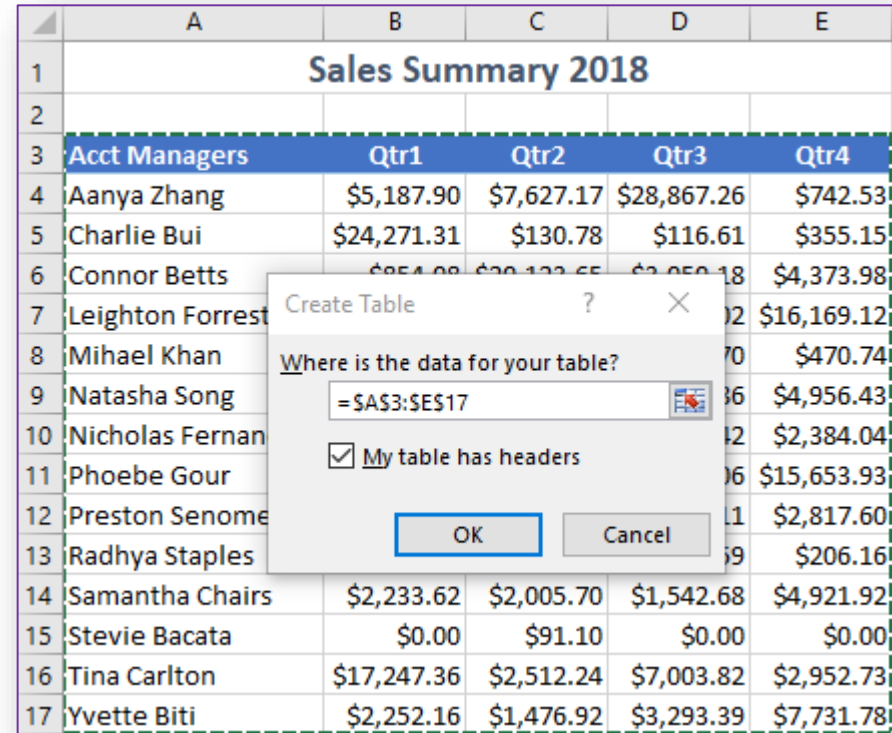
## Insert a table

Click anywhere in the raw data and then select the Insert tab. Click Table.

A “Create Table” window pops up to display the data of your table. In this case it’s `=A$3:$E$17`  
The dollar sign indicates absolute references.

Check the box “My table has headers”

Click OK.



The screenshot shows an Excel spreadsheet with a table titled "Sales Summary 2018". The table has 5 columns: "Acct Managers", "Qtr1", "Qtr2", "Qtr3", and "Qtr4". The data rows are numbered 3 through 17. A "Create Table" dialog box is open, showing the data range as "=A\$3:\$E\$17" and the checkbox "My table has headers" checked. The dialog box also has "OK" and "Cancel" buttons.

Acct Managers	Qtr1	Qtr2	Qtr3	Qtr4
Aanya Zhang	\$5,187.90	\$7,627.17	\$28,867.26	\$742.53
Charlie Bui	\$24,271.31	\$130.78	\$116.61	\$355.15
Connor Betts	\$854.08	\$20,122.55	\$2,050.18	\$4,373.98
Leighton Forrest				\$16,169.12
Mihael Khan				\$470.74
Natasha Song				\$4,956.43
Nicholas Fernan				\$2,384.04
Phoebe Gour				\$15,653.93
Preston Senome				\$2,817.60
Radhya Staples				\$206.16
Samantha Chairs	\$2,233.62	\$2,005.70	\$1,542.68	\$4,921.92
Stevie Bacata	\$0.00	\$91.10	\$0.00	\$0.00
Tina Carlton	\$17,247.36	\$2,512.24	\$7,003.82	\$2,952.73
Yvette Biti	\$2,252.16	\$1,476.92	\$3,293.39	\$7,731.78



## Table

You will see arrows next to your labels, and those are called filter buttons.

To activate the Table Tools: Design menu, click anywhere in the table, you will see the ribbon. In the menu, you can control and manipulate your table. If you click anywhere outside the table, the menu will disappear.

In the Design menu, you can name your table, summarize with PivotTable, add slicer, add your own table styles and so forth.

Using the filter button, you can manipulate your chart.

Create a chart and give it a try.

