



To display information that is easily readable, using graphs is the way to go. In Excel, they are called Charts. You will be using information from your **1-2 Sales Report** file to make a number of charts.

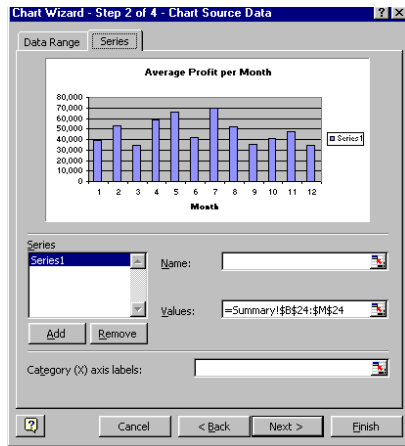
The easiest way to make a chart is to first select the data you want to chart. In the Summary worksheet, select cells B24:M24. Next, click on the chart icon.



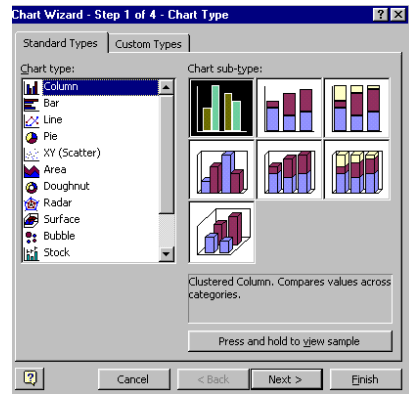
The chart wizard will begin to run. Under chart type, select column, and click on Next.

In Step 2 (shown in title bar of window), confirm the data range is correct, then click on the Series tab.

Make sure Series1 is selected, and in the Name window, enter **Avg Dollars**.

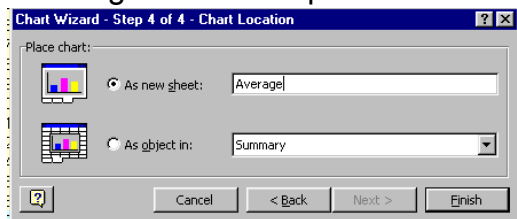
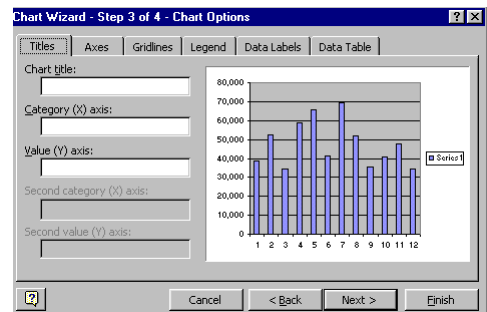


Next, click on the little red arrow next to the **Category (X) axis labels:** window. This will take you back to your worksheet. Select the cells that contain the months January through December (B1:M1) and then hit ENTER. This will be the X axis labels used in your chart. Now you can click on Next to go to step 3.



In Step 3, under Chart Title, enter **Average Profit per Month**. Under

Category (X) axis, enter **Month**. Next, click on the Data Labels tab and select Show Value. This will place the actual values above each column in your chart. Click on Next to go the last step.



In step 4, select *As new sheet*, and type in the window **Average**. Click on Finish. Look over your new chart and make sure it looks OK. To edit any part of the graph, double-click on the part you want to edit.



Next, let's do a Sales/Expenses chart. This will involve data from three different worksheets. Each range of cells that is used for charting is called a series. In this next chart, Series1 will be Yearly Expenses, Series2 will be Yearly Profits (from the Summary worksheet), and Series3 will be Yearly Sales.

1. Go to the Expenses worksheet, and select the cells N2:N20.
 2. Click on the New Chart icon.
 3. Under Chart Type, choose Line.
 4. Hit Next
 5. In Step 2 of 4 (see title bar), click on the Series tab.
 6. In the Name field, enter **Expenses**.
 7. In the Category (x) axis label, click on the little red arrow icon to the right of the field window.
 8. Select the cells A2:A20 (the years 1980-1998) and hit ENTER.
- We need to add 2 more series to our graph, one from the Summary worksheet and one from the Sales worksheet.
9. Click on the Add button.
 10. In the Name field, enter **Profits**.
 11. Click on the small red arrow icon to the right of the Values field window.
 12. Activate the Summary worksheet, and select the cells N2:N20. Hit ENTER.
- You have one more series to add to your chart.
13. Click the Add button.
 14. In the Name field, enter **Sales**.
 15. Click on the small red arrow icon to the right of the Values field window.
 16. Activate the Sales worksheet, and select the cells N2:N20. Hit ENTER.

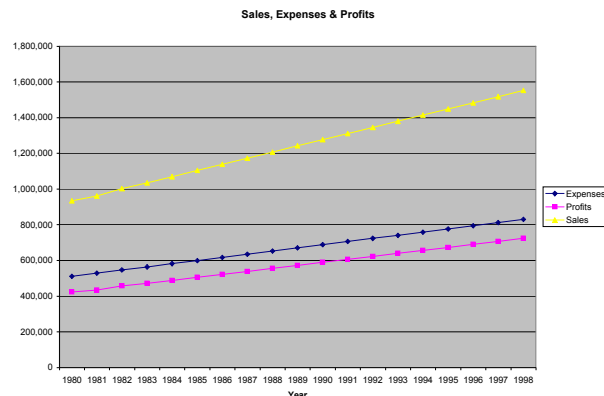
You should notice that there are now three series plotted in your chart.

17. Hit the Next button.
18. In the Chart title field, type **Sales, Expenses & Profits**.
19. In the Category (x) axis field, type **Year**.
20. Click the Next button.
21. Select As new sheet,

and in the field to the right, type **SEP**.

22. Hit the Finish button.

Your graph should look like the one on the right.



RHP Computer Applications Class

11-2 Charting in Excel

Name _____



For your final chart, you're on your own. Graph the minimum and maximum sales per month (use the Sales worksheet, cells B22:M23). Use a graph type not used in the above two examples.

When you are done, email the worksheet to rhp@denovodental.com.
The subject is **Compapp 11-2 lastname**.