

SIMPLE EXCEL 2003: Intermediate

How to create, design and use a spreadsheet.

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Step 9. Select cells A3 to E10 and clear all the formatting applied.

CLEAR FORMATTING

- Click on **Edit** from the main menu
- Click on **Clear** from the next menu
- Click on **Formats** from the next menu

Step 10. Apply the Undo function to return the Autoformatting.

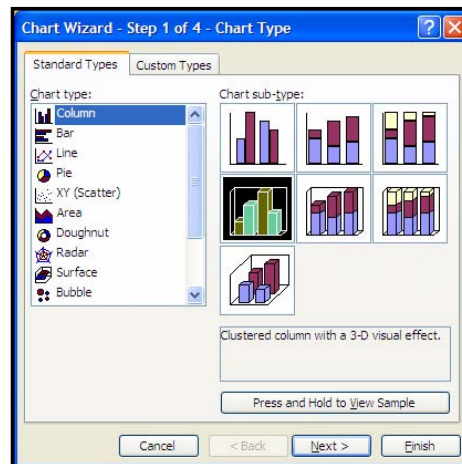
We will be creating a Chart that will compare each persons result for the month. In this Chart we are comparing the individual people and the individual monthly amounts so we will not need to include the total or average amounts.

Step 11. Create a Column Chart comparing each person's monthly amounts.

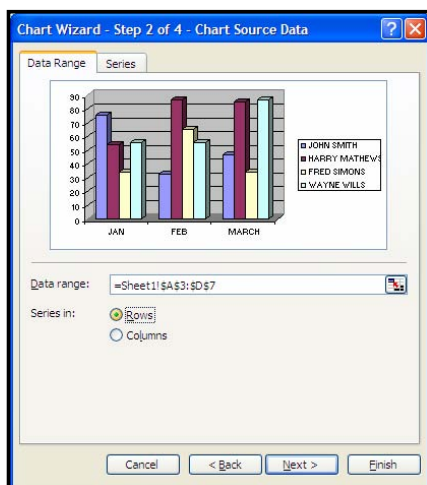
CREATING A COLUMN CHART



- Select cells **A3 to D7** to specify what data is to be charted
- Click on the **Chart icon** located top right of the Standard toolbar
- * The Chart Wizard window appears being step 1 of 4
- Click on the **Column option** in the **Chart Type area**
- Click on **3D** in the **Chart Sub-Type area**
- Click on the **Next** button to move to the next window
- * The Step 2 of 4 window is displayed



Here you can choose, what we want to compare, which can be either, each person and their amounts for the month or visa versa. See the difference by clicking on Row in the 'Series in:' area and view the display, then click on Columns in the 'Series in' area and view the display.

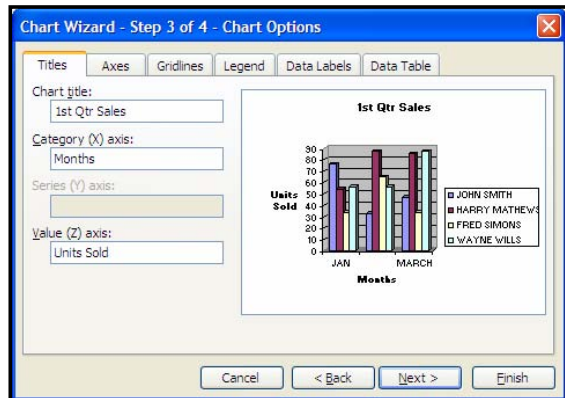


- * The Data Range is already specified as we selected it prior to commencing (=Sheet 1!\$A\$3:\$D\$7)
- Click on the **Row option** for the **Series in** area
- Click on the **Next** button to move to the next window
- * The Step 3 of 4 window is displayed

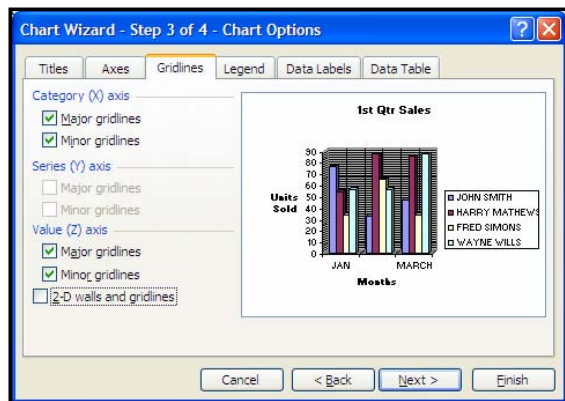
* The instructions continue on the next page

- h. Click on the **Titles tag** located at the top left of this window
- i. Click in the **Chart title: area** and enter **1st Qtr Sales**
- j. Click in the **Category (X) Axis: area** and enter **Months**
- k. Click in the **Value (Z) Axis area** and enter **Units sold**

This window has the settings for a variety of objects on our Chart. The Gridlines, Legend, Data Labels, Data Table and the Titles.



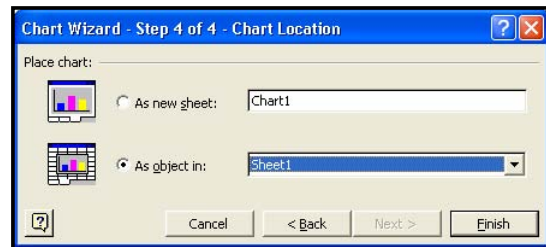
- l. Click on the **Gridlines tag** so we can set up more appropriate gridlines
- m. Click on the **Major gridlines and Minor gridlines areas** for **Category X Axis** to place a tick
- n. Click on the **Major gridlines and Minor gridlines areas** for **Value Z Axis** to place a tick
- o. Click on the **Legend tag** so we can edit the Legend Placement
- p. Click on **Bottom** in the **Placement area**
- q. Click on the **Next** button to move to the next window



This window will ask us if we want the Chart as a new sheet or as an object in the current sheet. We want it on the current sheet which is currently selected.

- r. Click on the **Finish** button

Based on your selections the Chart is now compiled and placed on the current sheet as an object. The Chart will need resizing and moving.



Step 12. Move the Chart down under the spreadsheet so the top left corner starts at cell A12. View the diagram on the next page.

MOVING A CHART

- a. Position the mouse pointer anywhere on the Chart area (the white area)
- * The mouse pointer will display two crossed double-headed arrows symbolising the move symbol
- b. **Click-drag** the Chart into position