Uses for Microsoft Excel:
- expenses
- budgets
- data to be analyzed, summarized, or graphed

Graphs
- Input the data to be graphed first.
- Graphs are referred to as Charts in Excel.
- Charts are added using the tools in the Charts group on the Insert tab.
- Common types of graphs include column, line, and pie.
- Insert a graph as follows.
  - Click on the Insert tab.
  - Click on the type of graph.
  - Choose a specific option.
  - The data is automatically displayed as a graph.

Changing Data
- Excel auto-selects the data to be graphed.
- Change the data which is graphed as follows.
  - Right click on the graph.
  - Left click on Select Data.
  - Click on the box next to “Chart data range.”
  - Select the desired range of data.
  - Click on the box again.
  - Click on OK.
- Switch the rows and columns in a graph as follows.
  - Right click on the graph.
  - Left click on Select Data.
  - Click on Switch Row/Column.
- In the Select Data menu, “Legend Entries (Series)” refer to items on the vertical axis.
- In the Select Data menu, “Horizontal (Category) Axis Labels” refer to items on the horizontal axis.
Changing Colors

- Change the colors of a set of bars in a column graph as follows.
  - Left click on a bar.
  - Note that this selects all of the bars of that color.
  - Right click on one of the selected bars.
  - Choose a shape fill.
  - Choose a shape outline.

Printing

- Print a chart or graph as follows.
  - Click on the chart or graph in the spreadsheet.
  - Click on the File tab.
  - Click on Print.
  - Click on Print again.

Excel Tips

- Use the charts group of tools to add graphs.
- Look carefully at what data is included in each graph.
- Customize the colors used in each graph.
- Do not be afraid to ask for help.

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