

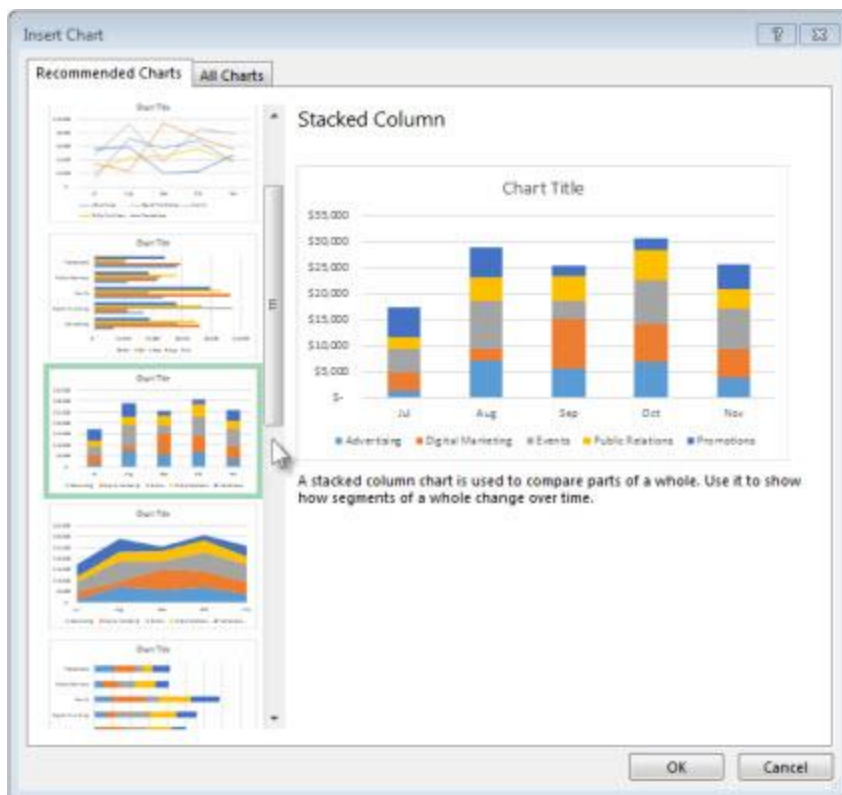
Creating a chart

Exploring charts in Excel and finding that the one you pick isn't working well for your data is a thing of the past! Try the **Recommended Charts** command on the **Insert** tab to quickly create a chart that's just right for your data.

1. Select the data for which you want to create a chart.
2. Click **Insert > Recommended Charts**.



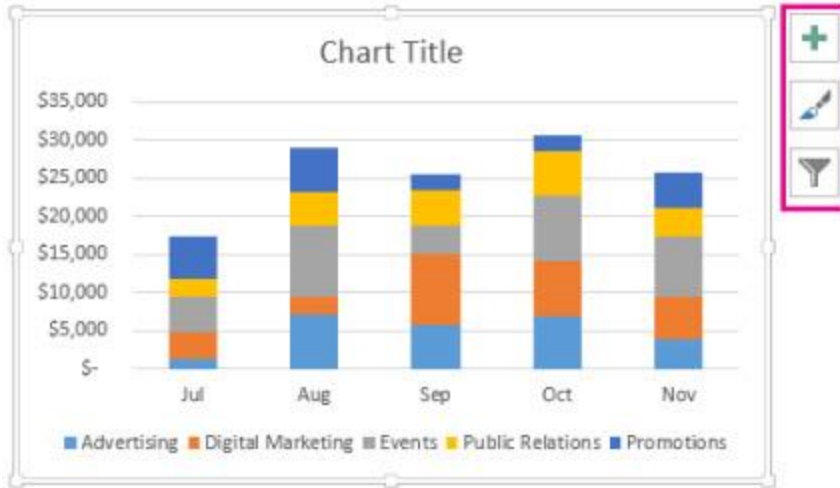
3. On the **Recommended Charts** tab, scroll through the list of charts that Excel recommends for your data, and click any chart to see how your data will look.



TIP If you don't see a chart you like, click **All Charts** to see all available chart types.

4. When you find the chart you like, click it > **OK**.

5. Use the **Chart Elements**, **Chart Styles**, and **Chart Filters** buttons next to the upper-right corner of the chart to add chart elements like axis titles or data labels, customize the look of your chart, or change the data that's shown in the chart.

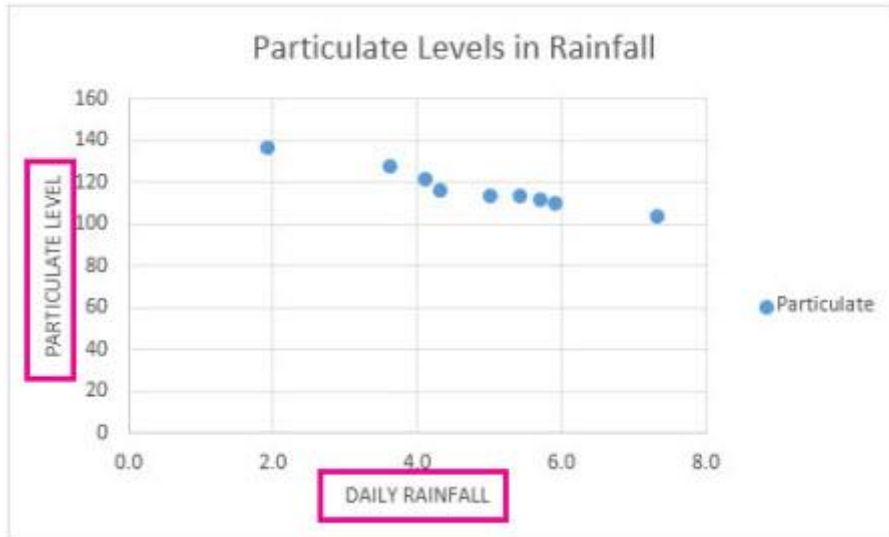



6. To access additional design and formatting features, click anywhere in the chart to add the Chart Tools to the ribbon, and then click the options you want on the **Design** and **Format** tabs.




Add axis titles to a chart

When you create a chart, you can add axis titles to any horizontal, vertical, or depth axes in the chart. The titles will help the people who view the chart understand what the data is about. You can't add axis titles to charts that don't have axes (like pie or doughnut charts).



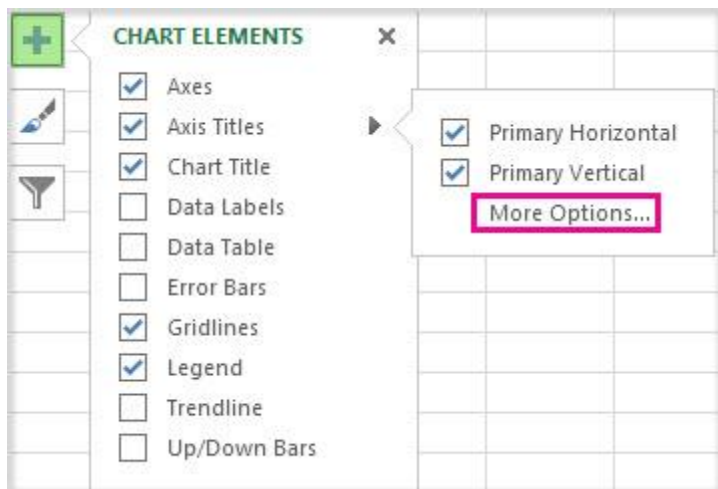
1. Click anywhere in the chart to which you want to add axis titles.
2. Click the **Chart Elements** button  next to the upper-right corner of the chart.

Don't see the  button next to the chart? You might be using an earlier version of Excel, like Excel 2010 or Excel 2007. See the section "Add axis titles manually" in Add or remove titles in a chart to learn how to do this in earlier versions of Excel.

3. Check the **Axis Titles** box.

Primary horizontal and vertical axis titles are added to the chart.

4. If your chart is a 3-D chart, or if it has secondary horizontal or vertical axes, click the arrow next to **Axis Titles**, and then click **More Options** to select the depth or secondary axis titles you want to add.



5. Click each **Axis Title** box that appears in the chart, and then type the text that you want.

To start a new line in the title, press Shift+Enter.

6. To format the axis titles, right-click them, and then click **Format Axis Title** to choose the formatting options you want.

Link axis titles to text on the worksheet

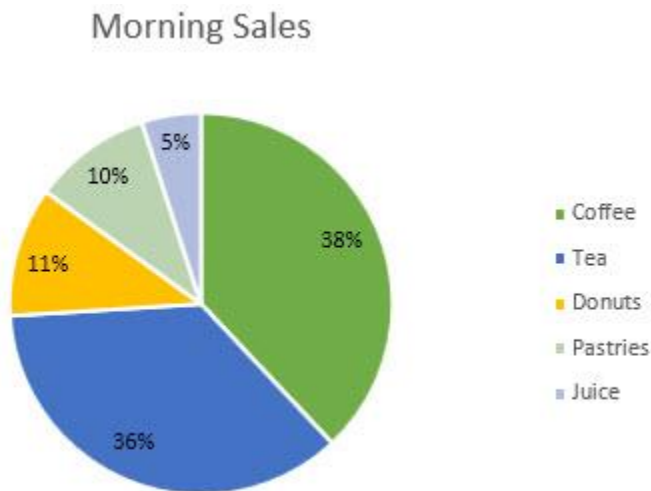
If you want to use text on the worksheet for your axis titles, you can link axis titles to the worksheet cells that contain that text. Linked titles are automatically updated in the chart when you change the corresponding text on the worksheet.


1. On the chart, click an **Axis Title** box.
2. On the worksheet, click inside the formula bar, and then type an equal sign (=).
3. Select the worksheet cell that contains the text that you want to use for the axis title.
4. Press Enter.

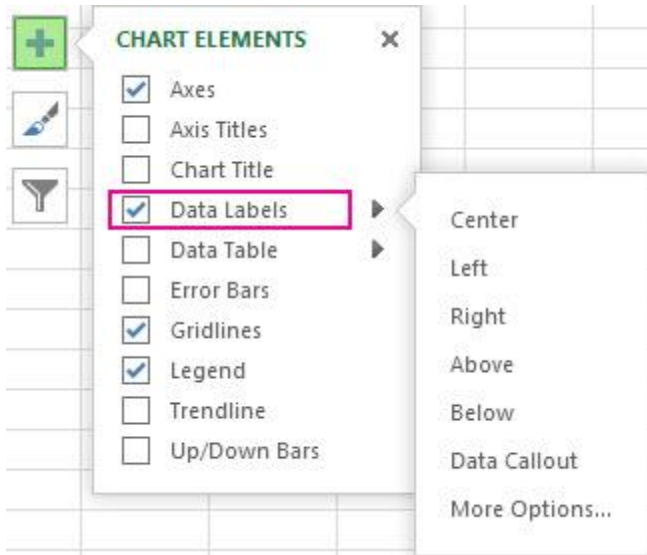
In addition to changing the text of axis titles, you may want to change the axis labels. You can also add a chart title to your chart.

Add data labels to a chart

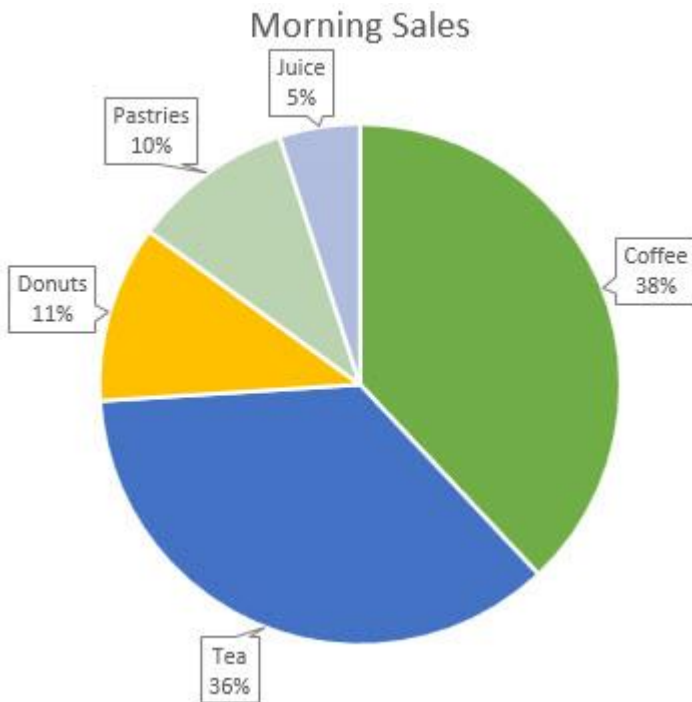
Data labels make a chart easier to understand because they show details about a data series or its individual data points. For example, in the pie chart below, without the data labels it would be difficult to tell that coffee was 38% of total sales. Depending on what you want to highlight on a chart, you can add labels to one series, all the series (the whole chart), or one data point.



1. Click the data series or chart. To label one data point, after clicking the series, click that data point.
2. In the upper right corner, next to the chart, click **Chart Elements**  > **Data Labels**.



3. To change the location, click the arrow, and choose an option.
4. If you want to show your data label inside a text bubble shape, click **Data Callout**.



To make data labels easier to read, you can move them inside the data points or even outside of the chart. To move a data label, drag it to the location you want.

If you decide the labels make your chart look too cluttered, you can remove any or all of them by clicking the data labels and then pressing Delete.

TIP If the text inside the data labels is too hard to read, resize the data labels by clicking them, and then dragging them to the size you want.

Change what is displayed in the data labels

1. Right-click the data series or data label to display more data for, and then click **Format Data Labels**.
2. Click **Label Options** and under **Label Contains**, pick the options you want.

Format Data Labels

LABEL OPTIONS | TEXT OPTIONS

Label Options icons: Pie chart, Line chart, Bar chart (highlighted), Scatter plot.

^ LABEL OPTIONS

Label Contains

- Value From Cells
- Series Name
- Category Name
- Value
- Show Leader Lines
- Legend key

Separator: ,



RESET LABEL TEXT

Label Position


- Center
- Inside End
- Inside Base
- Outside End

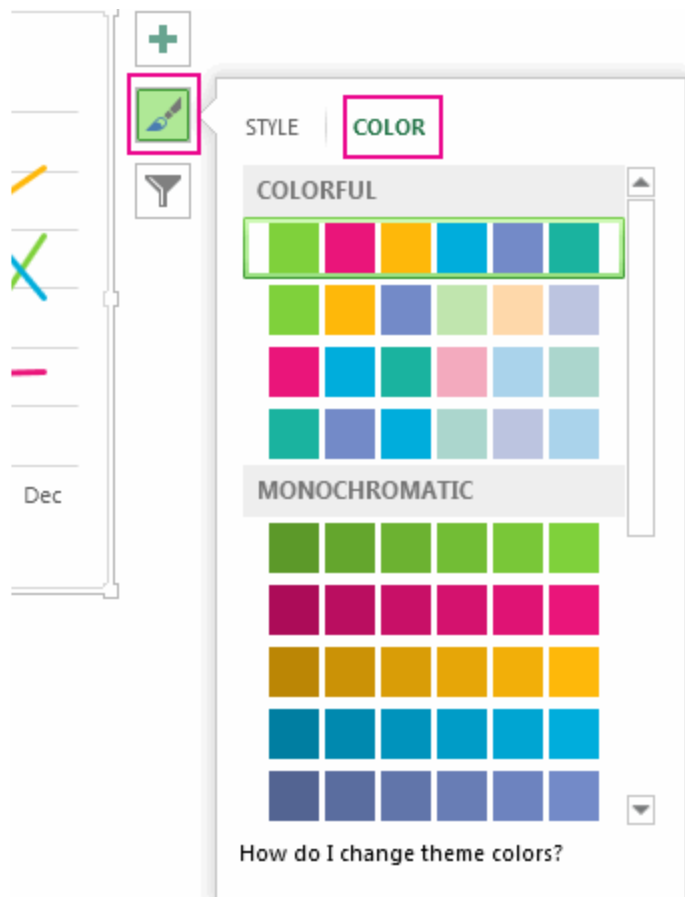
^ NUMBER

Change the color or style of a chart

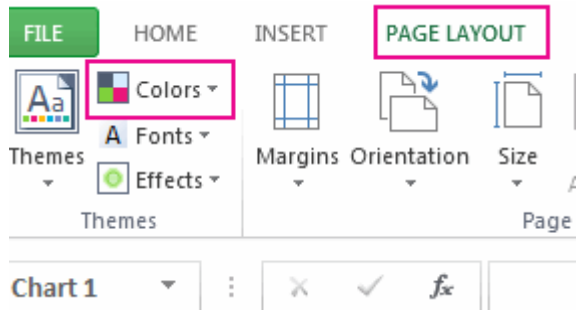
Maybe you've created a chart and think "this needs a little something else" to make it more impactful. Here's where **Chart Styles**  is your BFF. Click the chart, click , located next to the chart in the upper right corner, and pick an option in the **Style** or **Color** galleries.

Change the color of a chart


1. Click the chart you want to change.
2. In the upper right corner, next to the chart, click **Chart Styles**  .
3. Click **Color** and pick the color scheme you want.

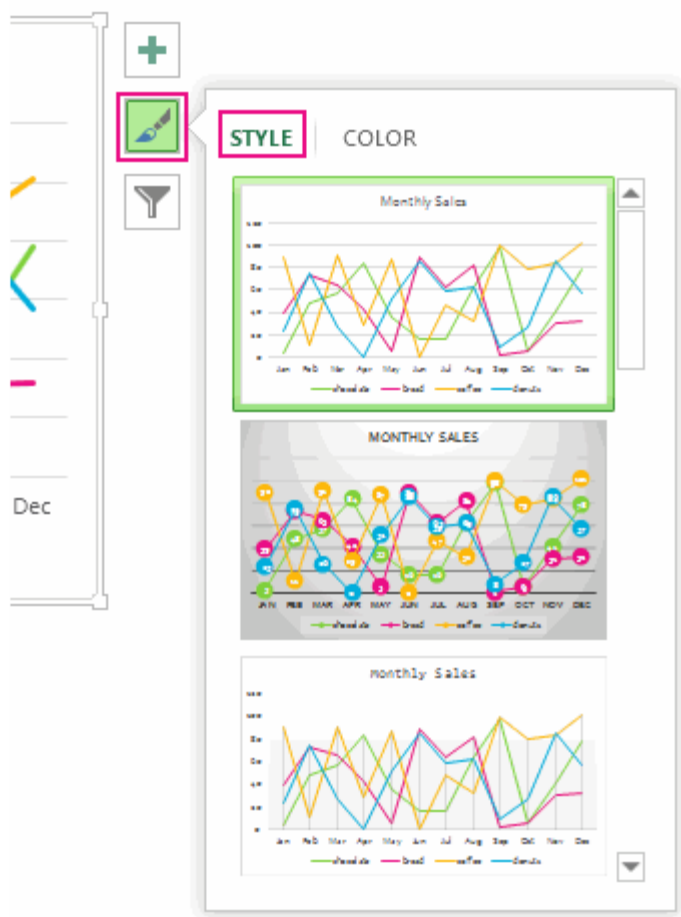


TIP Chart styles (combinations of formatting options and chart layouts) use the theme colors. To change color schemes, switch to a different theme. In Excel, click **Page Layout**, click the **Color** button, and then pick the color scheme you want or create your own theme colors.



Change the chart style

1. Click the chart you want to change.
2. In the upper right corner next to the chart, click **Chart Styles** .
3. Click **Style** and pick the option you want.



As you scroll down the gallery, Live Preview shows you how your chart data will look with the currently selected style.