How do I design a basic column graph?
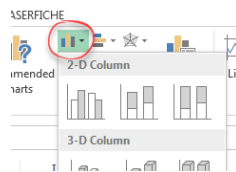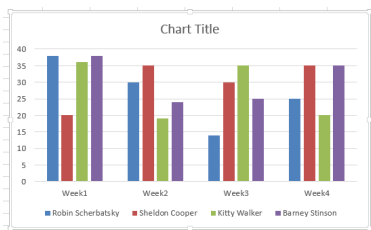
This example will take you through the steps in designing a basic 2-D column graph.

1. Select the cells to be included in the graph.
2. Click to display the 'Insert' ribbon.
3. Click the 'Column' drop down menu.
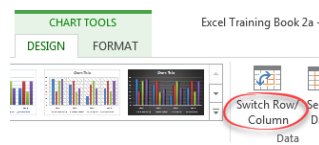4. Choose a graph type.

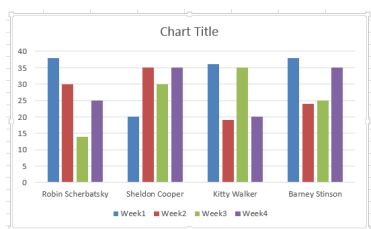Your graph is created, as shown below, and inserted into your worksheet.

How do I replot my graph?

You can switch the column and rows in your graph if required.

1. Click the chart to select it.
2. Click to display the Chart Tools, Design ribbon.
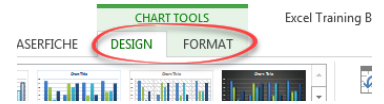3. Click the Switch Rows/ Columns button.

This graph shows the same data as the one above only the columns/rows have been switched.

How do I reformat my graph?

1. Click the graph to select it.
2. Use the tools in the Design, Layout and Format ribbons to adjust bar colours, text etc.
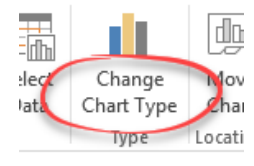
How do I change the chart title?

1. Double click the chart title box.
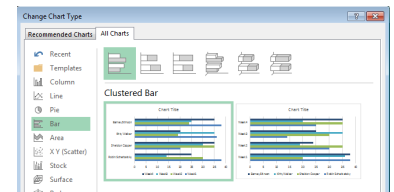2. Type a new title as appropriate.

How do I change the chart type?

1. Click the chart to select it.
2. Click to display the Chart Tools, Design ribbon.
3. Click 'Change Chart Type' to display the 'Change Chart Type' dialogue box will be displayed.
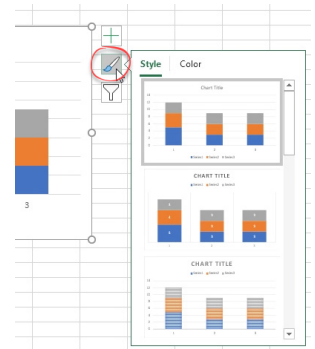
4. Choose a type and variation.
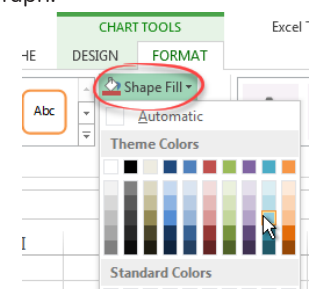5. Click 'OK'.

How do I change the chart colours?

1. Click the chart to select it.
2. Click the 'Chart Styles' button at the side of the chart.
3. Click 'Colour'
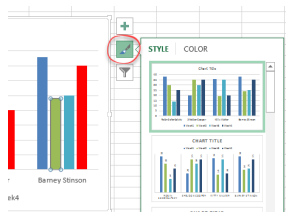4. Choose a colour set from the list

OR

1. Click on one of the bars in the graph.
2. Click to display the Chart Tools, Format ribbon.
3. Click 'Shape Fill' and choose a colour.

How do I change the chart style?

1. Click the chart to select it.
2. Click the 'Chart Styles' button at the side of the chart.
3. Choose a style set from the list

OR

1. Click to display the Chart Tools, Design ribbon.
2. Choose a style from the 'Chart Styles' options.

For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support
at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk