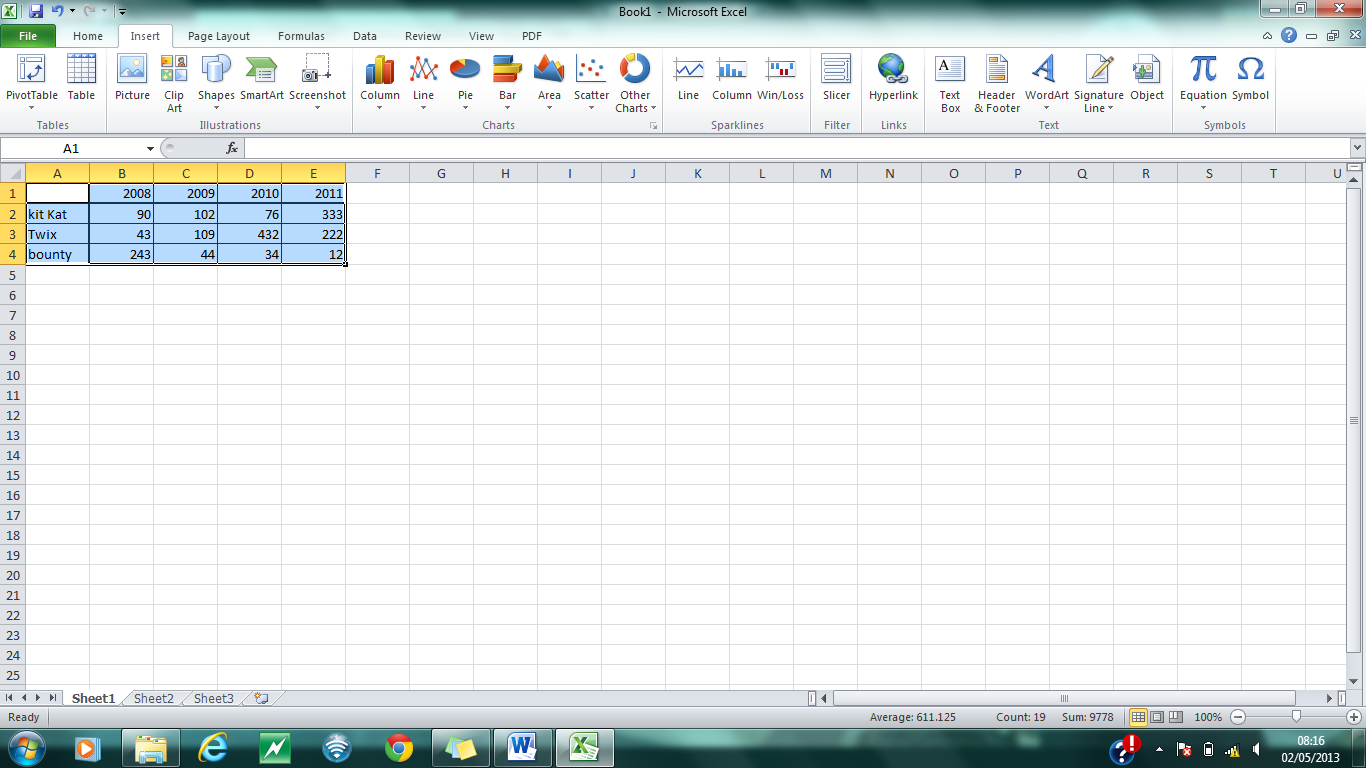
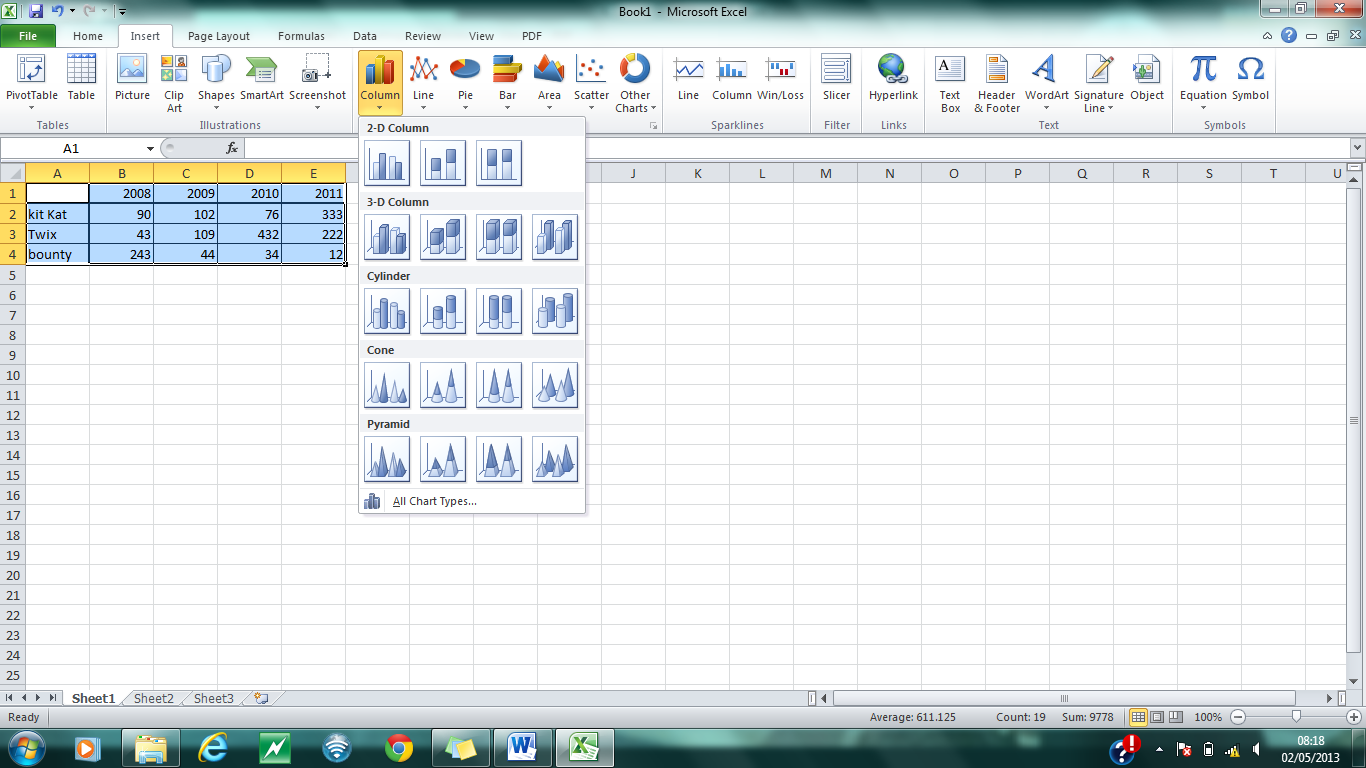
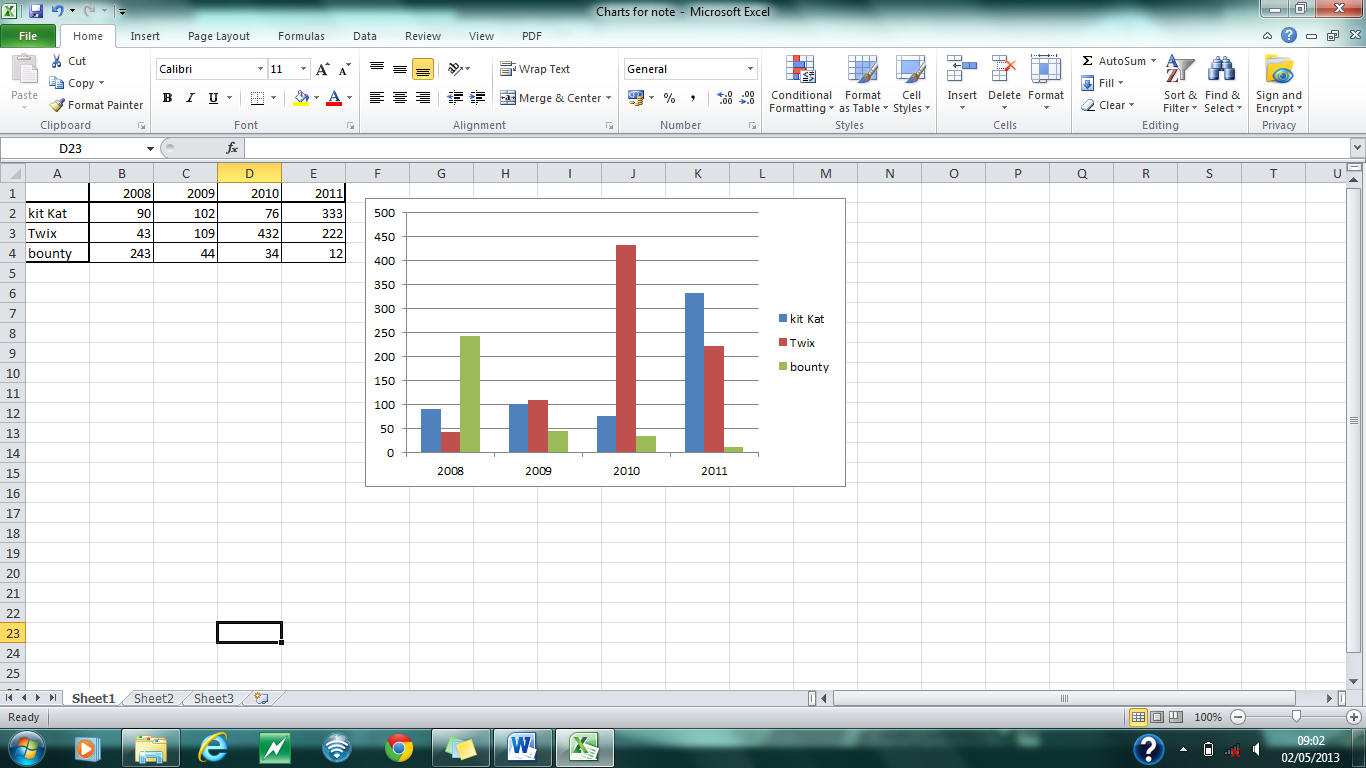
Lesson Six

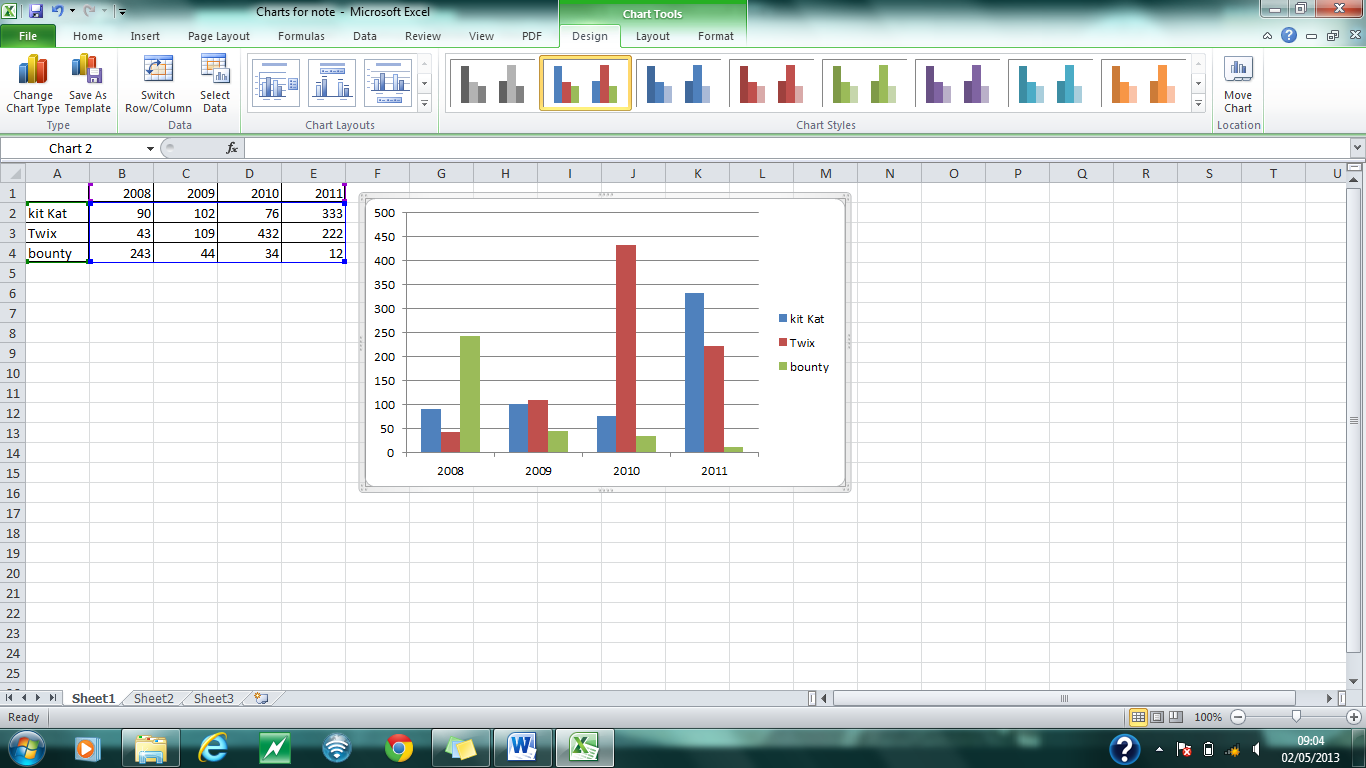
**Charts**

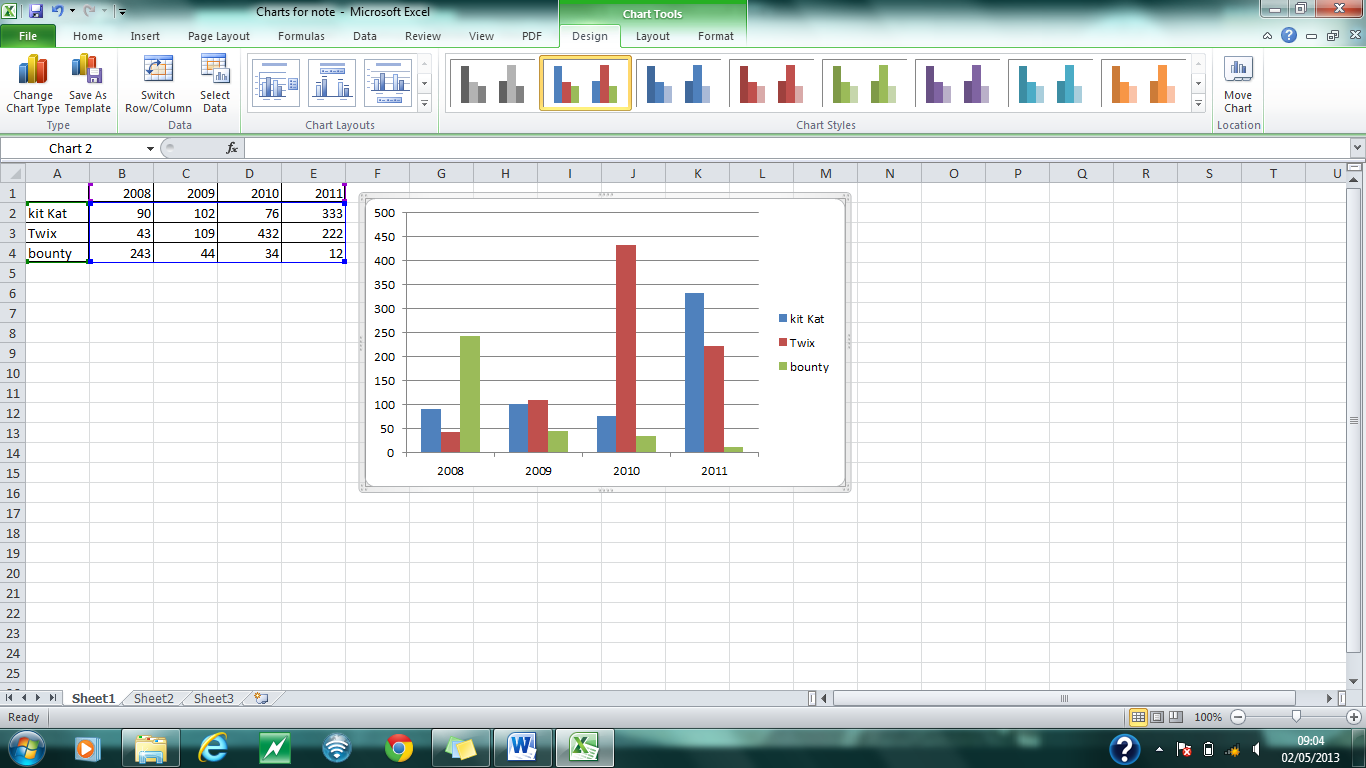
* There are many different types of charts, these being;
  1. Column charts
  2. Bart charts
  3. Line Charts
  4. Pie Charts

**Creating charts**

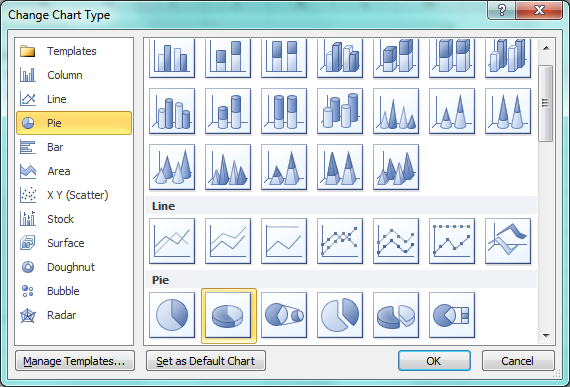
* The first thing you need to do is to create a table with data which you wish to create a chart for.
* Then follow the steps below;
  1. Select the whole table of data
  2. Click on the insert tab
  3. In the chart section you will see all the different types of charts. We will be using the first 4 only
  4. Once you click on a chart type a drop down will appear, here you must select which chart you wish to use
  5. Once you click on a chart type it will automatically be created and shown on the screen

**Change the chart type**

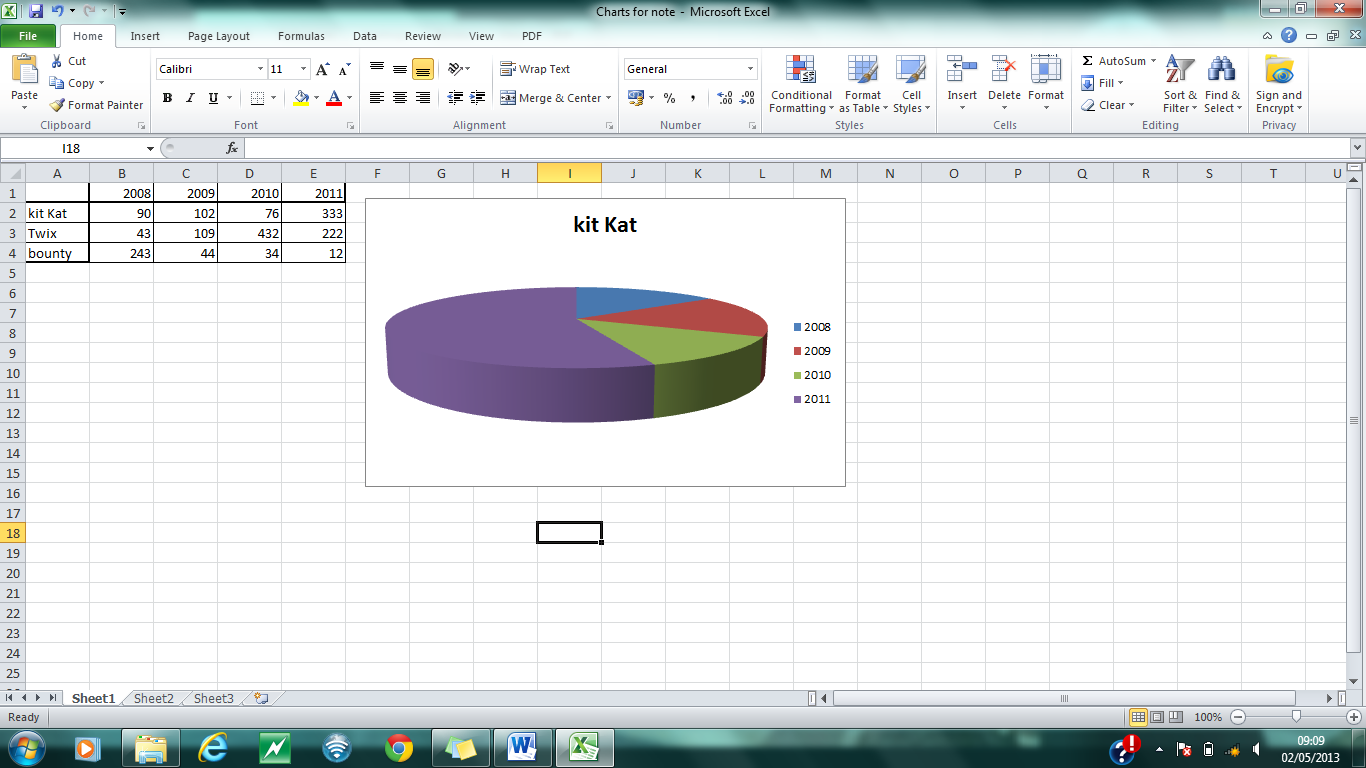
* If you wish to change the chart type;
  1. Select the chart by simply clicking on its border
  2. The ribbon will change



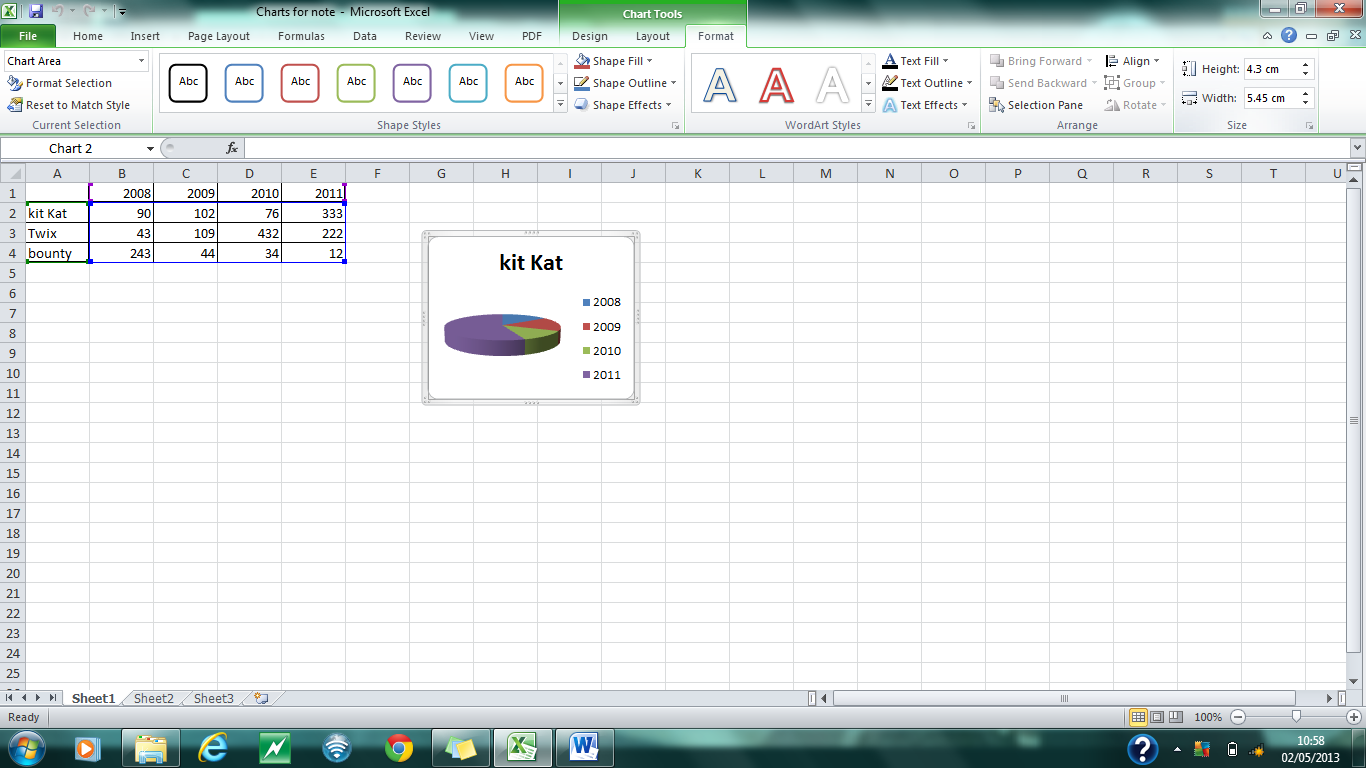
* 1. Click on the first button ‘**Change Chart type**’

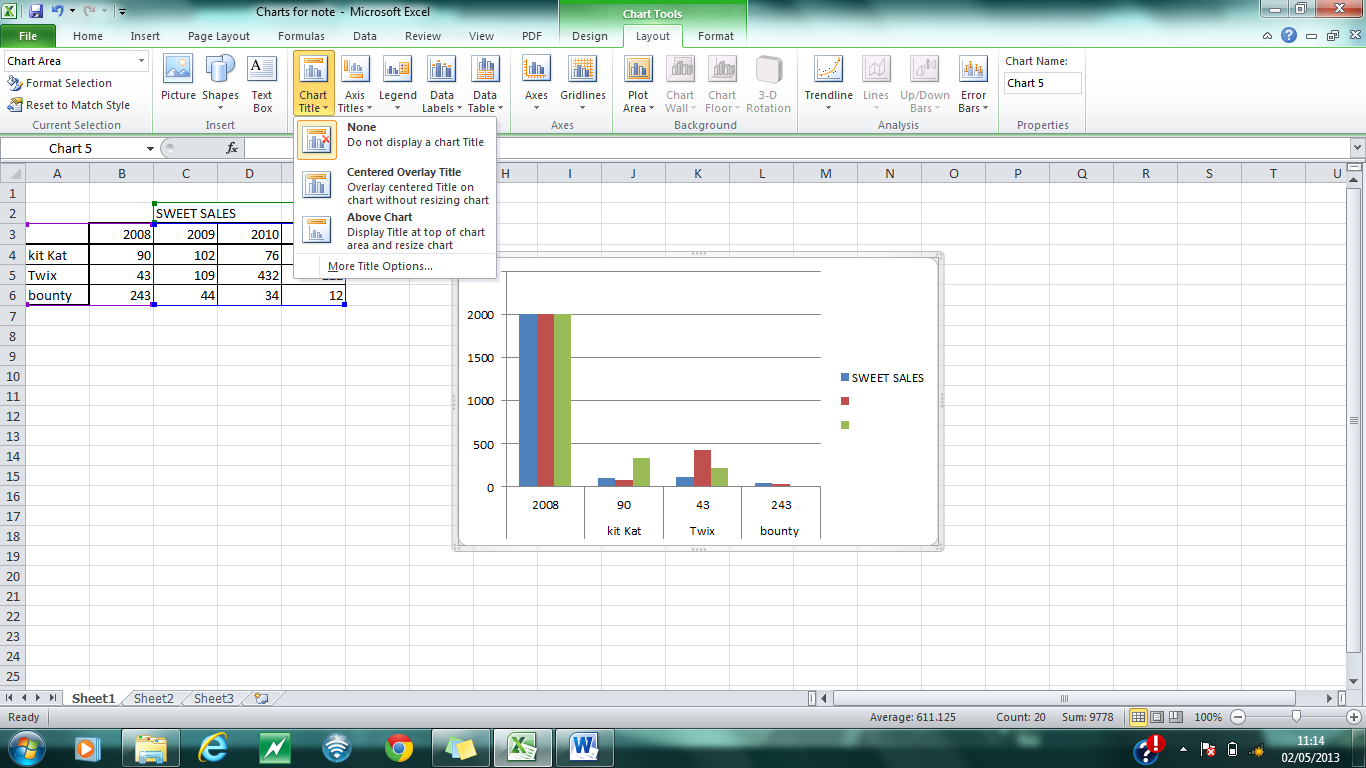


* 1. Once you click on ‘**Change Chart Type**’ a new window will open. From this window you would need to select the chart type you wish to use by double clicking on it.

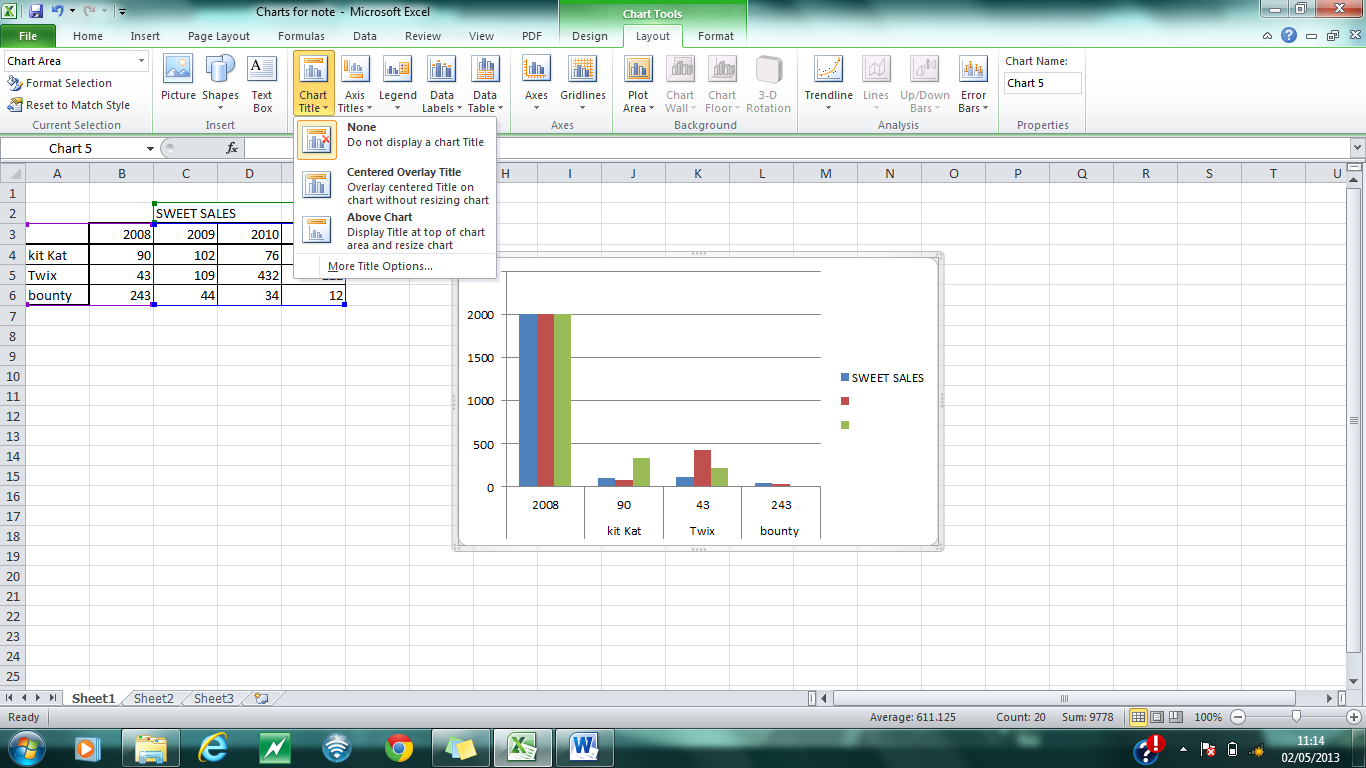


**Move, resize, delete a chart**

* To move a chart simply click on the border of the chart and drag it to where you like
* To resize a chart
  1. Click on the chart
  2. Select the format tab
  3. On the right had side you will need to write the size you wish
  4. To delete a chart just click on the chart and press delete on your keyboard

**Add, remove, edit a chart title**

* To add, remove or edit the title of a chart
  1. Click on the chart
  2. Click on the layout tab
  3. Select ‘**Chart Title**’
  4. Once you click on ‘**Chart Title**’ you will have a number of options

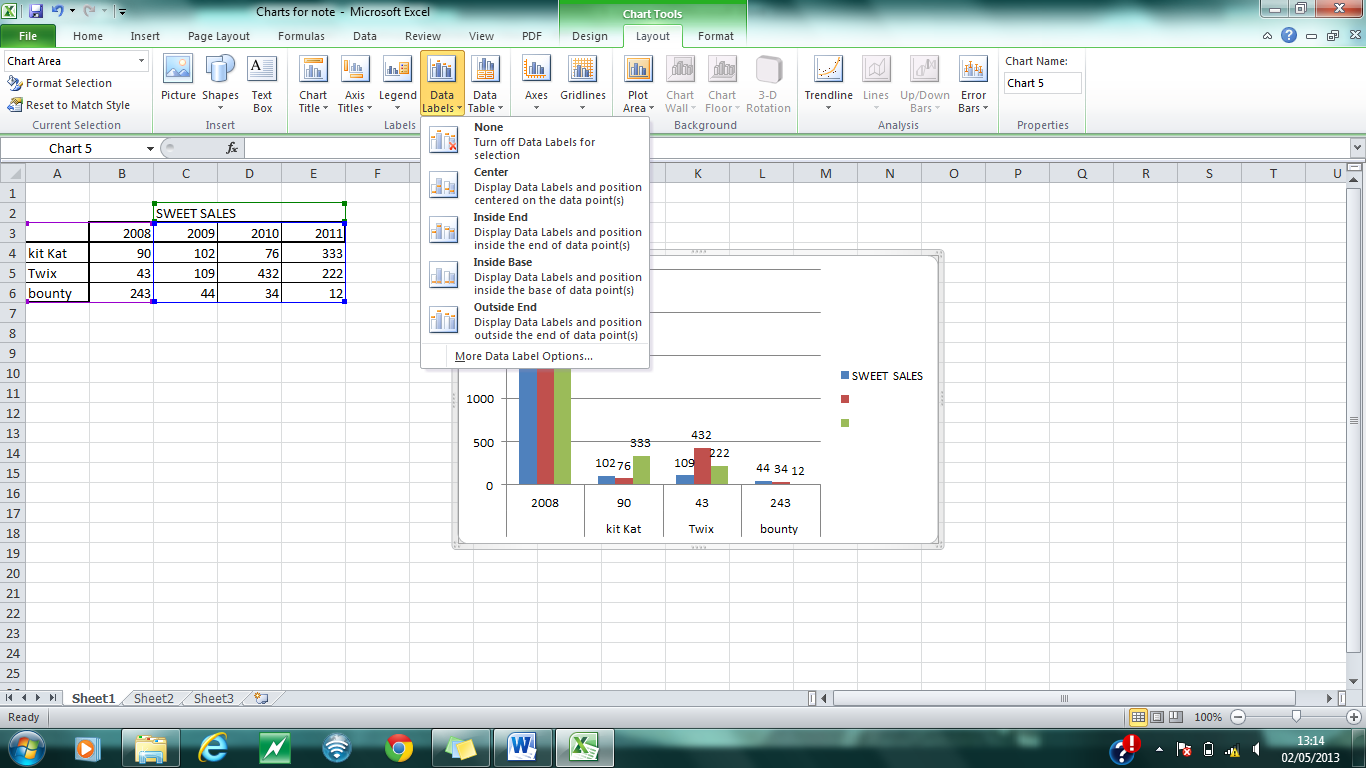


Remove title

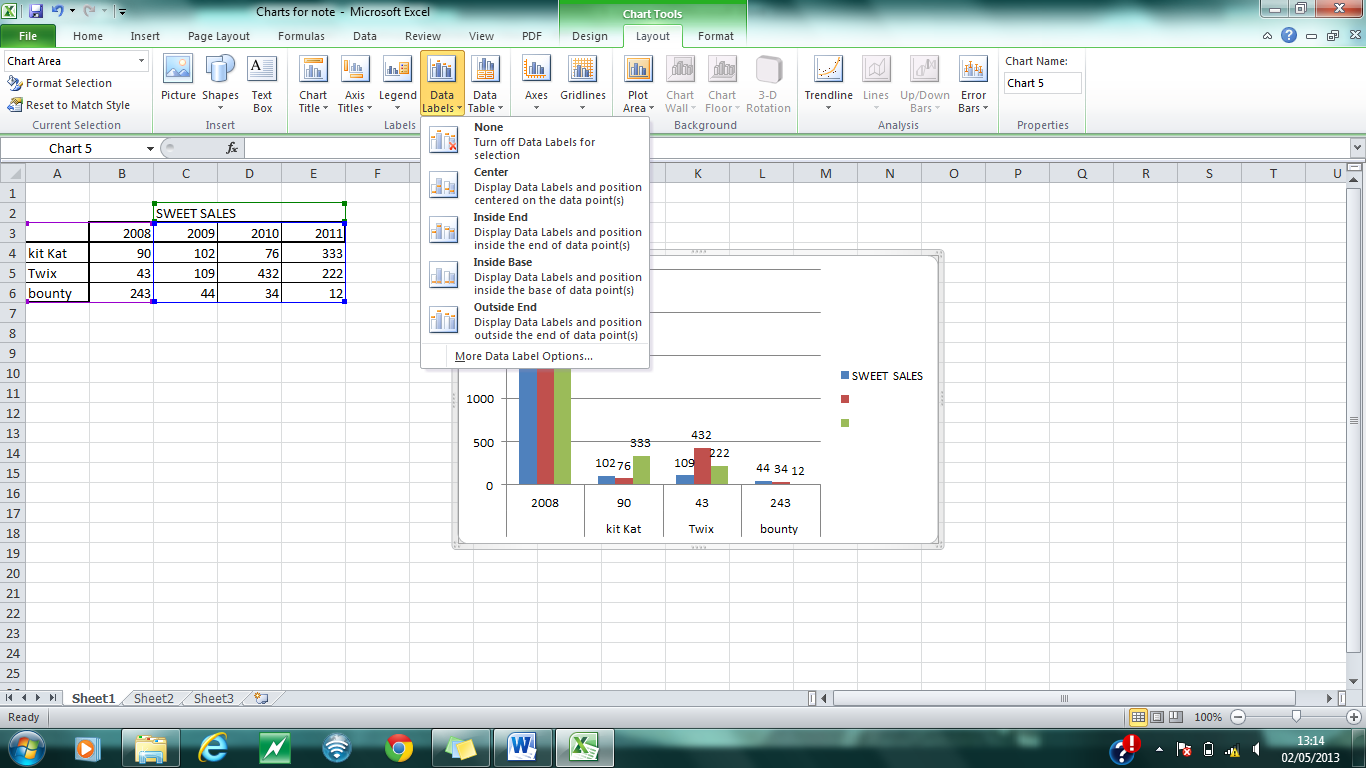
Centre title

Place title above chart

Edit font, color and style of title

**Add data labels to a chart: values/numbers, percentages.**

* To add, remove or edit data labels
  1. Click on the chart
  2. Click on the layout tab
  3. Select ‘**Data Labels**’
  4. Once you click on ‘**Data Labels**’ you will have a number of options

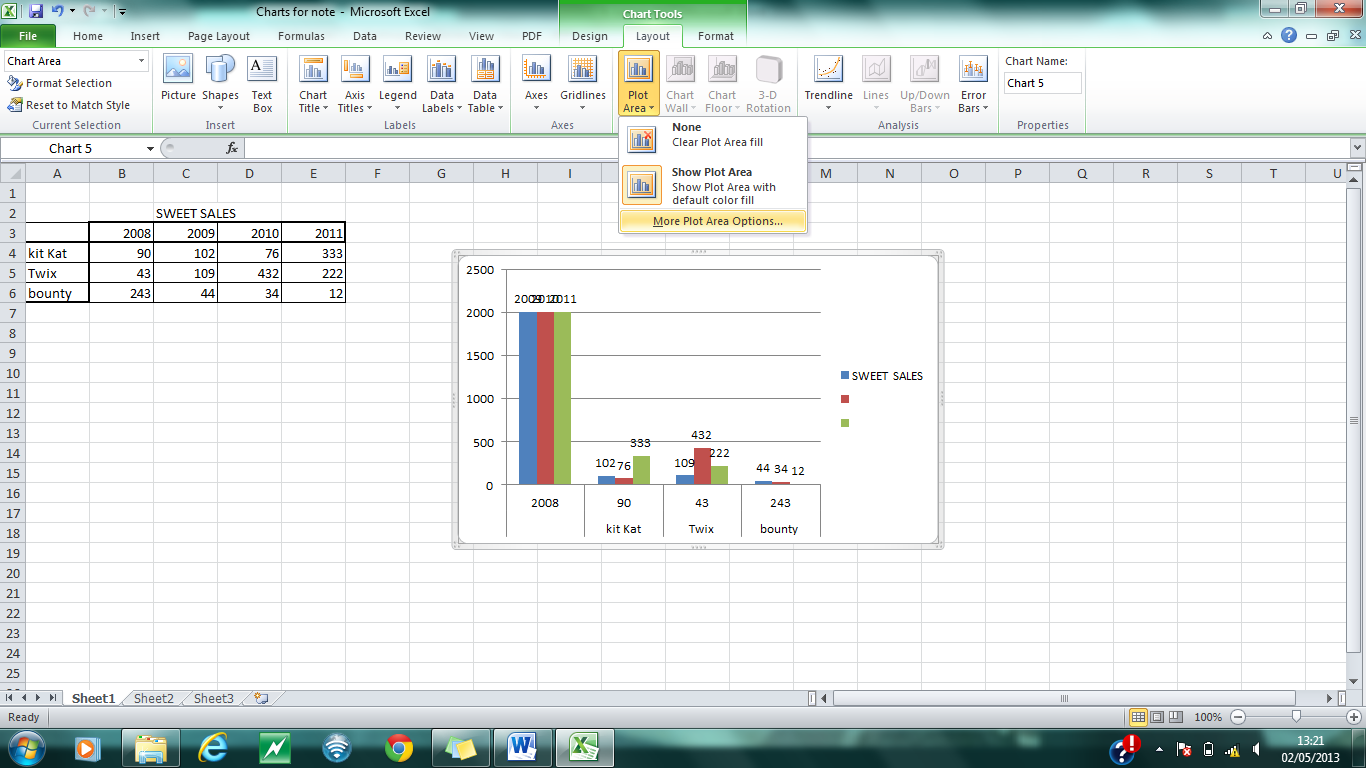


Remove data labels

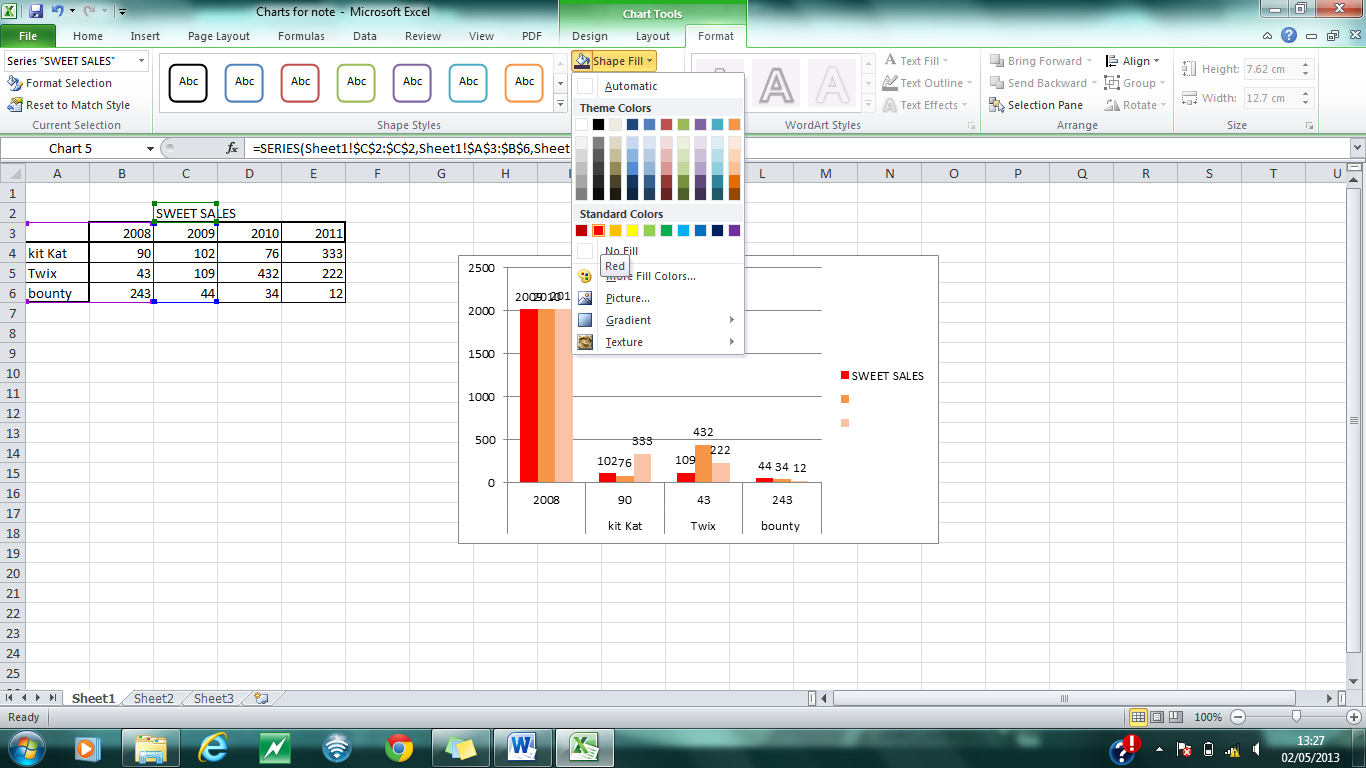
Centers data labels

Places labels inside/outside chart

Edit values, numbers and percentages

**Change chart area background colour**

* To change the background colour
  1. Click on the chart
  2. Click on the layout tab
  3. Select ‘**Plot area**’
  4. Once you click on ‘**Data Labels**’ you will have a number of options, click on ‘**More Options**’
  5. Select fill and click on solid fill and pick a colour

**Change the column/bar/line/pie slice colours in the chart**

* To change the column/bar/line/pie slice colours
  1. Click on the column/bar/line/pie slice you wish to change
  2. Click on the format tab
  3. Select the fill colour