

Charts

[Create a Chart](#) | [Change Chart Type](#) | [Switch Row/Column](#) | [Chart Title](#) | [Legend Position](#) | [Data Labels](#)

A simple chart in Excel can say more than a sheet full of numbers. As you'll see, creating charts is very easy.

Create a Chart

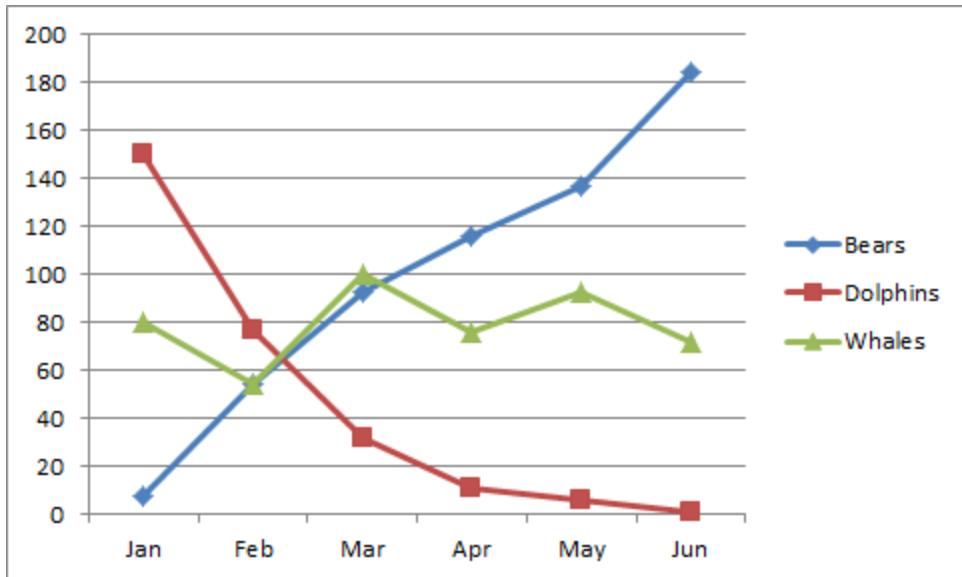
To create a line chart, execute the following steps.

1. Select the range A1:D7.
2. On the Insert tab, in the Charts group, choose Line, and select Line with Marker for multiple line graphs and scatter plot for single line graphs.

The screenshot shows the Microsoft Excel ribbon with the 'Insert' tab selected. In the 'Charts' group, the 'Line' icon is highlighted. A dropdown menu titled '2-D Line' is displayed, showing various chart types. One chart type, 'Line with Markers', is highlighted with a yellow border and has a callout box with the following text:
Line with Markers
Display trend over time (dates, years) or ordered categories.
Useful when there are only a few data points.

	Month	Bears	Dolphins	Whales
1	Jan	8	150	80
2	Feb	54	77	54
3	Mar	93	32	100
4	Apr	116	11	76
5	May	137	6	93
6	Jun	184	1	72

Result:



Change Chart Type

You can easily change to a different type of chart at any time.

1. Select the chart.
2. On the Insert tab, in the Charts group, choose Column, and select Clustered Column.

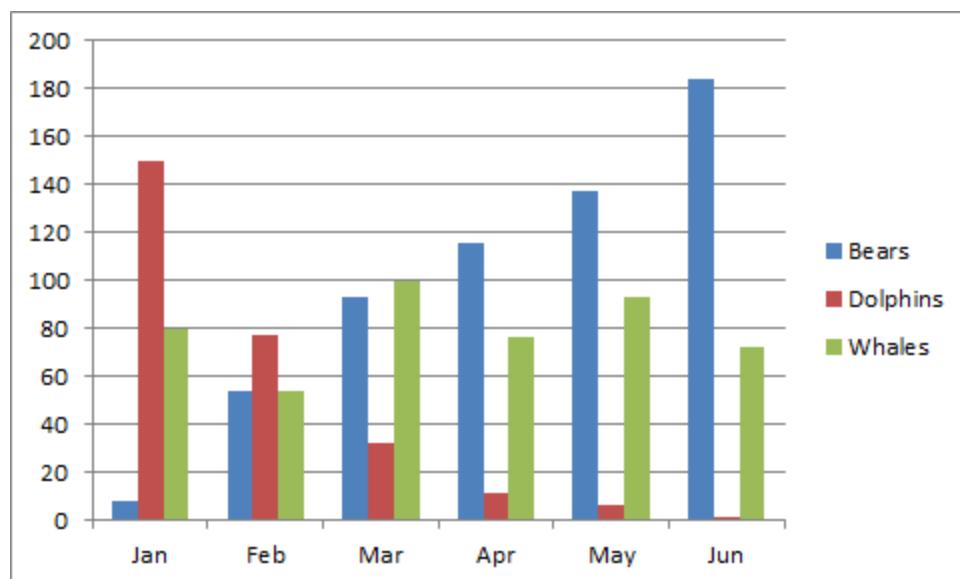
Screenshot of Microsoft Excel showing the 'Insert' tab selected, with the 'Chart' ribbon group open. A context menu is displayed over a selected range of data (A1:D7) containing the following information:

- Clustered Column**: Description: "Compare values across categories by using vertical rectangles." Example image: Three blue bars of varying heights grouped together.
- Cylinder**: Description: "Use it when the order of categories is not important or for displaying item counts such as a histogram." Example image: Three blue cylinders of varying heights grouped together.
- Cone**: Description: "Use it when the order of categories is not important or for displaying item counts such as a histogram." Example image: Three blue cones of varying heights grouped together.
- Pyramid**: Description: "Use it when the order of categories is not important or for displaying item counts such as a histogram." Example image: Three blue pyramids of varying heights grouped together.

All Chart Types...

Month	Bears	Dolphins	Whales
Jan	8	150	80
Feb	54	77	54
Mar	93	32	100
Apr	116	11	76
May	137	6	93
Jun	184	1	72

Result:

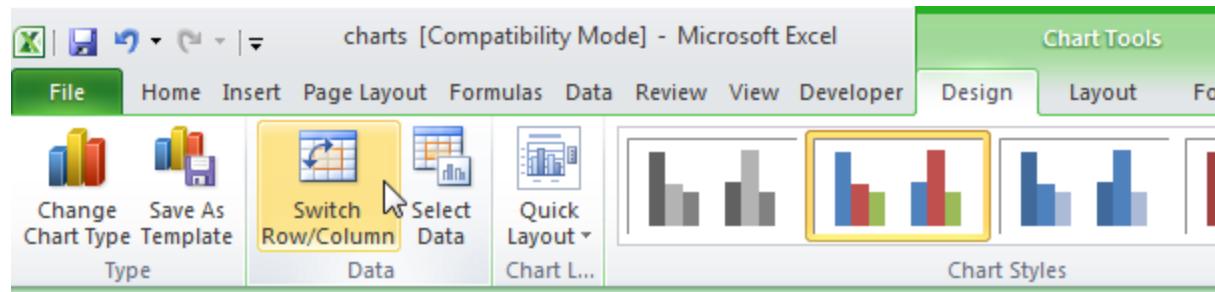


Switch Row/Column

If you want the animals, displayed on the vertical axis, to be displayed on the horizontal axis instead, execute the following steps.

1. Select the chart. The Chart Tools contextual tab activates.

2. On the Design tab, click Switch Row/Column.



Result:

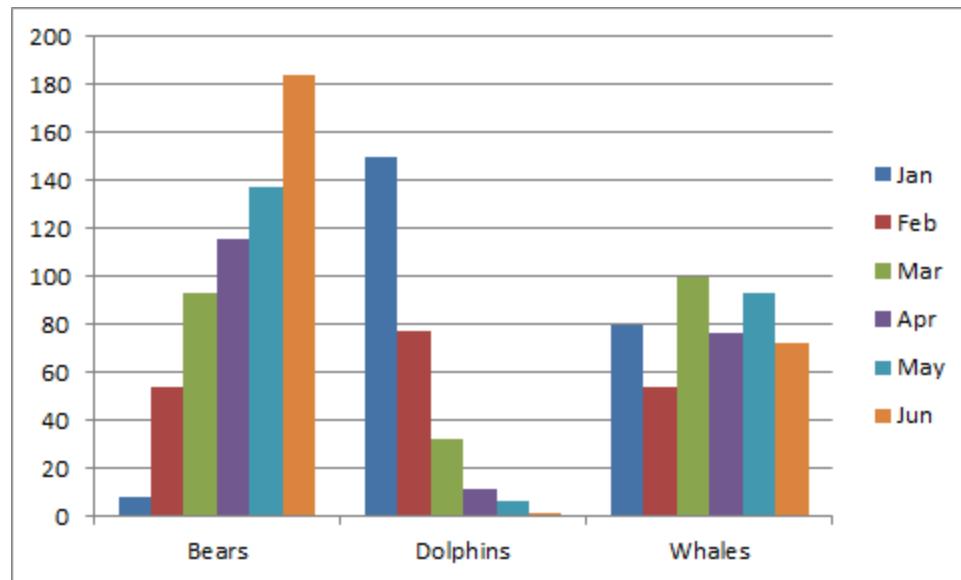
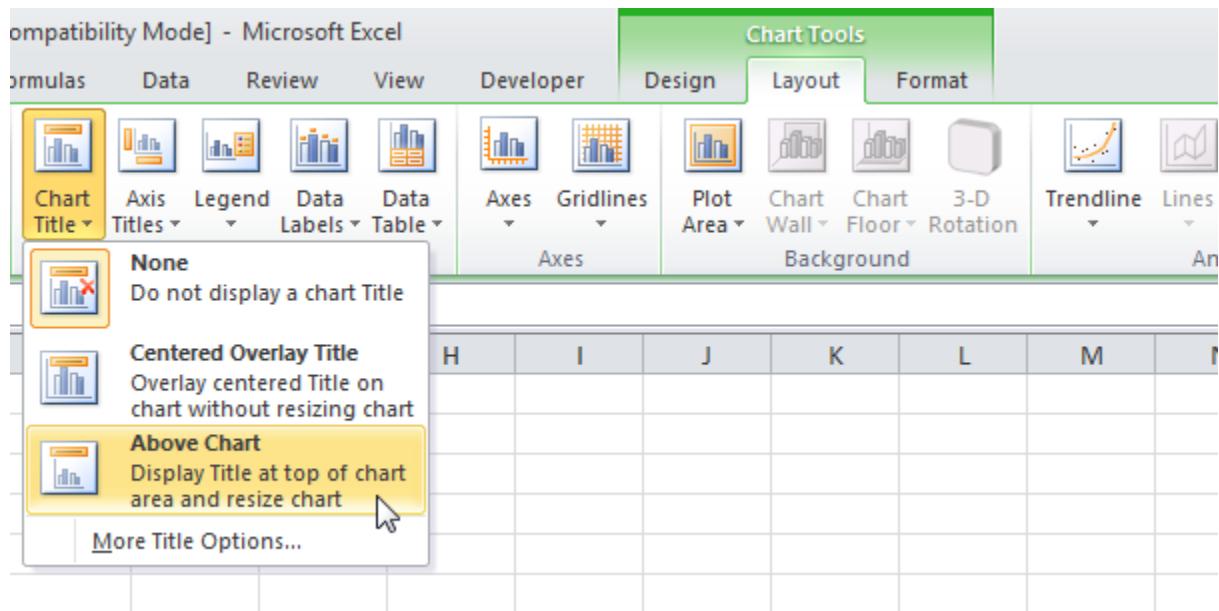


Chart Title

To add a chart title, execute the following steps.

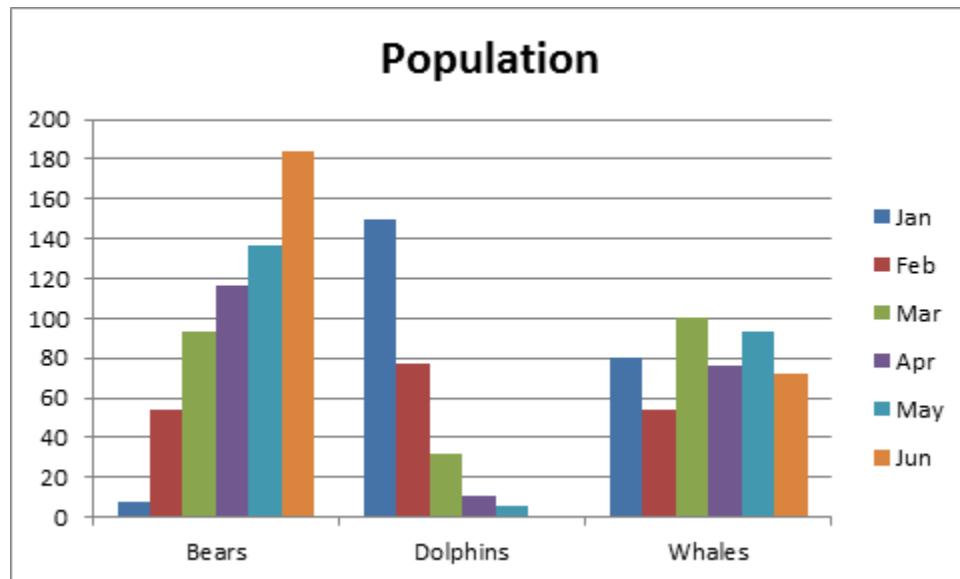
1. Select the chart. The Chart Tools contextual tab activates.

2. On the Layout tab, click Chart Title, Above Chart.



3. Enter a title. For example, Population.

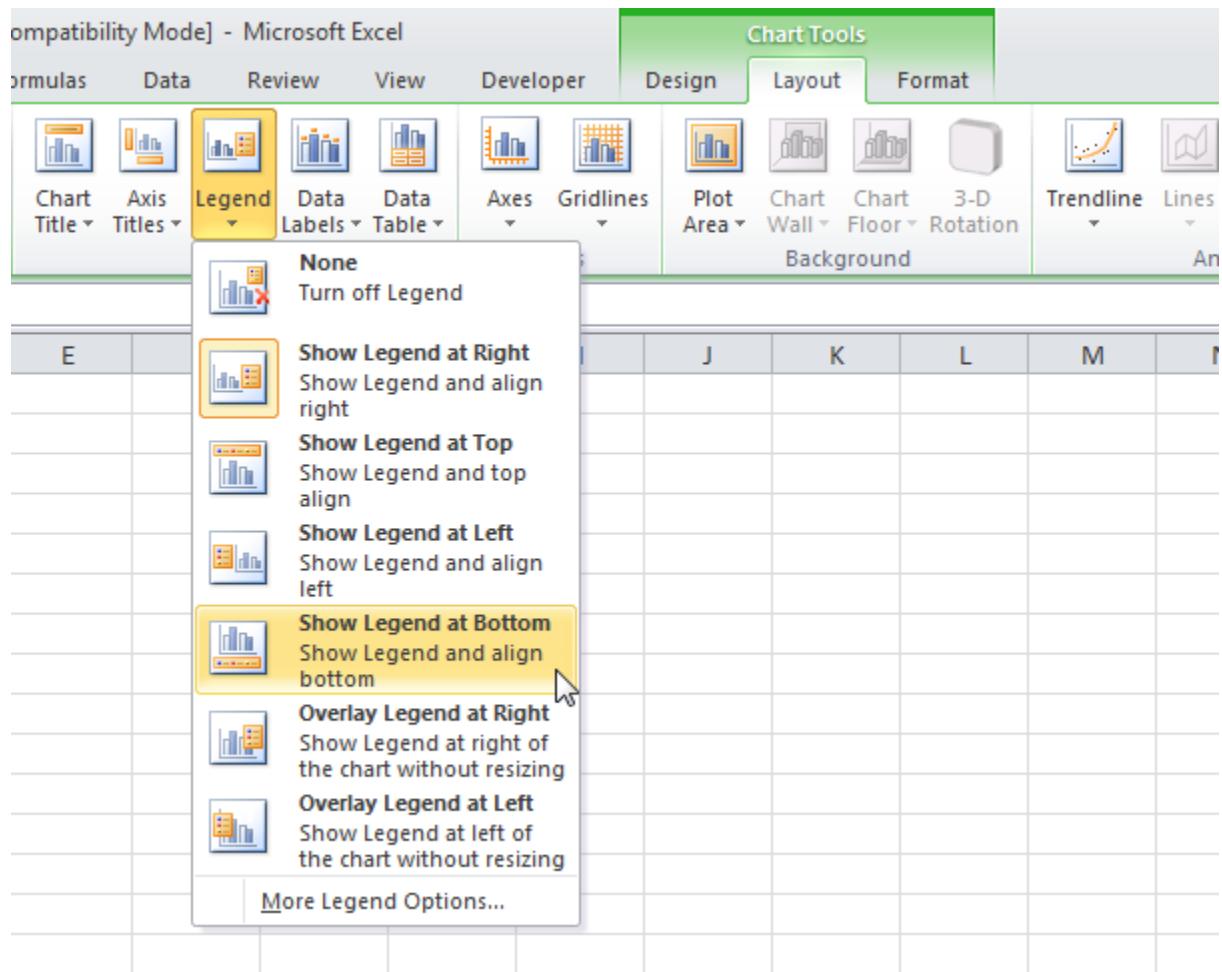
Result:



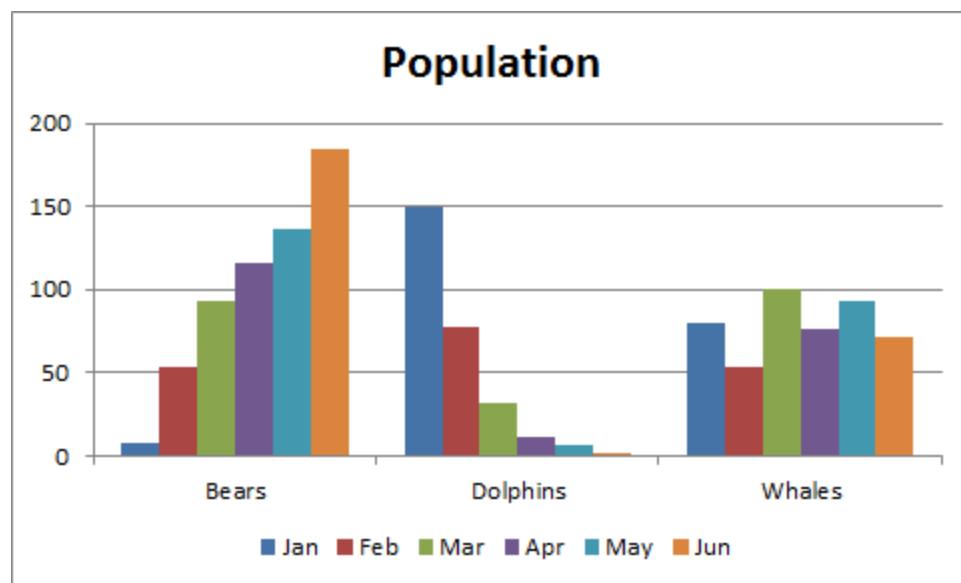
Legend Position

By default, the legend appears to the right of the chart. To move the legend to the bottom of the chart, execute the following steps.

1. Select the chart. The Chart Tools contextual tab activates.
2. On the Layout tab, click Legend, Show Legend at Bottom.



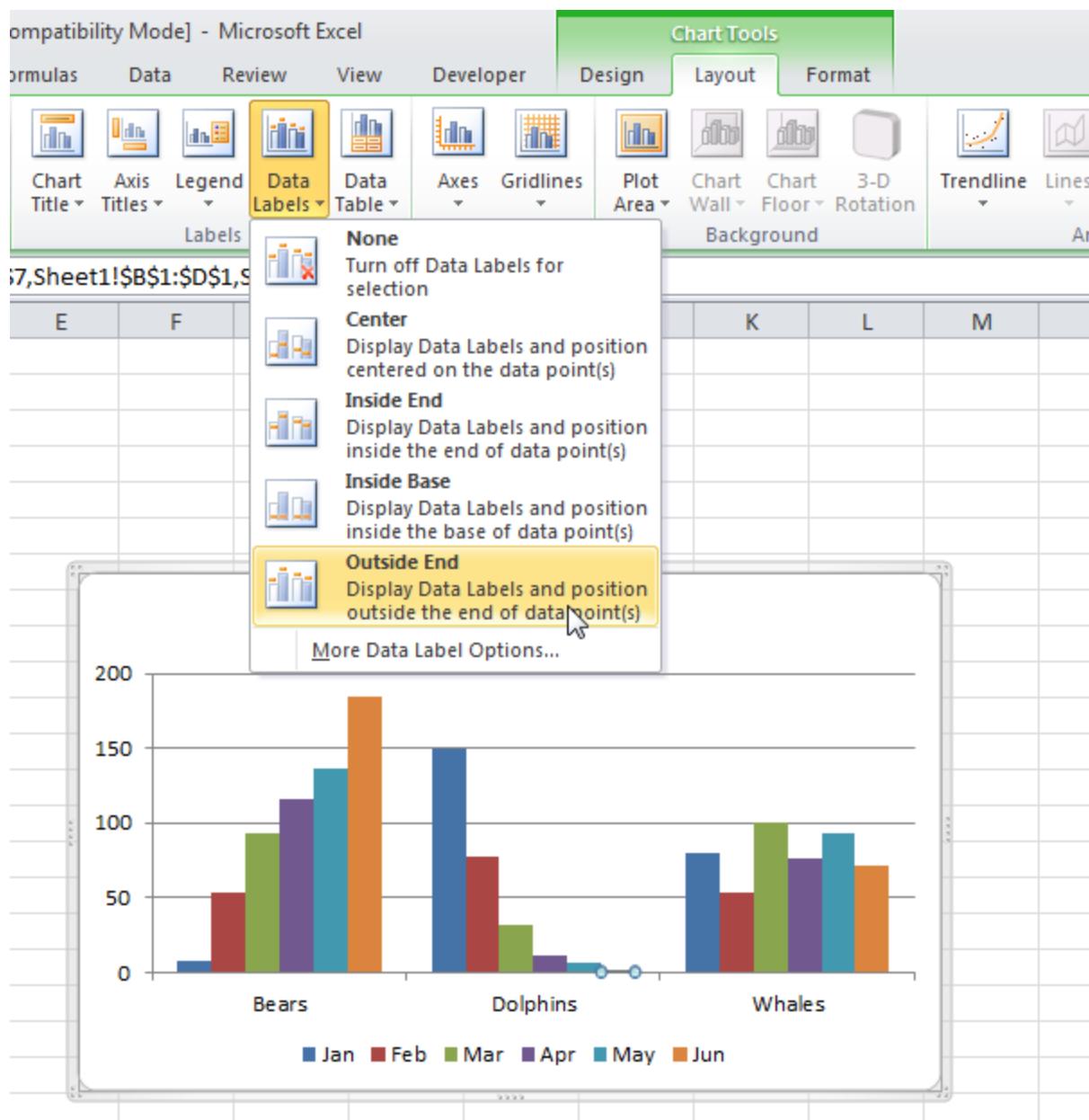
Result:



Data Labels

You can use data labels to focus your readers' attention on a single data series or data point.

1. Select the chart. The Chart Tools contextual tab activates.
2. Click an orange bar to select the Jun data series. Click again on an orange bar to select a single data point.
3. On the Layout tab, click Data Labels, Outside End.



Result:

