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Excel - Customizing Charts

Excel is great for creating charts, but some times the look of the chart created needs to be tweaked – like removing the legend, changing colors of data or borders, removing grid lines, etc. The key to doing this is to know where to click to make the changes. Keep reading to learn the tricks to customizing your charts.

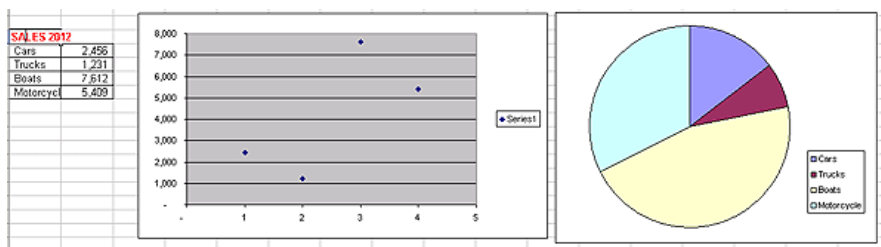
There are multiple parts of each chart – the Chart area (surrounding the graph), the Legend, the Plot/Graph area (showing all the Data Series), the X & Y Axis and the Series (which is each data item being charted). Because each part varies by the kind of chart chosen, the options will differ. I will review the basics, enough to make you comfortable using the options.

Chart Area – Click on the area outside the Graph to activate – you will see black dots on the corner of the Chart area.

- To change the box size – pull on corners when you see the double arrow. If you use Shift at the same time you can increase or decrease the size of the whole box and graph proportionately.
- To change borders, background color/pattern or fonts – use the menu bar that appears to make the changes – or right click and choose Format Chart Area.
- To move the chart – highlight the chart area and drag it to where you want it.

Legend – the legend shows the data points and title of the data (cars, motorcycles, etc).

- Deleted the legend - click it and hit delete.
- Change the font, font size, font color or the placement of the legend (top, bottom, corner, etc) – just click the legend and use the menu or right click to Format Legend.
- Move the legend – highlight and drag it.



Plot/Graph Area – this is the background of most charts, with the exception of a pie chart where it is the area just surrounding the circle.

- To change the color and/or pattern, click on the plot area and use the menu or right click to format.
- To remove the background completely, highlight and hit the delete key
- To change the size of the area, highlight it and use the double areas to drag it.
- To move it, highlight and drag.

X & Y Axis – The majority of charts have an X & Y axis, with the exception of pie charts.

- To change the pattern/color, scale (steps between numbers on axis), font, number type and alignment, highlight the axis and right click to choose Format Axis.
- To delete an axis or other chart lines, highlight the axis and hit the delete button.

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Series – click on the graph (slice, column, cylinder, cone, etc) to highlight the whole series and make changes.

- To change a specific data point – click once on data point, then click again (a bit slower than a double click) then right click to Format Data. From there you can choose patterns, data labels and many other options (depending on the chart type).

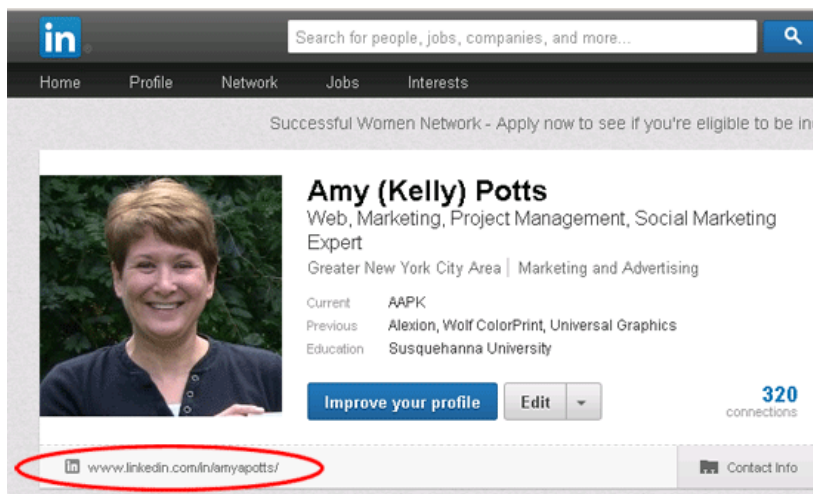
There is a lot of options you can play with within these charts – create a chart and just start clicking and exploring all the things you can do to customize your chart!

If you need help with an Excel project contact us at info@aapk.com we have a lot of experience with Excel and other MS Office products.

LinkedIn - Sharing Your Profile

LinkedIn, as you know by now, is the place to be if you looking for a job, clients, more work or to meet others. Your public profile is your face to this community.

You can share your profile with others without them being connected to you in LinkedIn by copying the LinkedIn Public Profile link that sits under your picture in your Profile. It's like your own personal LinkedIn Link. For instance mine is www.linkedin.com/in/amyapotts/



Use that link on your web site to direct people to your profile, or use it on your resume or when writing a cover letter.

Remember before using this link to be sure that your LinkedIn profile is up-to-date.

If you need help with your social marketing contact me at info@aapk.com.

You Have To Laugh

Funny Video: Cat vs Treadmill - <http://www.cnn.com/video/?/video/living/2013/07/08/orig-jtb-distraction-cat-vs-treadmill.youtube>

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