



University Information
Technology Services

Microsoft Office

Excel 2016 for Windows

Introduction to Charts

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

Copyright © 2016 KSU Division of University Information Technology Services

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Division is expressly prohibited.

Published by Kennesaw State University – UITs 2016

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITs use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft Excel are trademarks of the Microsoft Corporation.

University Information Technology Services

Microsoft Office: Excel 2016 for Windows

Introduction to Charts

Table of Contents

Introduction	5
Learning Objectives.....	5
Using Recommended Charts.....	6
Inserting a Chart.....	7
Most Commonly Used Charts	9
Column Chart	9
Bar Chart	9
Line Chart	10
Pie Chart.....	10
Charts New to Excel 2016	11
Treemap Chart	11
Sunburst Chart	11
Waterfall Chart.....	12
Histogram Chart.....	12
Pareto (Combo) Chart.....	13
Box & Whisker Chart.....	13
Chart Elements.....	14
Adding a Chart Title	14
Adding Elements	17
Applying a Pre-Defined Chart Layout.....	18
Chart Styles	19
Chart Formatting Shortcuts	21
Using the Chart Elements Button	22
Using the Chart Styles Button.....	23
Using Chart Filters.....	25

Switching Row and Column Data	28
Changing the Chart Type.....	29
Moving a Chart.....	31
Saving a Chart as a Template	32
Additional Help	33

Introduction

This booklet is the companion document to the *Excel 2016: Introduction to Charts* workshop. Workbooks that contain a large amount of data can sometimes be hard to analyze. Charts make it easier understand your data. This booklet explains how to use the most commonly used charts in *Excel*. You will learn the parts of a chart and how to add chart elements, such as chart titles, legends, and data labels, to make your chart easier to read.

Learning Objectives

After reading this booklet, you will be able to:

- Understand the most commonly used charts types
- Understand the parts of a chart
- Insert charts
- Edit charts
- Format charts
- Understand chart elements
- Understand how to switch rows and columns
- Move charts
- Save a chart template

[Click here to download full PDF material](#)