Create a Chart

To create a chart:
- Select the cells that contain the data you want to use in the chart
- Click the Insert tab on the Ribbon
- Click the type of Chart you want to create

Modify a Chart

Once you have created a chart you can do several things to modify the chart.
To move the chart:
- Click the Chart and Drag it another location on the same worksheet, or
- Click the Move Chart button on the Design tab
- Choose the desired location (either a new sheet or a current sheet in the workbook)

To change the data included in the chart:
- Click the Chart
- Click the Select Data button on the Design tab
To reverse which data are displayed in the rows and columns:

- Click the Chart
- Click the **Switch Row/Column** button on the **Design** tab

To modify the labels and titles:

- Click the Chart
- On the **Layout** tab, click the **Chart Title** or the **Data Labels** button
- Change the **Title** and click **Enter**