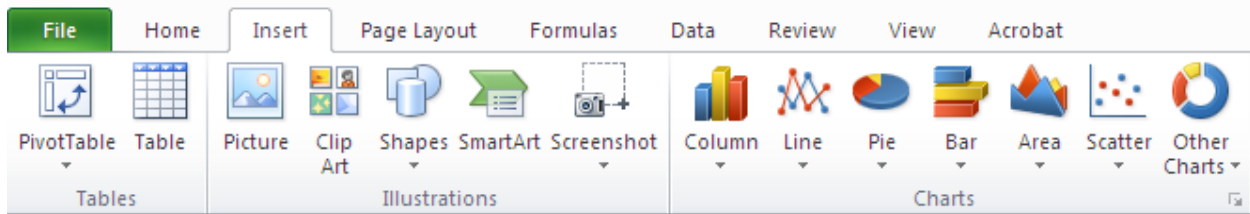


Create a Chart

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

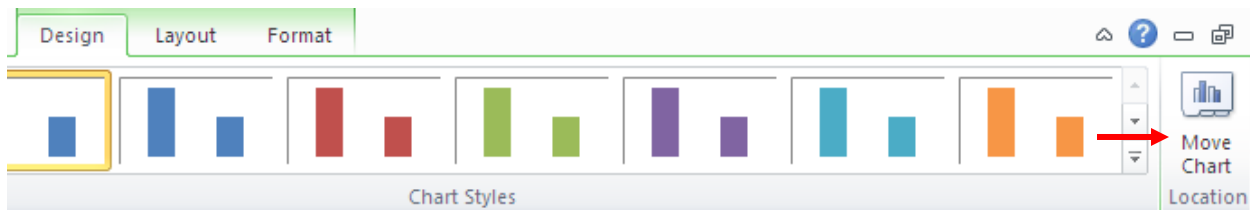


Modify a Chart

Once you have created a chart you can do several things to modify the chart.

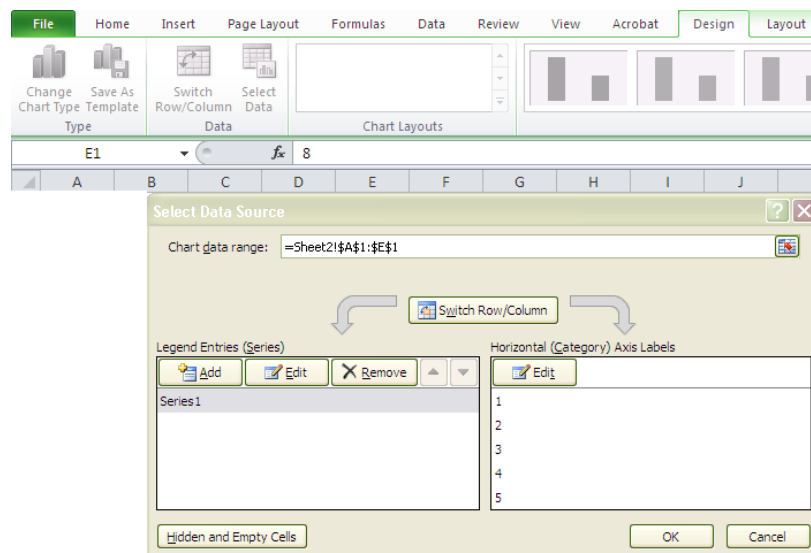
To move the chart:

- 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)



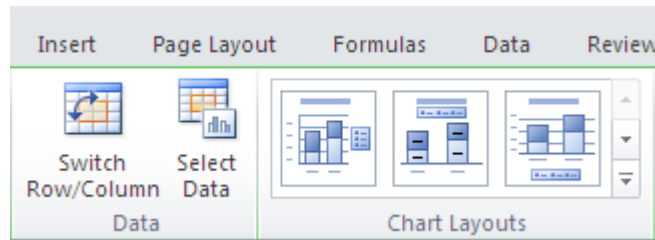
To change the data included in the chart:

- 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**

