

LESSON 1 ON CHARTS – ADVANCED

In this lesson you will be provided with knowledge on how to update and modify your chart. You will be asked to use a previous chart that you have created. You may reopen that spreadsheet or if you cannot locate it you may locate it under lessons on the web page or in the folder for this lesson on the server. The excel lesson that you will use in this example is **Lesson 4 (School Supply Expense)**.

1. Open up this spreadsheet if you have it saved in your folder. If not you will have to create the lesson and chart again, or download it from the website as stated above.
2. **Housekeeping:** Page Layout – Page Setup – Header/Footer – Custom Header – Left Section (Your name and grade) Center Section (Click on Date and Time) space between both. Click OK twice. You only need to do this once for this assignment.
3. Once you have the spreadsheet and chart open you will save it to a folder in **EXCEL** & subfolder called **ADVANCED EXCEL**.
4. **(1) SWITCH ROW / COLUMN**
 - a. Select the chart (click on it) with your mouse and the Chart Tools will appear at the Ribbon above.
 - b. Click on **DESIGN** tab and then to the far left you will see an icon to **Switch Row/Column**. Click on that icon and you will see the switch take place.
5. **(2) Chart Title**
 - a. Add a chart title do the following steps
 - b. Select chart again **Chart Tools – LAYOUT – Chart Title – Above the chart ...** Place your last name in the title.
6. **(3) Legend Position**
 - a. By default, the legend appears to the right of the chart.
 - b. Change the position of this legend.
 - c. On the Layout tab, click Legend, Show legend at Bottom.
7. **(4) Data Labels -** You may use data labels to focus your readers' attention on a single data series or data point.
 - a. On Layout choose Data Labels
 - b. Click on Show Data Labels and this will place the values above each item.
8. **(5) Printout**
 - a. **Final ...** printout a hard copy make sure all the adjustments have been made and submit in the box for your grade.

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