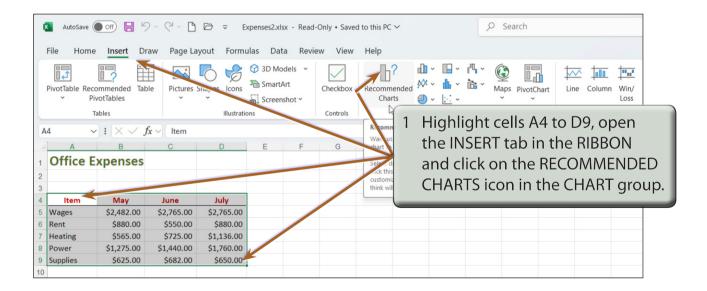


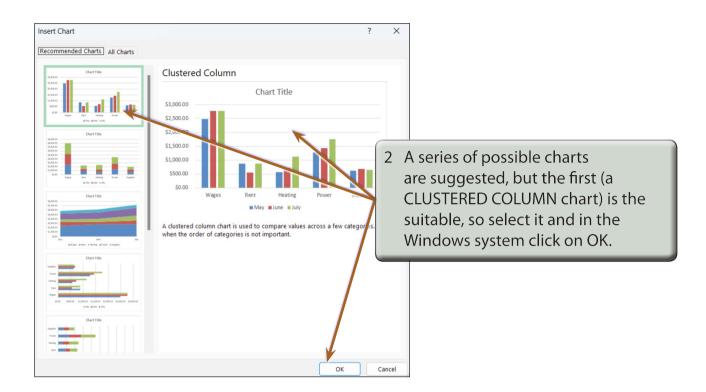
Microsoft Excel allows you to create more detailed charts. To do this a larger spreadsheet will need to be opened.

- 1 Load Microsoft Excel and click on the OPEN icon in the QUICK ACCESS TOOLBAR or select OPEN from within the FILE tab or FILE menu.
- 2 Access the EXCEL 2025 SUPPORT FILES folder and open the CHAPTER 8 folder.
- 3 Open the EXPENSES2 template, selecting YES to the READ-ONLY dialogue box.

Recommending a Chart

Microsoft Excel can recommend possible charts to suit the data you are plotting.

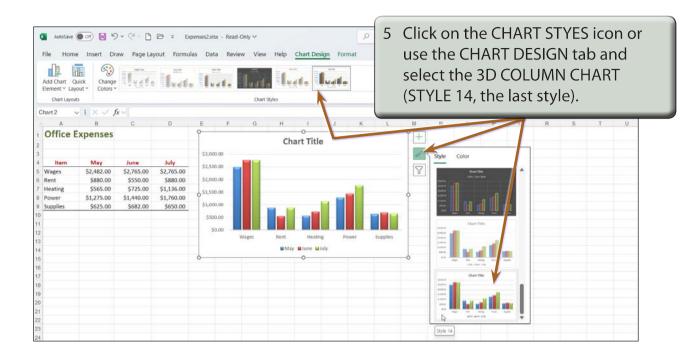




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7 8	Heating Power Supplies	\$565.00 \$1,275.00 \$625.00	\$725.00 \$1,440.00 \$682.00	\$1,136.00 \$1,760.00 \$650.00	\$1,500.00	
10 11 12					\$500.00 S0.00	
13 14 15					Wages Rent Heating Power Supplies	

- 4 Styles can be applied to the chart in different ways:
 - On the Windows system from the CHART DESIGN tab of the RIBBON or from the CHART STYLES icon next to the chart.
 - On the Macintosh system from the CHART DESIGN tab in the RIBBON.

8



The Column Chart Options

The COLUMN chart has many more options than the PIE chart. We will look at a few of these new options.

A The Chart Title

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B Moving the Legend

The LEGEND would look better at the right of the chart in this case.

- 1 On the Macintosh system open the CHART DESIGN tab, click on the ADD CHART ELEMENT icon, highlight LEGEND and select RIGHT.
- 2 On the Windows system click on the CHART AREA to reselect the chart.

