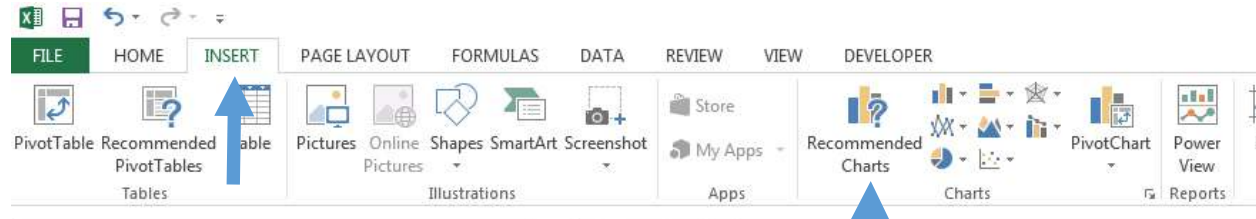


EXCEL 2013 Chart changes

EXCEL 2013 has drastically changed the way of making charts. We'll show you the new way.

First we'll make a chart.

We'll use the new EXCEL 2013 feature. Highlight the data and click "Insert tab" and then click on "Recommended Charts". We chose the first example, we can make changes later on if we want to.



The screenshot shows the Excel 2013 ribbon with the **INSERT** tab selected. In the **Charts** group, the **Recommended Charts** button is highlighted with a blue arrow. The background shows a spreadsheet with data for FY14 OBS, Obs, and AFP across months from Oct to Sep.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2	FY14 OBS	4	8	12	16	20	24	28	32	36	40	44	48
3	Obs	4	6	12	15	19	23	27	31	35	39	43	47
4	AFP	47	47	47	47	47	47	47	47	47	47	47	47

The **Insert Chart** dialog box is open, showing the **Recommended Charts** tab. The **Line** chart type is selected, and a preview of the line chart is shown. A blue arrow points to the **Line** chart type in the list.

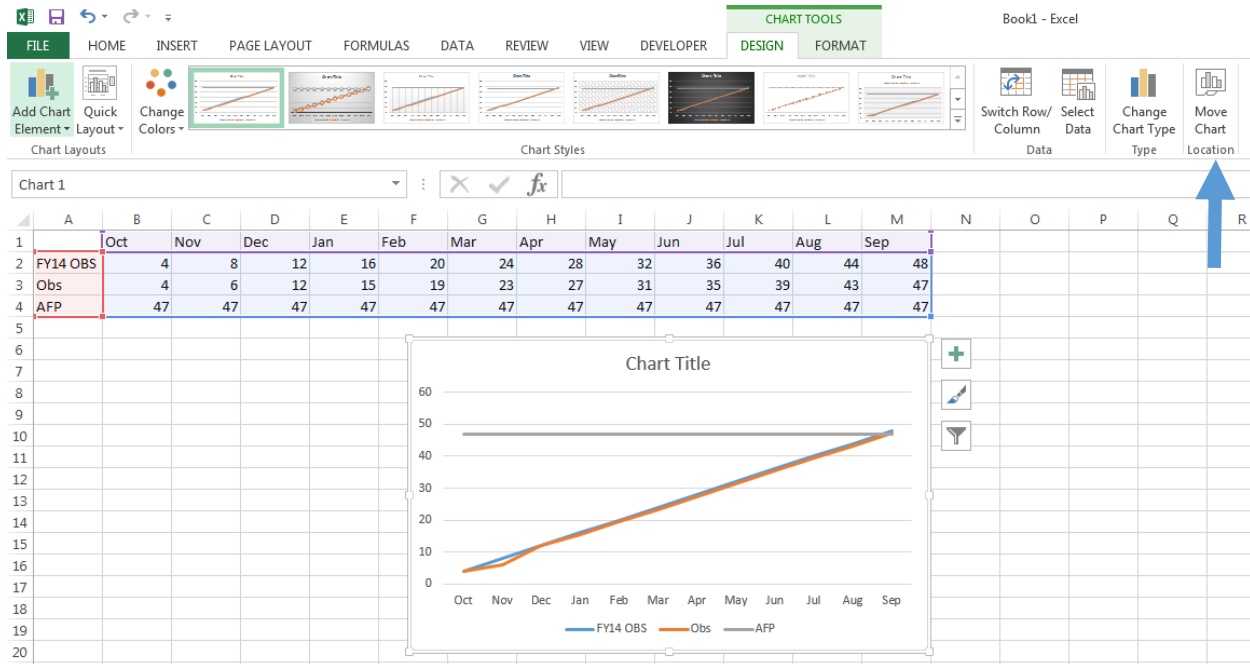
Line

A line chart is used to display trends over time (years, months, and days) or categories when the order is important. Use it when there are many data points and the order is important.

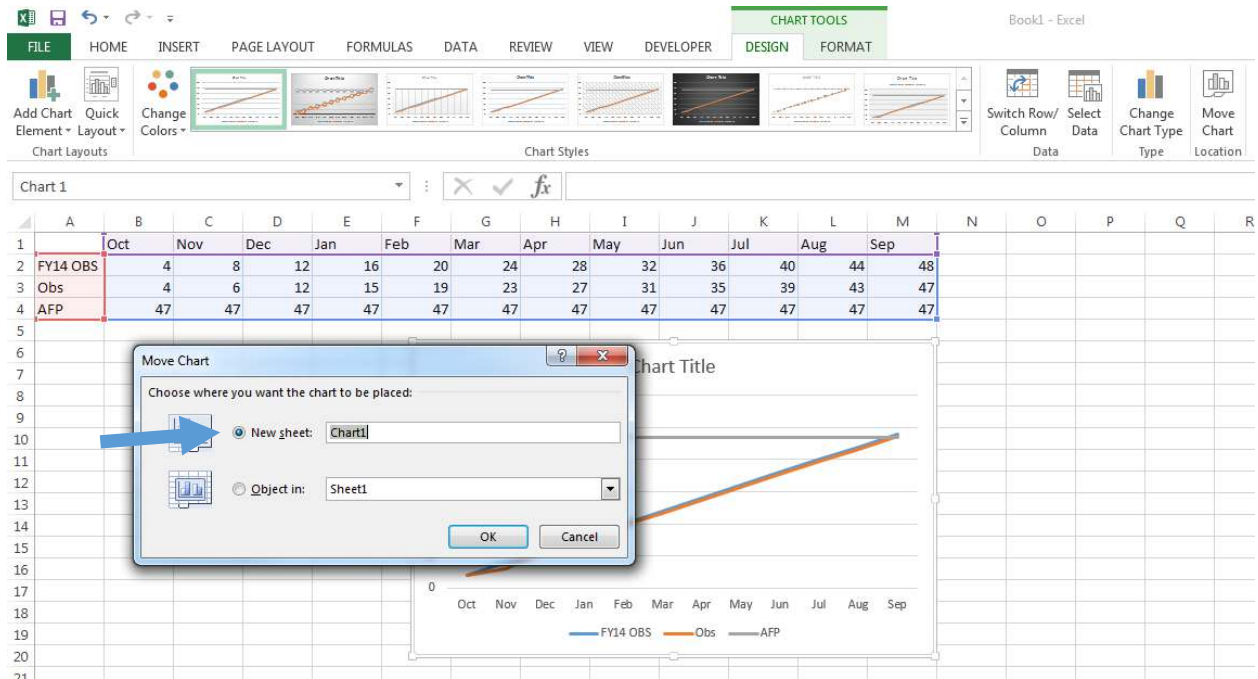
OK Cancel

EXCEL 2013 Chart changes

See Result below. Now, we'll move the chart to its own worksheet. Click the "Move Chart" ICON.

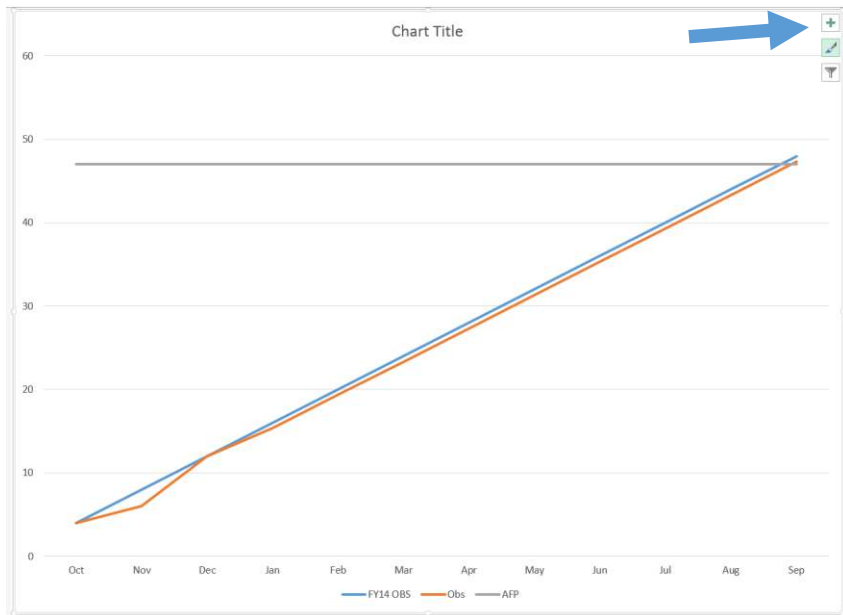


Click the radio button next to: New sheet. You can leave it alone as "Chart1" or give it a new name.

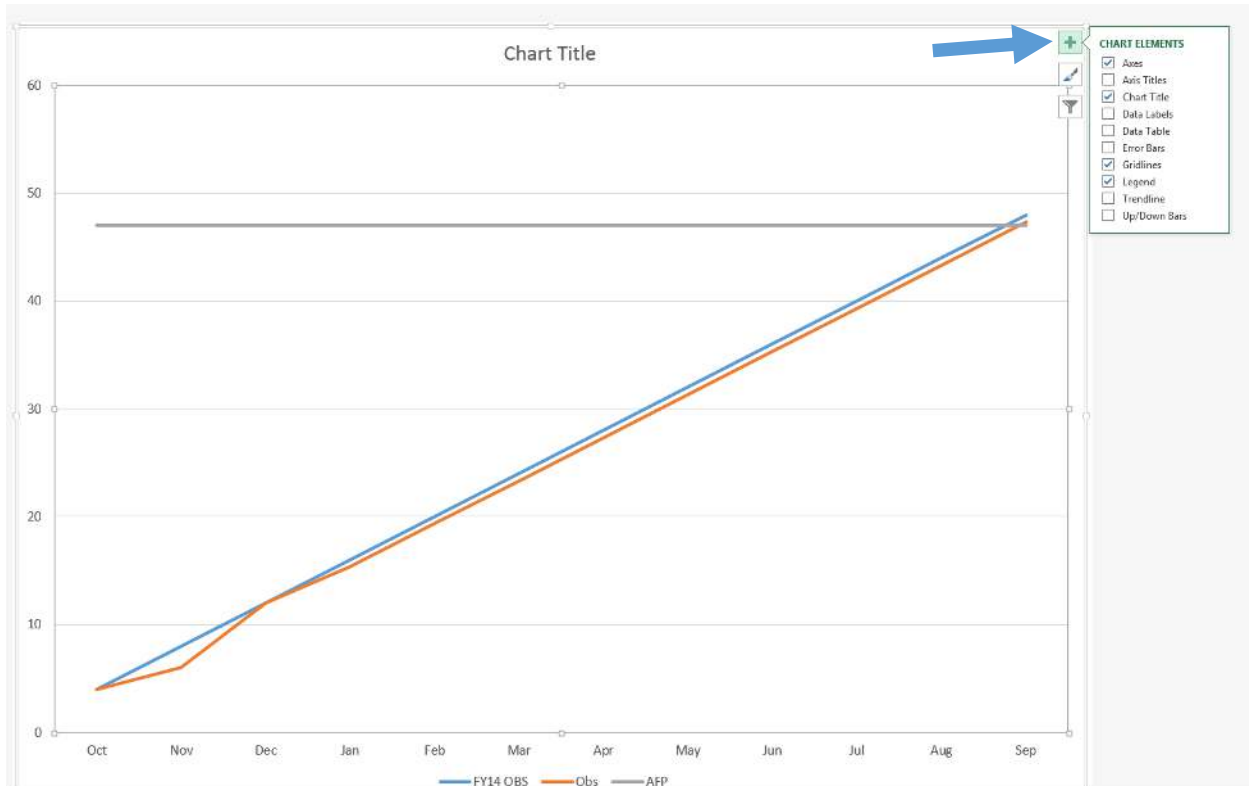


EXCEL 2013 Chart changes

See Result below: We'll take advantage of the "Quick Analysis Tool". Click on the "+" ICON.

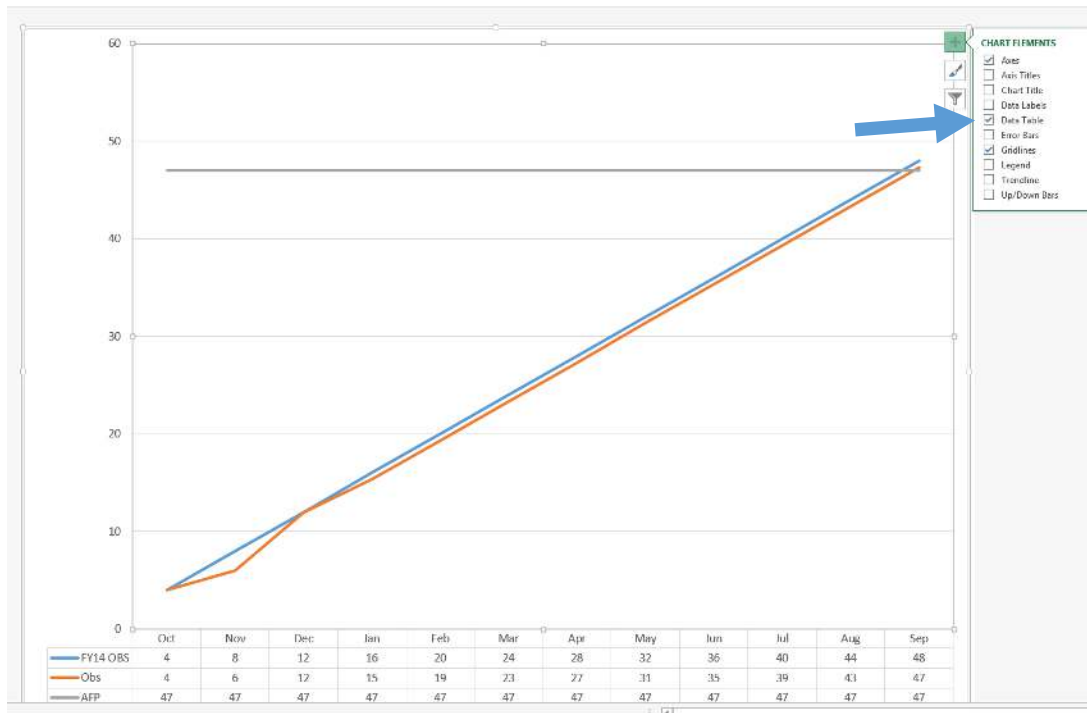


Notice the choices you have. They moved it from the Ribbons to here.

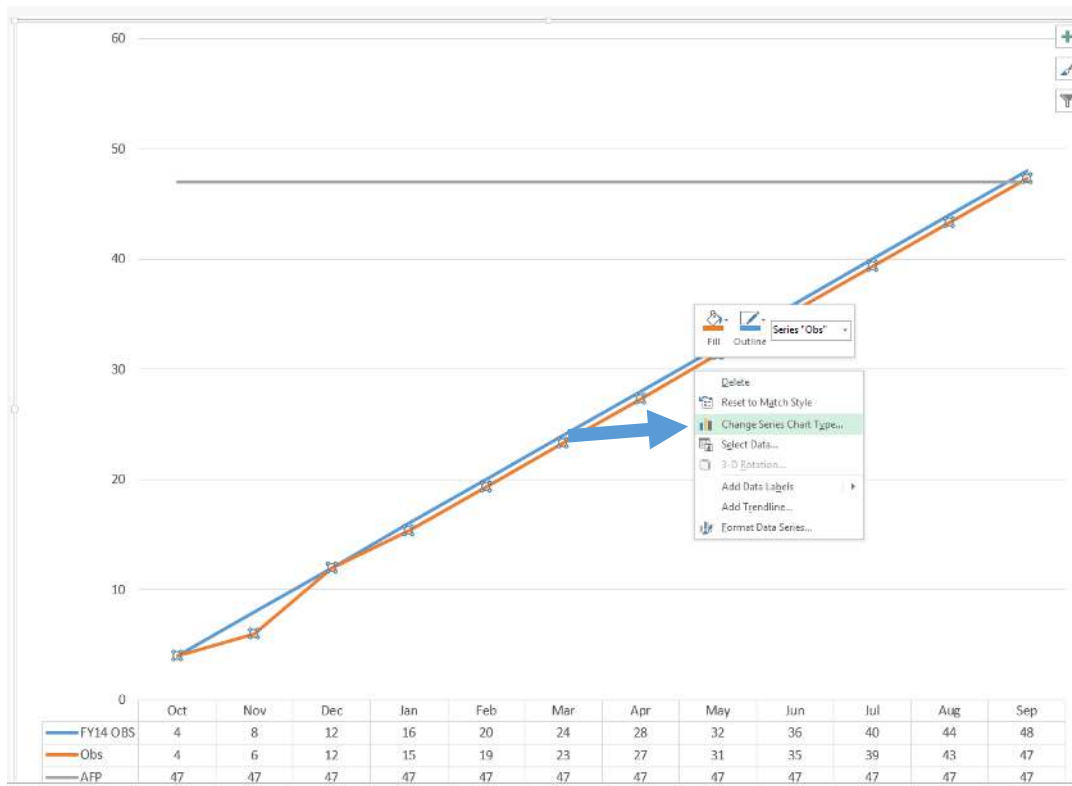


EXCEL 2013 Chart changes

We made three changes. We took the checkmarks away from “Chart Title” and “Legend”. We put a checkmark next to “Data Table”. See Result below.

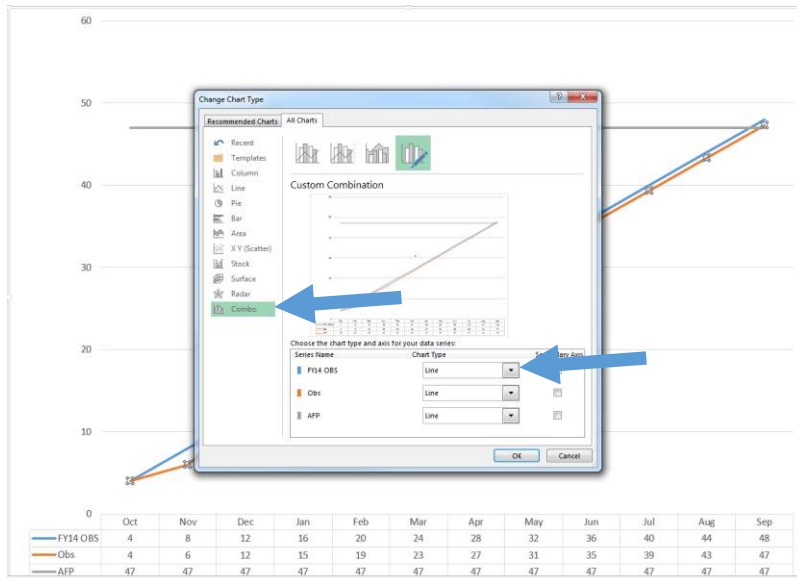


Now we're going to change the chart type for “FY14 OBS” from a line to an “Area”. Change “OBS” from line to a “Column”. Right-Click on any line you want to change and click “Change Series Chart Type”.

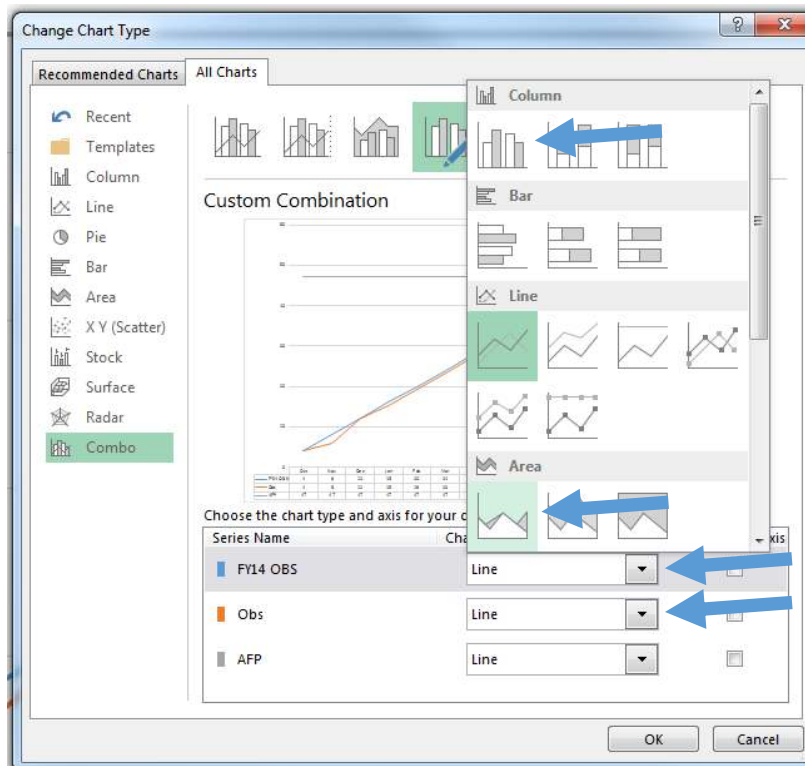


EXCEL 2013 Chart changes

See Result below. Now we'll change the Chart Types. "FY14 OBS" from "Line" to "Area". Make sure you selected "Combo" tab.

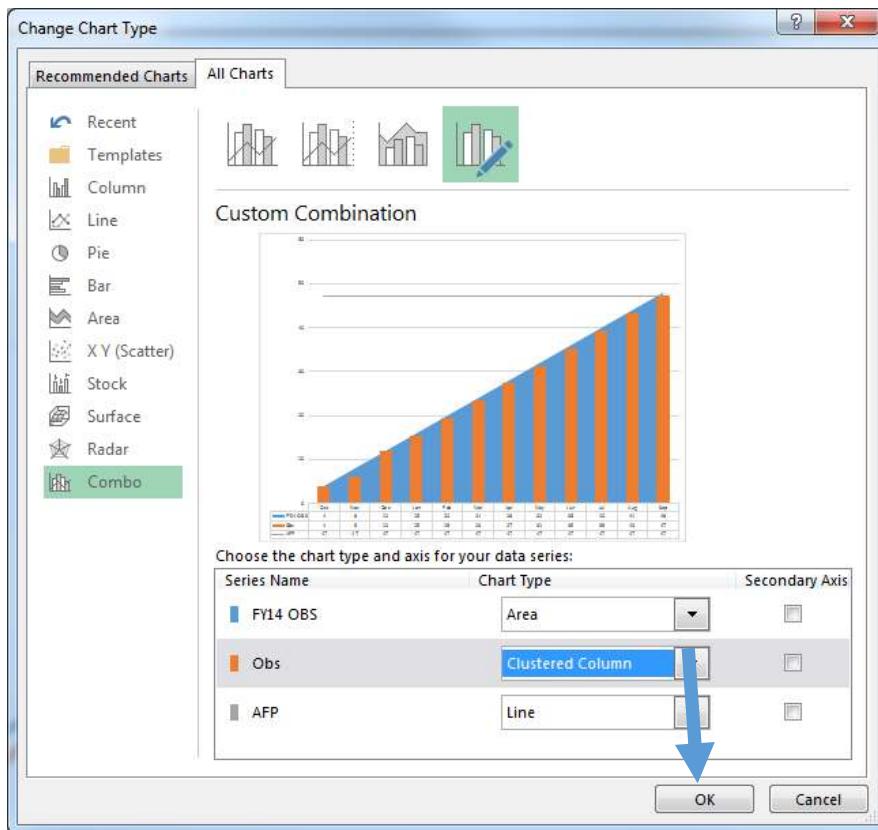


We clicked the down arrow for "FY14 OBS" and then clicked on "Area". We're also going to change "OBS" from "line" to "Clustered Columns". See Result below.

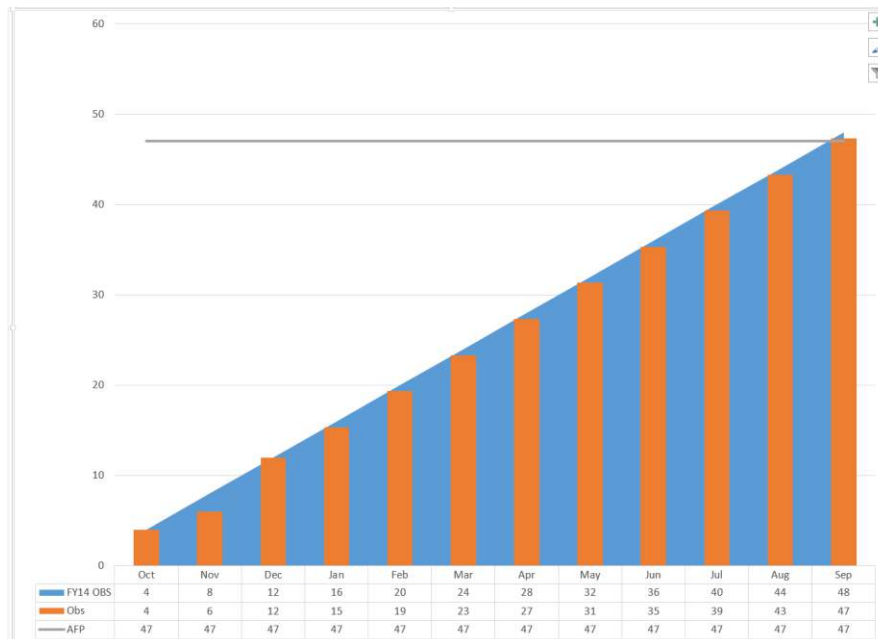


EXCEL 2013 Chart changes

Result. Now click "OK".

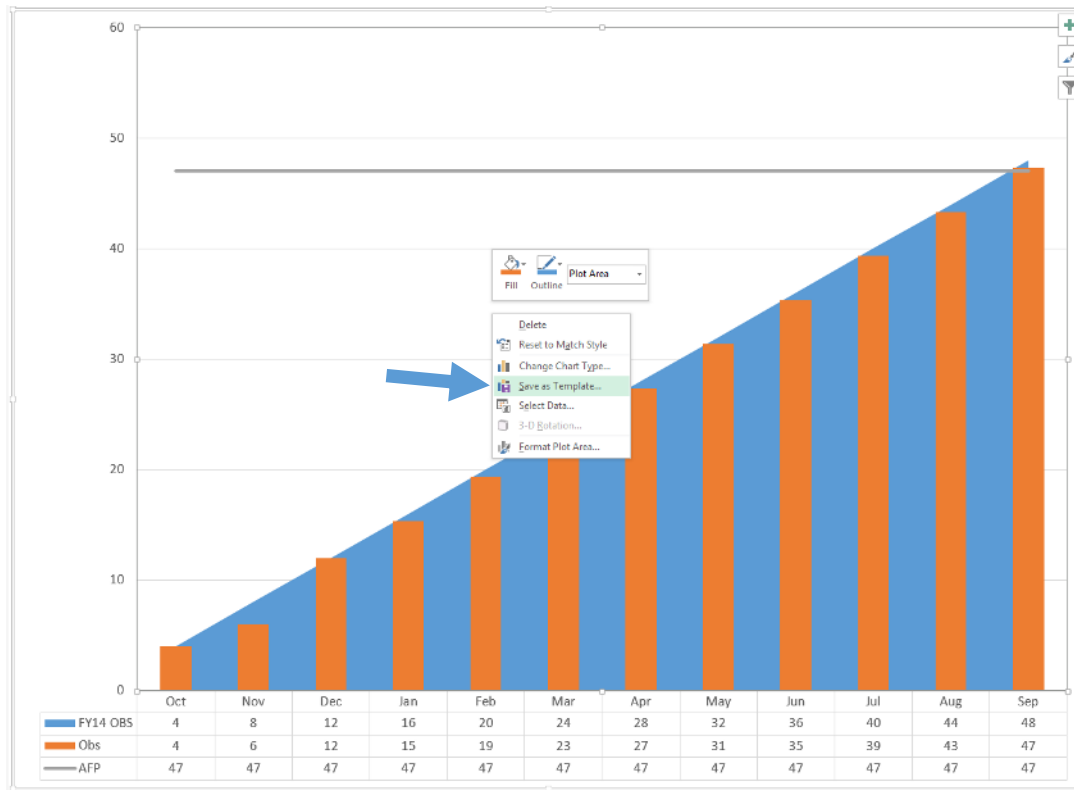


See Result below.

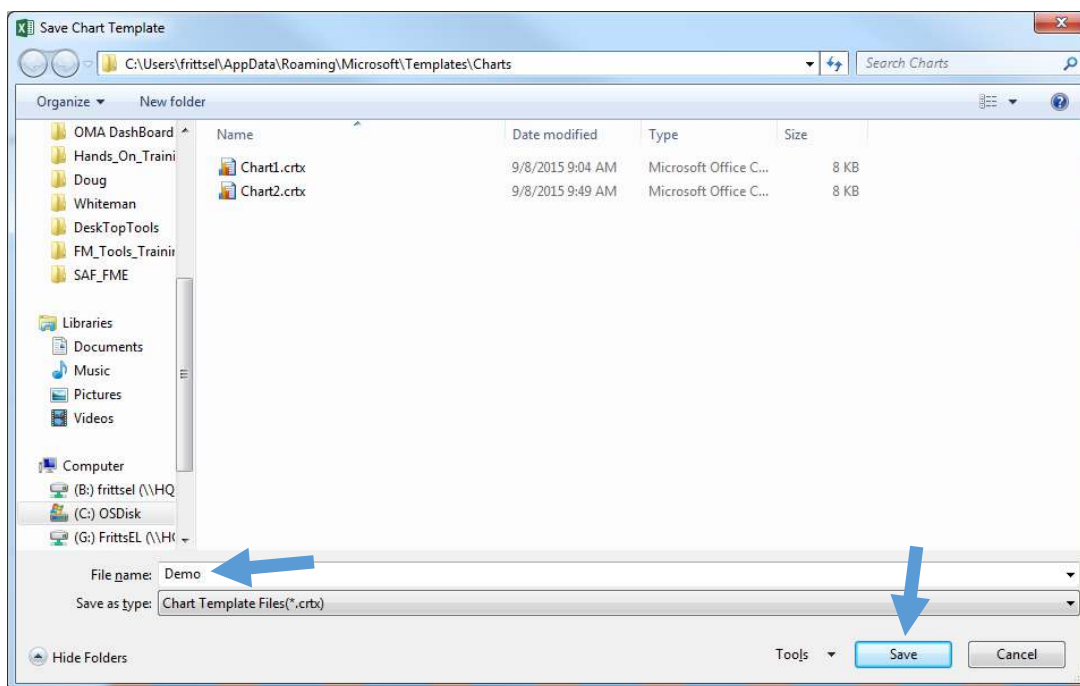


EXCEL 2013 Chart changes

Maybe you want to save the Chart Type as a template for later use. We'll show you how. Right-Click within the Chart Area and choose: "Save as Template".

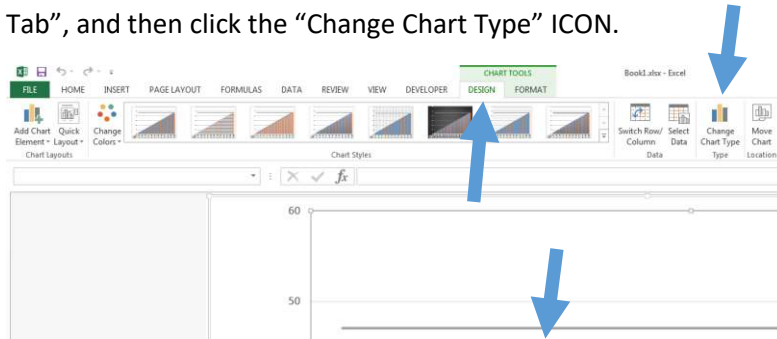


Type a name and let it save where Microsoft wants it to. We typed "Demo" and clicked the "Save" button.

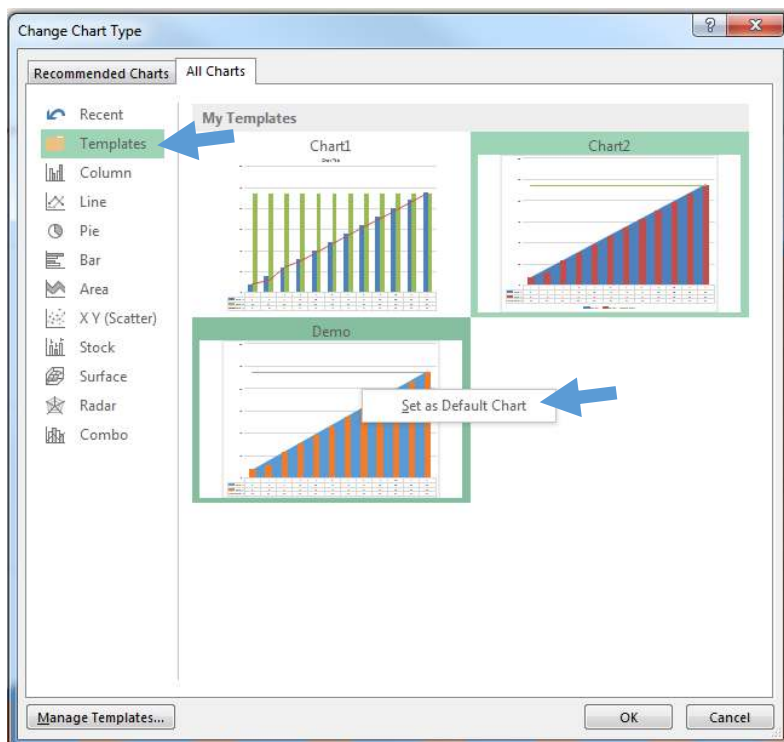


EXCEL 2013 Chart changes

Now we'll show how to set the F11 key up to quickly create charts. Click in the Chart, click the "Design Tab", and then click the "Change Chart Type" ICON.



See Result below. Now click the "Templates" tab, right-click on any saved chart, and finally left click on "Set as Default Chart". Now your F11 key will create that chart from a given set of data that matches the design of that chart.



EXCEL 2013 Chart changes

Now highlight all the cells and hit the F11 Key and it create the default chart.

03_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
2	FY14 OBS	4	8	12	16	20	24	28	32	36	40	44	48	
3	Obs	4	6	12	15	19	23	27	31	35	39	43	47	
4	AFP	47	47	47	47	47	47	47	47	47	47	47	47	
5														
6														
7														

See Result below.

