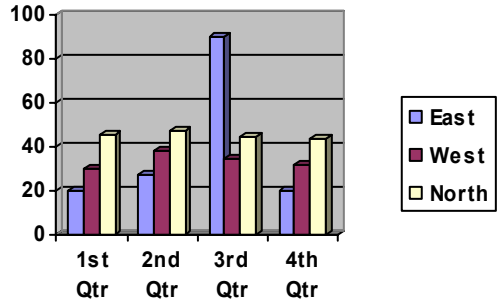


Create a chart



- I. Create a chart
 - A. On the **Insert** menu, click **Object**, and then click the **Create New** tab.
 - B. In the **Object type** box, click **Microsoft Graph Chart**, and then click **OK**.
 - C. Or
 - D. On the **Insert** menu, click **Picture**, and then click **Chart**.
 - E. The graph displays a chart and its associated sample data in a table called a datasheet.
- II. Manipulate the chart
 - A. The data sheet can be moved around the page. If you lose the data sheet, click on the chart to make it reappear.
 - B. To move the chart
 1. The chart is a graphic.
 2. Click on the chart to highlight it
 3. View-Toolbars-Picture
 4. Click the Scotty dog and chose square to make the chart moveable, resizable, etc.
 - C. To replace the sample data, click a cell on the datasheet, and then type the text or numbers you want, import data from a text or copy data from another program.
 - D. The changes are reflected in the chart.
- III. Use the menu bar to make changes in the Chart
 - A. Double click the chart so that the data sheet appears and you are in Chart mode. There are different selections on the menu bar
 - B. Chart – Type
 1. Choose type of Chart
 - C. Chart _ Options
 1. Add features to chart
 - a) Chart title
 - b) Legend
 - c) Data labels
 - d) Data Table
 2. Format Chart
 - a) Double click inside chart object to get Format Data Series window
 - b) Double Click inside chart to get Format Walls window
 - c) Double Click just outside of the chart to get Format Plot area window
 - d) Double click outside chart for Format Chart Area window