

# Excel 2019 (Part 22): Charts

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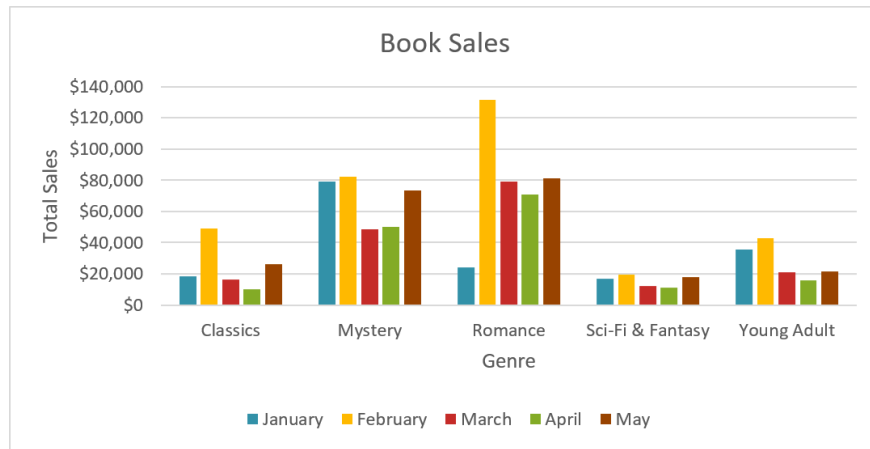
## Learn about charts

Excel offers several chart types, allowing you to choose the one that best suits your data. To use charts effectively, you need to understand how to use the different chart types.

Excel offers many different types of charts , each with its own advantages:

1. **Bar charts** use vertical bars to represent data. They can be suitable for many different types of data, but are most commonly used for comparing information.
2. **Line charts** are ideal for displaying trends. Data points are connected by lines, making it easy to see whether values are increasing or decreasing over time.
3. **Pie charts** make it easy to compare percentages. Each value is displayed as a portion of a circle, so it's easy to see which values make up the overall percentage.
4. **Bar charts** work similarly to column charts, but they use horizontal bars instead of vertical ones.
5. **Area charts** are similar to line charts, except they include areas below the lines connecting the data points.
6. **Surface charts** allow you to display data in a 3D panorama. They work best with large datasets, allowing you to view multiple types of information simultaneously.

In addition to knowing the different types of charts, you'll need to understand how to read them. Charts contain several elements or components that can help you interpret the data.

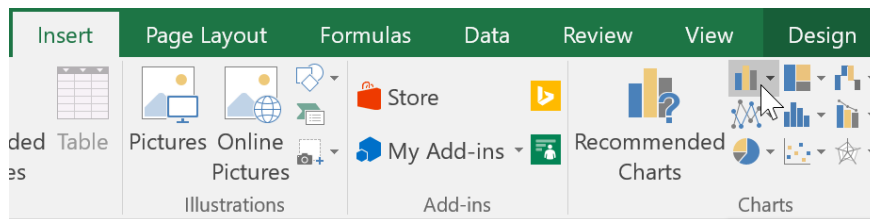


## How to insert a chart

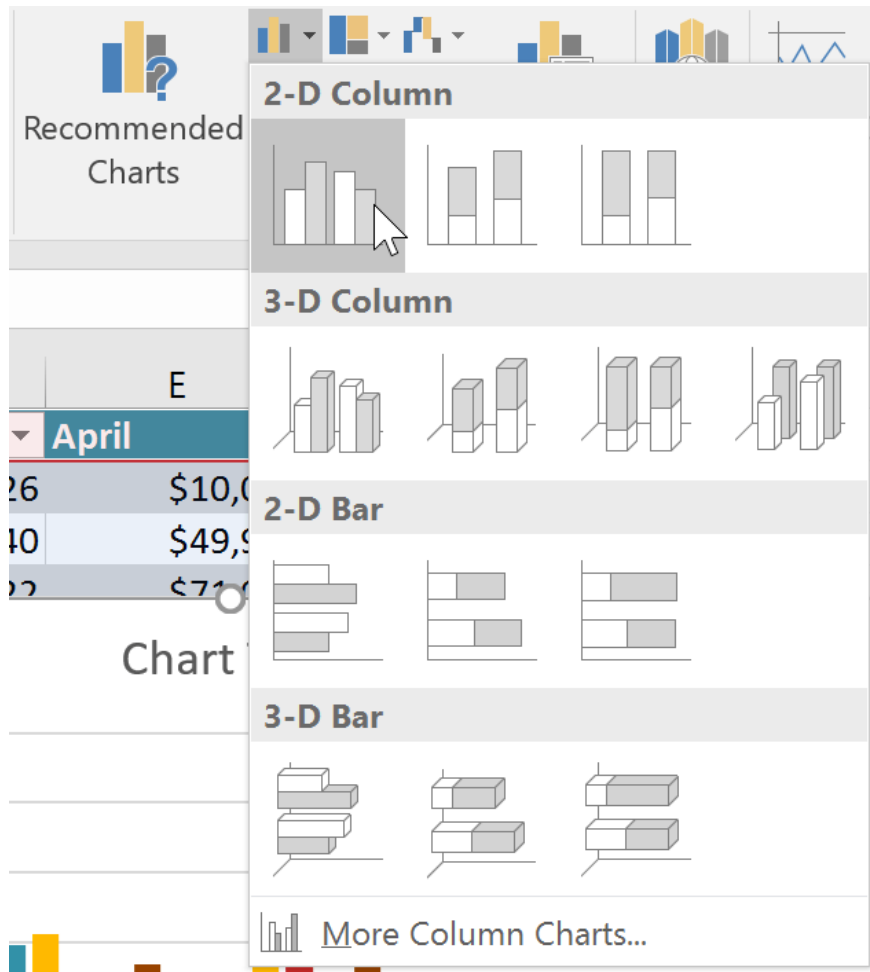
1. Select the cells you want to chart, including the column headers and row labels. These cells will be the data source for the chart. For example, we would select cells **A1:F6**.

	A	B	C	D	E	F	G
1	Genre	January	February	March	April	May	
2	Classics	\$18,580	\$49,225	\$16,326	\$10,017	\$26,134	
3	Mystery	\$78,970	\$82,262	\$48,640	\$49,985	\$73,428	
4	Romance	\$24,236	\$131,390	\$79,022	\$71,009	\$81,474	
5	Sci-Fi & Fantasy	\$16,730	\$19,730	\$12,109	\$11,355	\$17,686	
6	Young Adult	\$35,358	\$42,685	\$20,893	\$16,065	\$22,388	
7							
8							

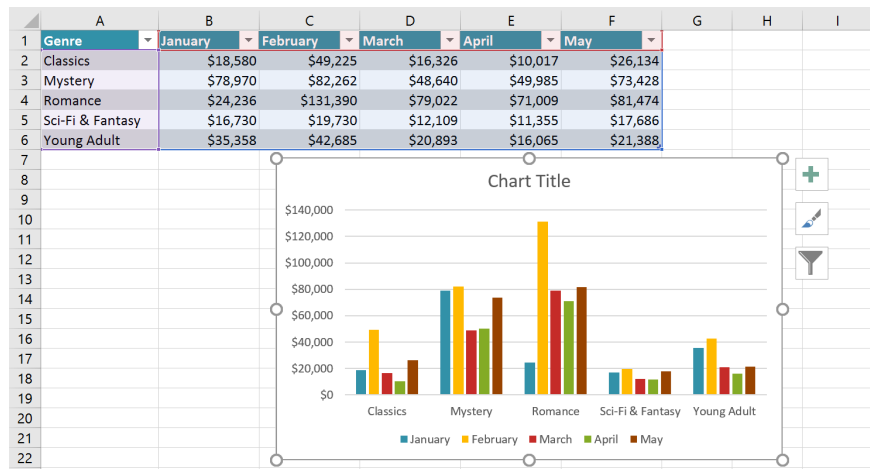
2. From the **Insert** tab, click the desired **Chart** command. For example, we would select **Column**.



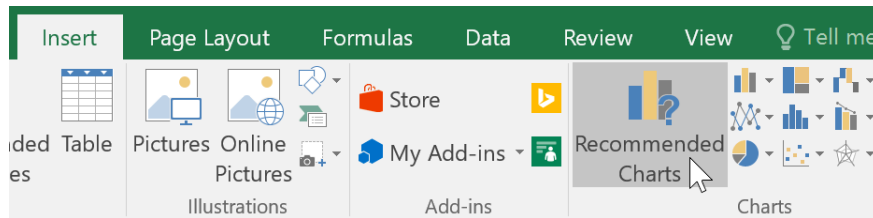
3. Select the desired chart type from the drop-down menu.



4. The selected chart will be inserted into the spreadsheet.



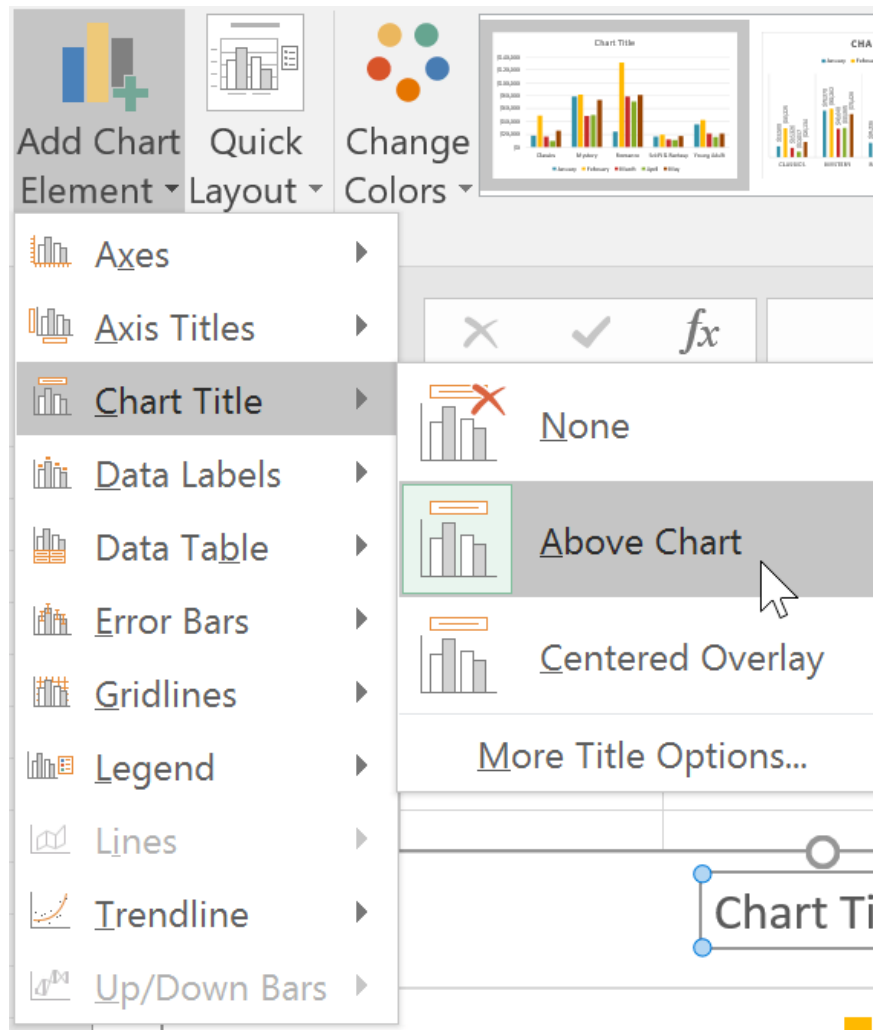
If you're unsure which chart type to use, the **Recommended Charts** command will suggest several charts based on your source data.



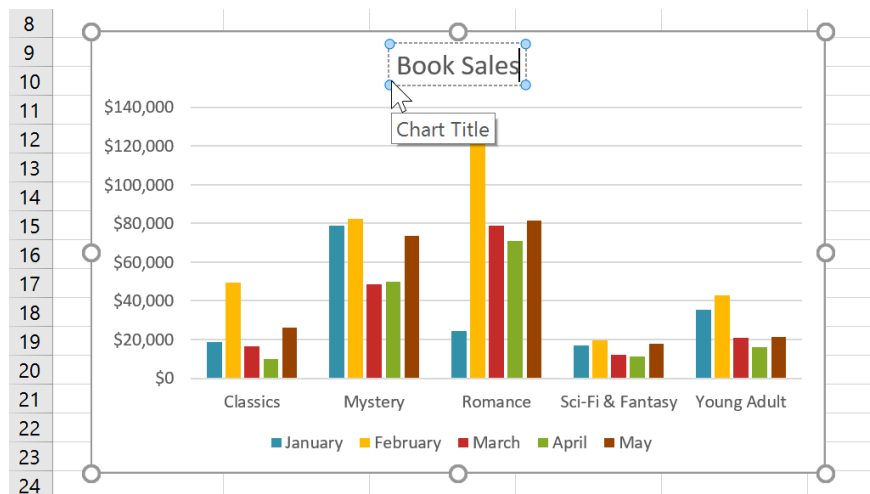
## Charts and layout styles

After inserting a chart, there are a few things you might want to change about how the data is displayed. It's easy to edit the chart's layout and style from the **Design** tab.

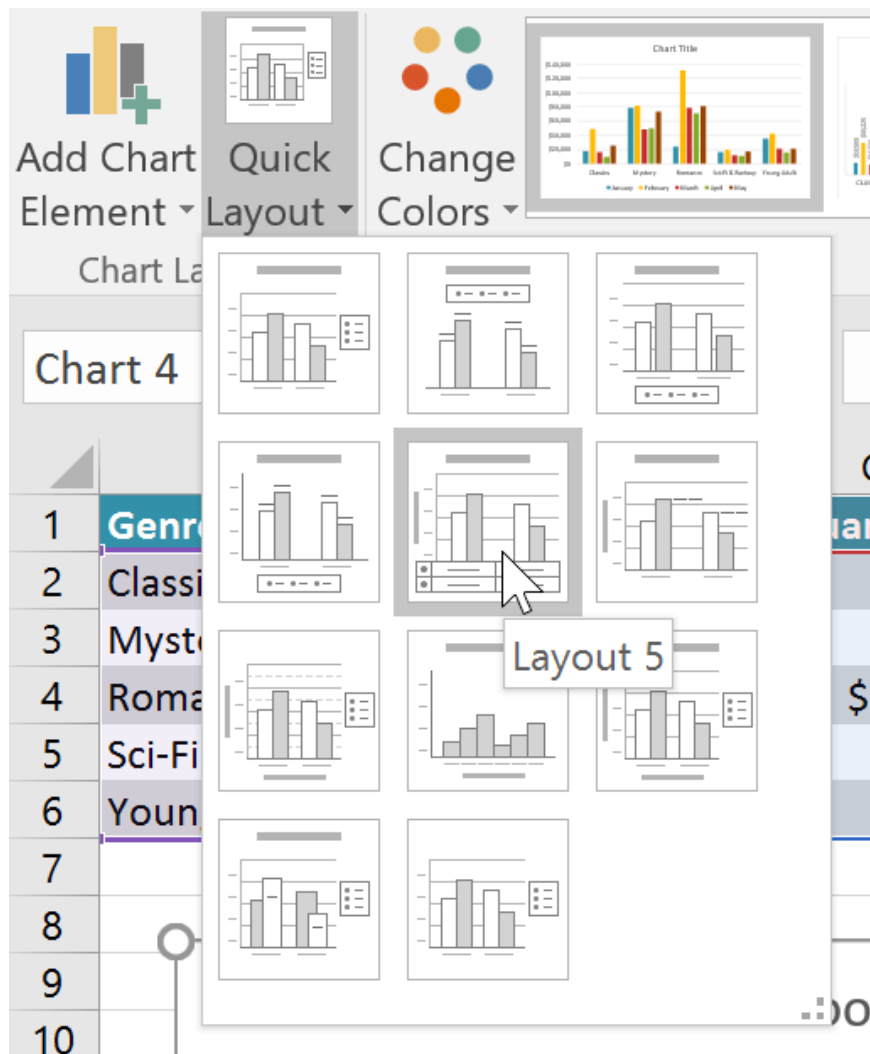
Excel allows you to add chart elements—including chart titles, legends, and data labels—to make charts easier to read. To add a chart element, click the **Add Chart Element** command on the **Design** tab, then select the desired element from the drop-down menu.



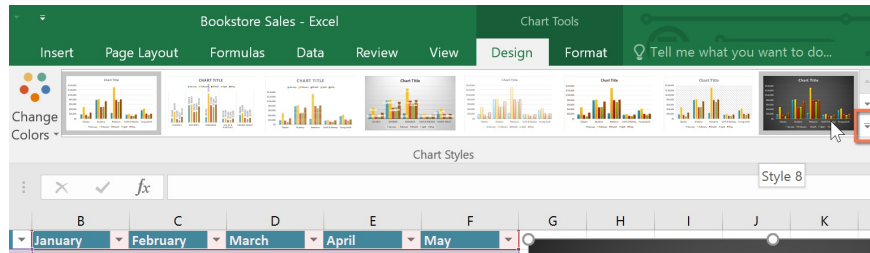
To edit a chart element, such as the chart title, simply double-click the placeholder and begin typing.



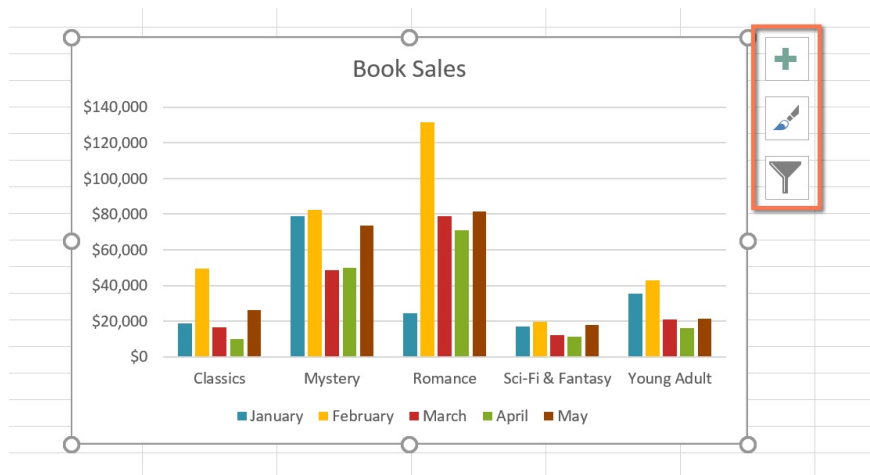
If you don't want to add individual chart elements, you can use one of Excel's predefined layouts. Simply click the **Quick Layout** command , then select your desired layout from the drop-down menu.



Excel also includes several chart styles, allowing you to quickly modify the appearance of your charts. To change a chart style, select the desired style from the **Chart styles group**. You can also click the drop-down arrow on the right to see more styles.



You can also use chart formatting shortcuts to quickly add chart elements, change chart styles, and filter chart data.

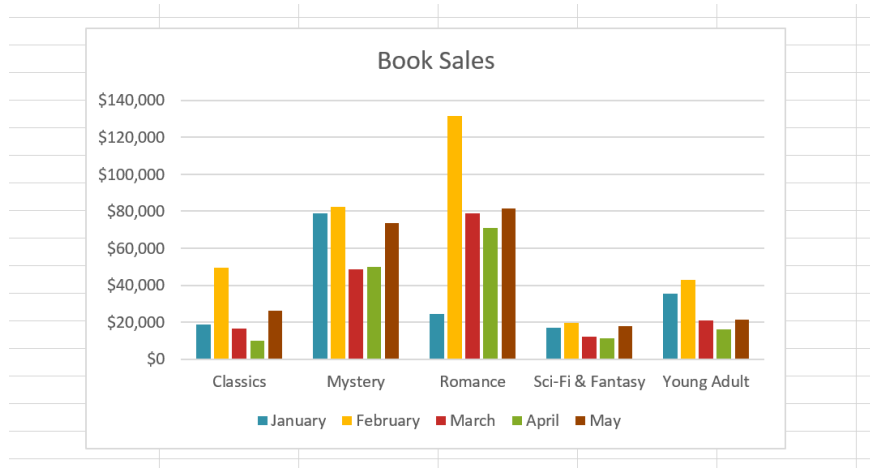


## Other charting options

There are many other ways to customize and arrange charts. For example, Excel allows you to rearrange chart data, change chart types, and even move charts to a different location in the workbook.

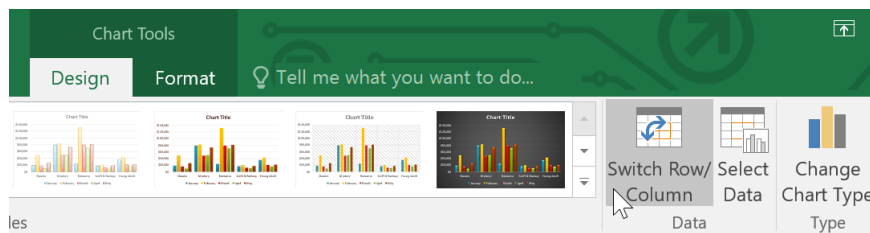
### How to convert row and column data

Sometimes, you might want to change how your chart groups your data. For example, in the chart below, the *Book Sales* data is grouped by category, with each month corresponding to a column. However, it's possible to swap the rows and columns so that the chart groups the data by month and each category corresponds to a column. In both cases, the chart contains the same data, just organized differently.

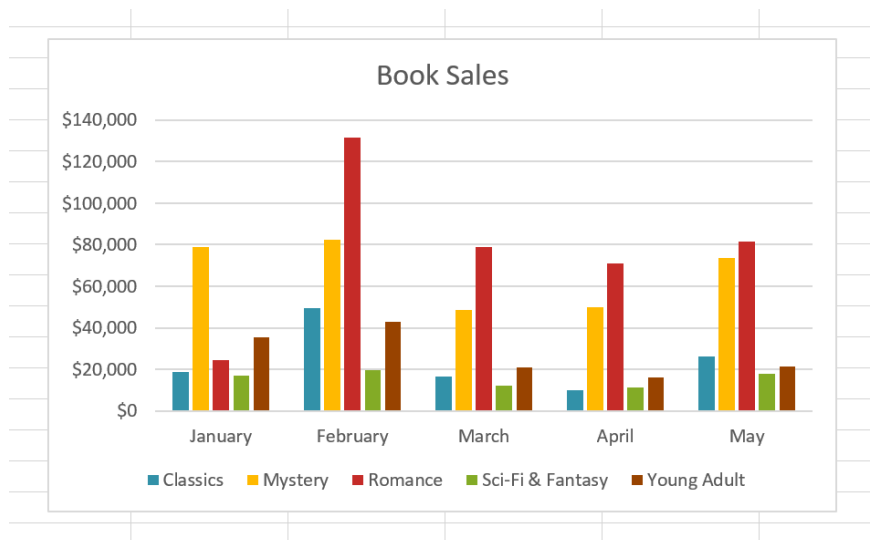


1. Select the chart you want to modify.

2. From the **Design** tab , select the **Switch Row/Column** command .



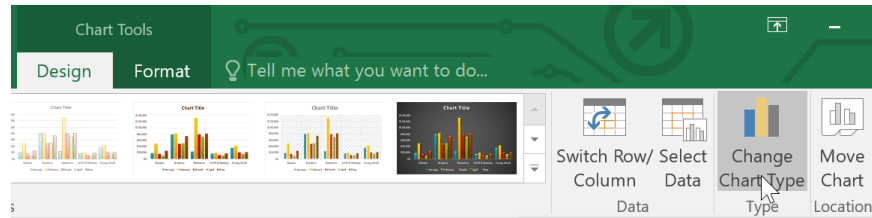
3. The rows and columns will be transformed. In the example, the data is now grouped by month, and each category corresponds to a column.



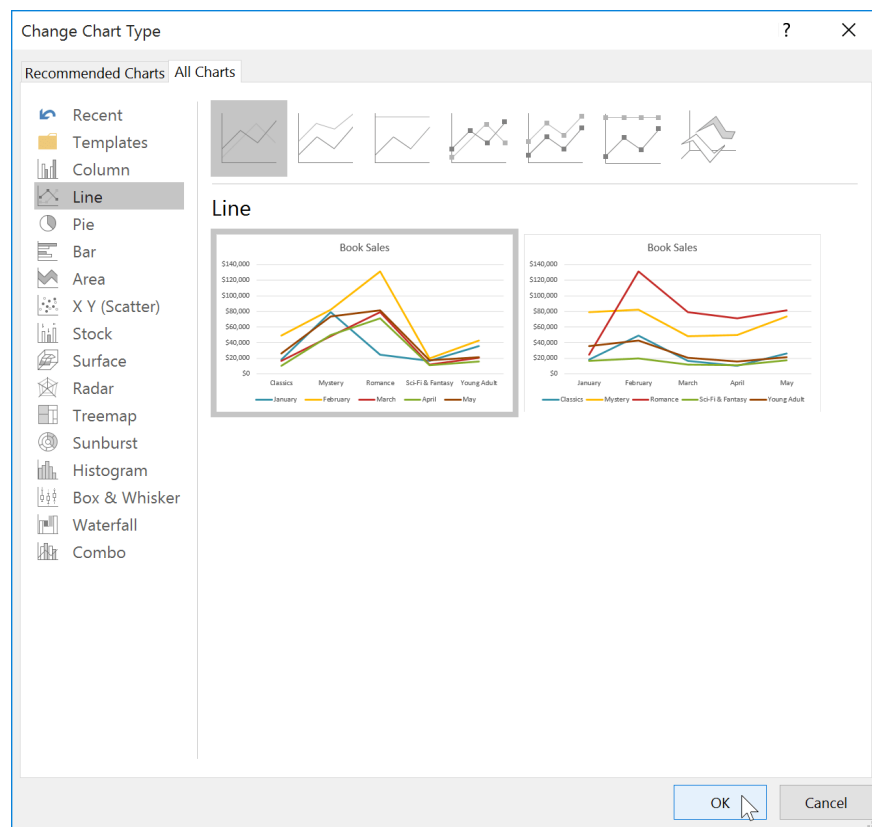
## How to change the chart type

If you find that your data isn't performing well in a particular chart type, you can easily switch to a different chart type. For example, you could change from a column chart to a line chart.

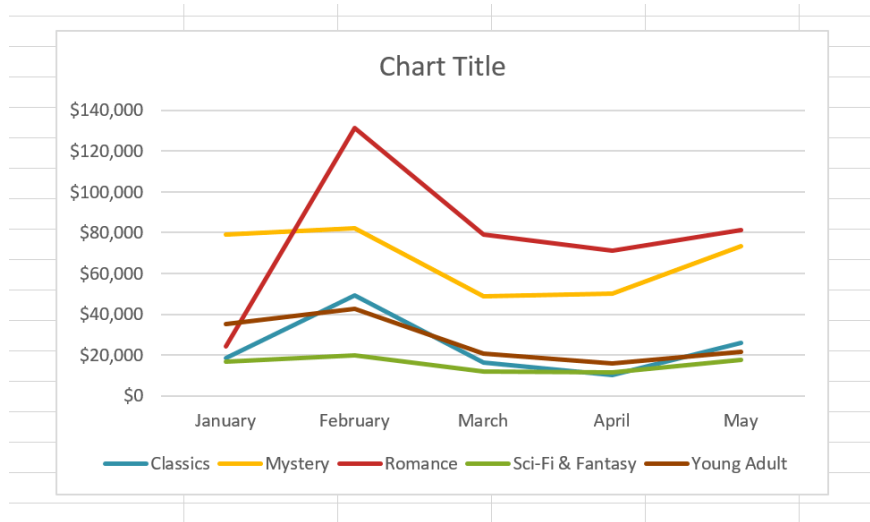
1. From the **Design** tab , click the **Change Chart Type** command .



2. The **Change Chart Type** dialog box will appear. Select the new chart type and layout, then click OK. For example, we would select a **Line** chart.



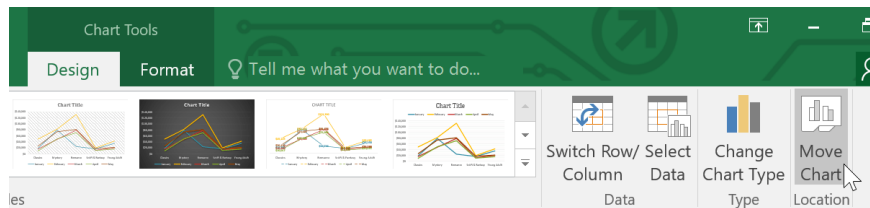
3. The selected chart type will appear. In this example, a line chart makes it easy to see trends in sales data over time.



## How to move the chart

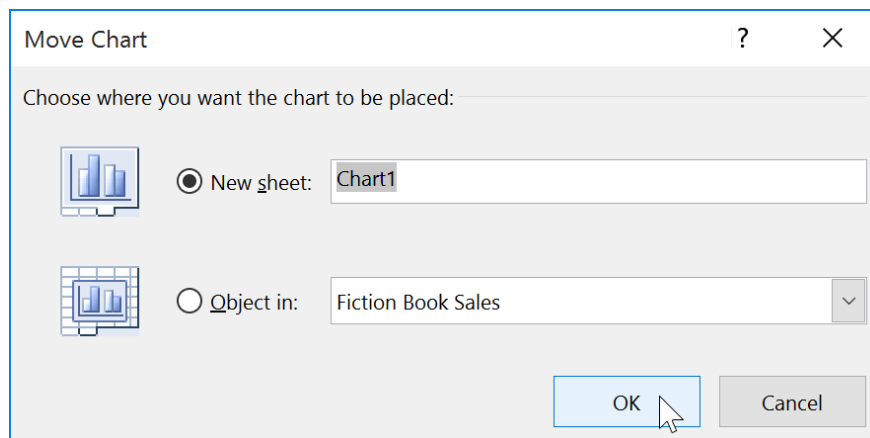
Whenever you insert a new chart, it will appear as an object on the same worksheet that contains the source data. You can easily move the chart to a new worksheet to help keep the data organized.

1. Select the chart you want to move.
2. Click on the **Design** tab , then select the **Move Chart** command.

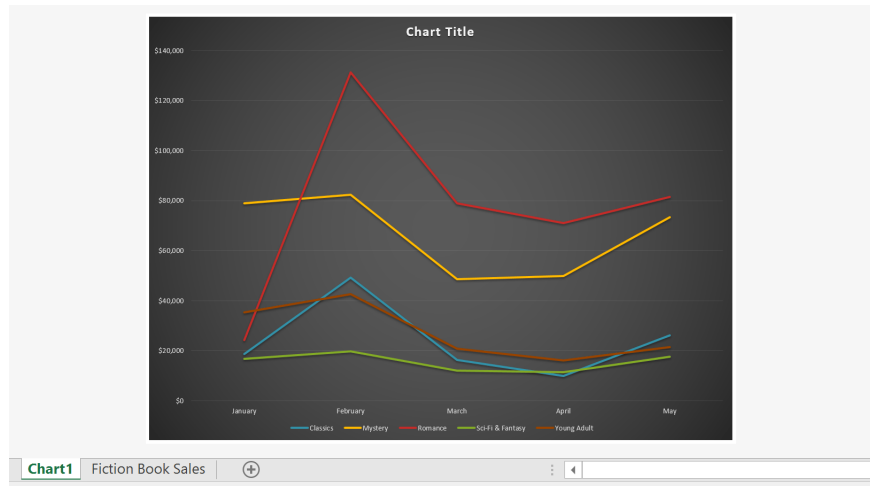


**3. The Move Chart** dialog box will appear. Select the desired location for the chart. For example, we will choose to move it to a new worksheet.

4. Press **OK**.



5. The chart will appear at the selected location. In this example, the chart now appears on a new worksheet.



## Keep the charts up-to-date.

By default, when you add more data to your spreadsheet, the chart may not include the new data. To fix this, you can adjust the data range. Simply click on the chart and it will highlight the data range in your spreadsheet. Then, you can click and drag the handle in the bottom right corner to change the data range.

	B	C	D	E	F
	January	February	March	April	May
	\$18,580	\$49,225	\$16,326	\$10,017	\$26,134
	\$78,970	\$82,262	\$48,640	\$49,985	\$73,428
	\$24,236	\$131,390	\$79,022	\$71,009	\$81,474
	\$16,730	\$19,730	\$12,109	\$11,355	\$17,686
	\$35,358	\$42,685	\$20,893	\$16,065	\$21,388

If you frequently add more data to your spreadsheet, updating the data range can become tedious. Fortunately, there's an easier way. Simply format the source data as a table, then create a chart based on that table. As you add more data, it will automatically be included in both the table and the chart, keeping everything consistent and up-to-date.

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