

# Instructions for using Pareto, Histogram and Waterfall charts in Excel 2016

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In the following article, Network Administrator will show you how to use 3 charts in Excel 2016, which are Waterfall, Histogram, Pareto.



## 1. Histogram displays the range of values

Histogram charts in Excel 2016 are similar to normal column charts, but each column will represent the "range" of values ??(also called a bin) instead of a single value.

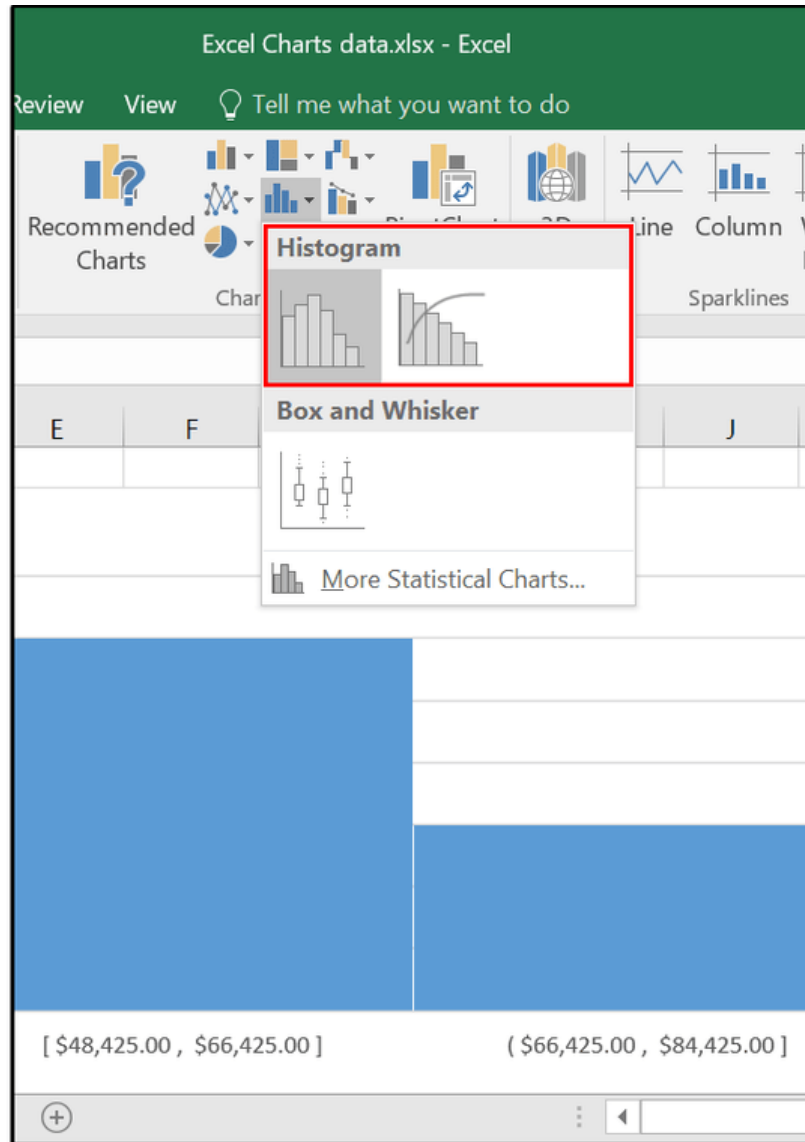
Histogram charts used to explore and analyze frequencies in statistical tables, analysis . In addition, the Histogram chart also displays height, weight, distance . results.

1. Open your spreadsheet and select the database. Click **Insert => Insert Statistical Chart => Histogram.**

Now on the screen, a small chart appears and opens on the Menu Tools / Design Ribbon Menu.

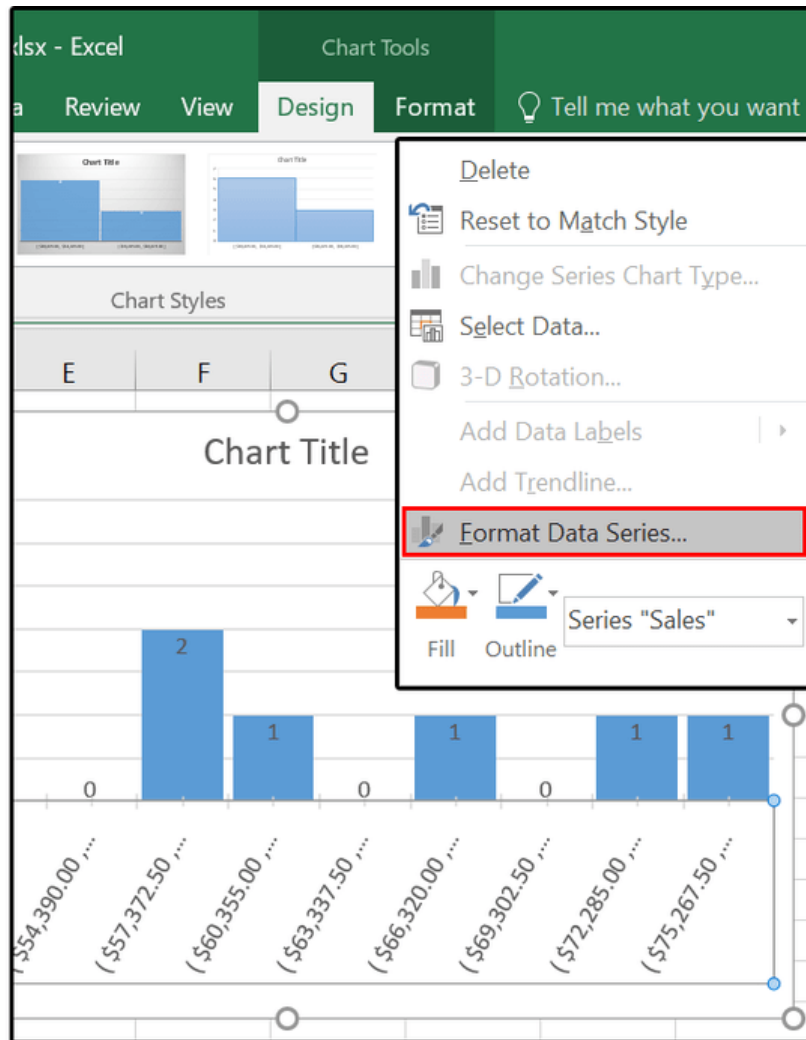
Scroll down to the Design option and select the option that fits your project.

2. Click the + sign icon to edit the elements of the chart, then click on the drawing brush icon to change the style, color and chart design.

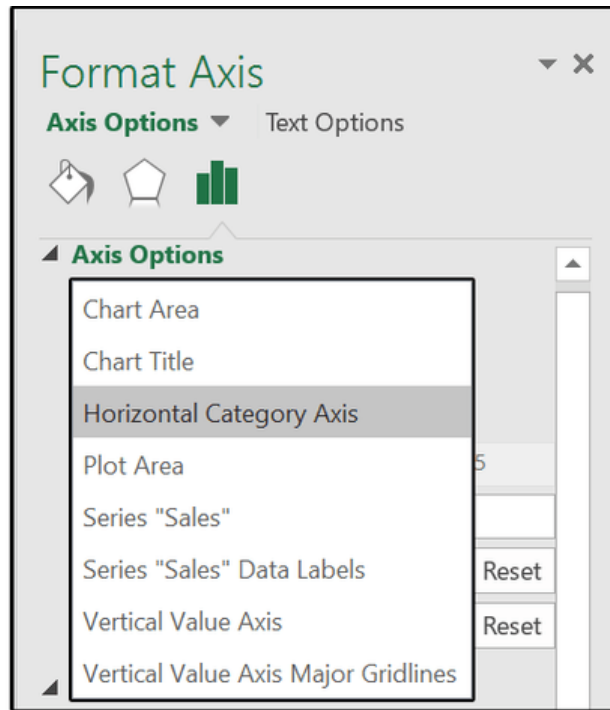


3. Right-click any rectangle on the chart and select **Format Data Series** .

In the Format Data Series table, click the **Series Options** option (chart icon).



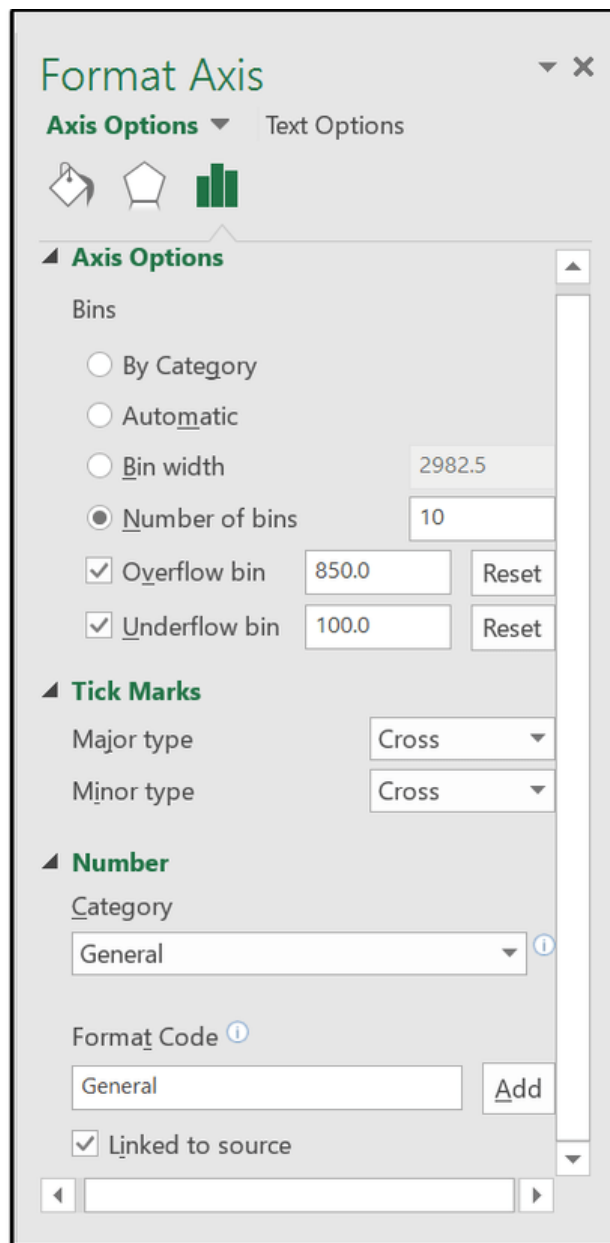
4. Click on the downward-facing arrow next to the Series Options option and browse the Dropdown menu to determine how to make options. From the list of options, select the **Horizontal Category Axis** .



5. Under Axis Options, select Number of Bins and change the value to 10. With Overflow bin, enter the value of 850.0, with Underflow bin enter the value of 100.0.

In the Tick Marks section, select the option you want to see inside or outside the chart either Cross (both inside and outside), or other options.

Then select Number and choose the number format you like in the options list.



6. Next on the Dropdown Series Options menu, select **Chart Title** , enter a new title and then adjust the link you want.

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Chart Tools

Data Review View **Design** Format Tell me what you wa

Chart Area

Chart Title

Horizontal Category Axis

Plot Area

Series "Sales"

Series "Sales" Data Labels

Vertical Value Axis

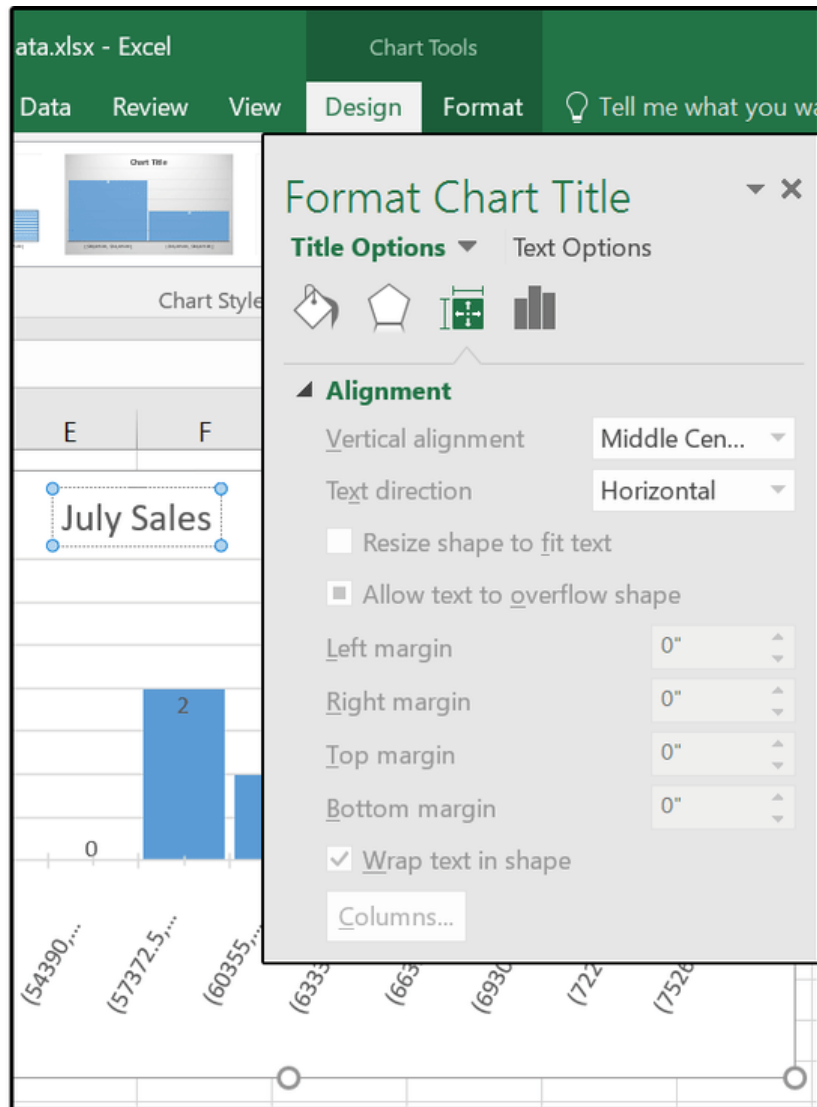
Vertical Value Axis Major Gridlines

Chart Styles

E F G

July Sales

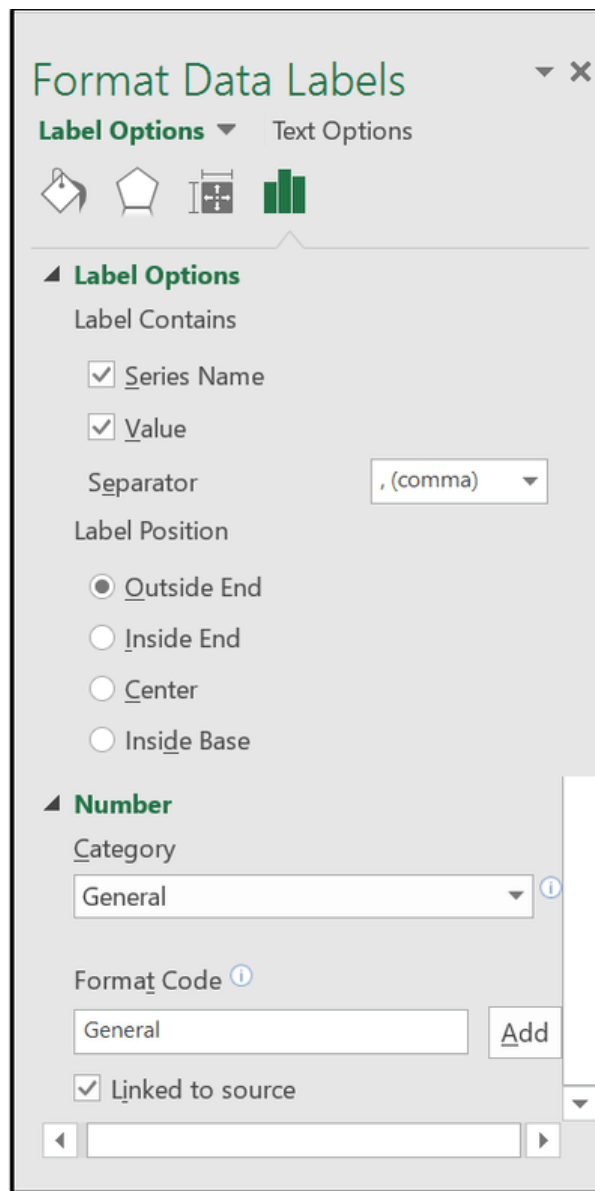
Category	Sales Value
(54390, ...)	0
(57372.5, ...)	2
(60355, ...)	1
(63337.5, ...)	0
(66320, ...)	1
(69302.5, ...)	0
(72285, ...)	1
(75267.5, ...)	1



7. Finally from the Dropdown Series Options Menu, select the **Sales Data Labels Series** , then select **Label Options** and click the chart icon again.

Check the Series Name and Value boxes to display both values ??on the chart.

In the Label Position section, you can select Outside End, Inside End, Center or Middle. Then select the numeric format for Data Labels.



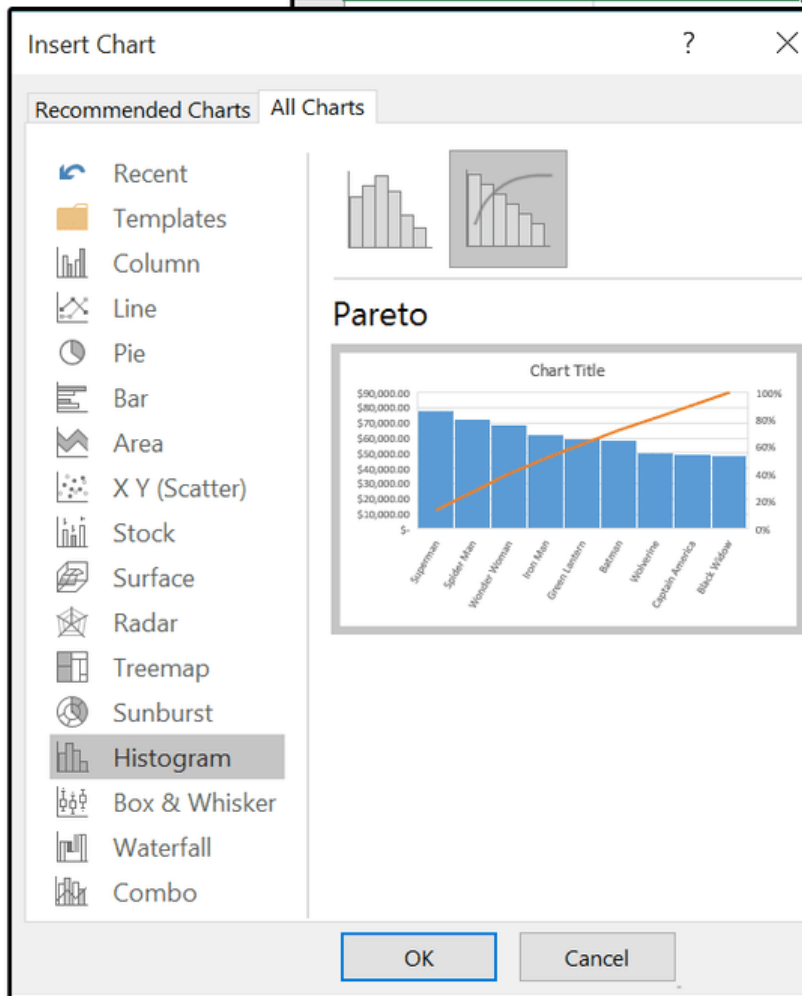
## 2. Pareto chart combines address bar and graph line

Pareto charts use a combination of address bar and graph line. Users can use this chart to analyze frequency data or analyze the causes of certain processes, focusing on analyzing problems or analyzing specific components.

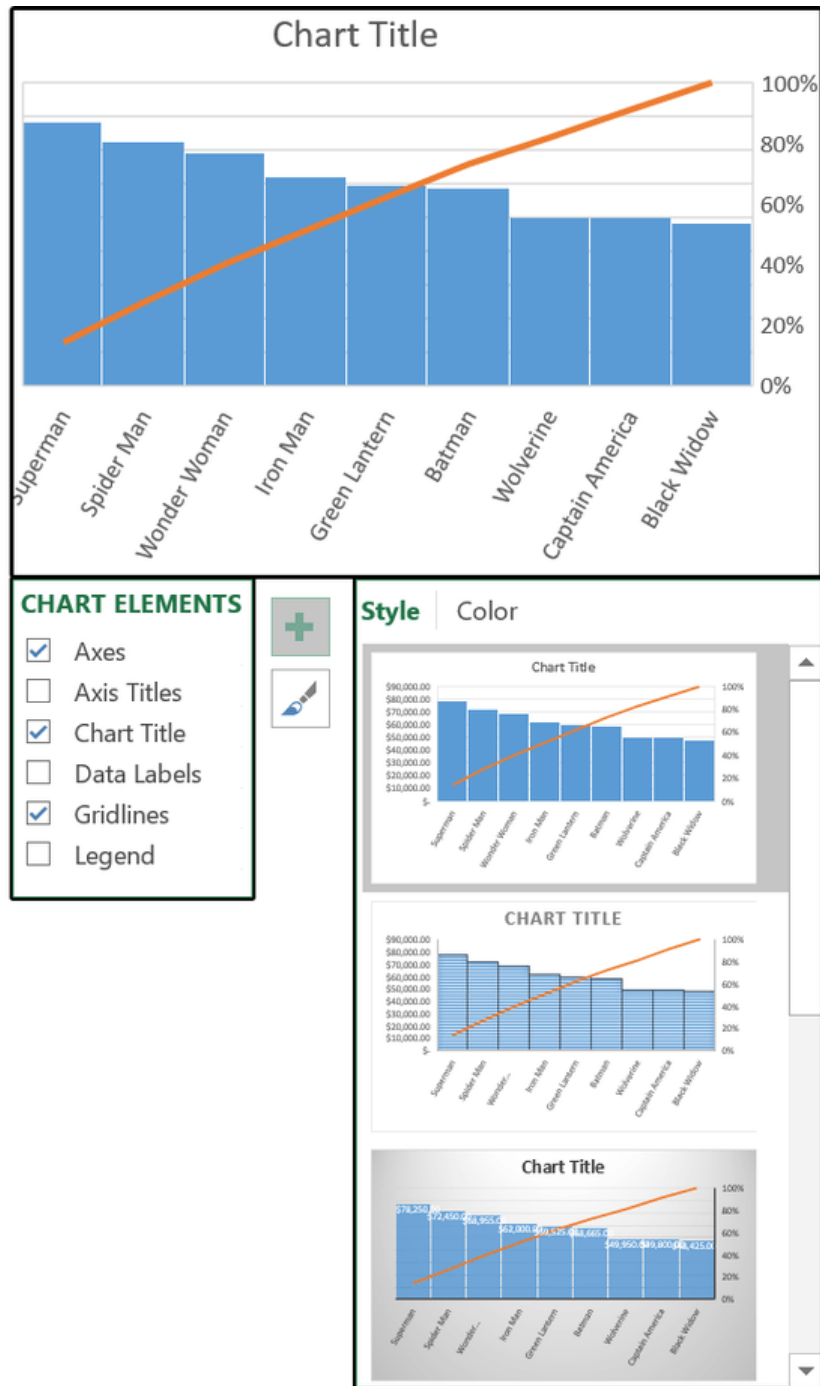
1. Open your spreadsheet, then black out the table and then click **Insert => Insert Statistical Chart => Pareto** .

Now a chart appears and opens on the Menu Tools / Design Ribbon Menu. Scroll through Design and select an option that fits your project.

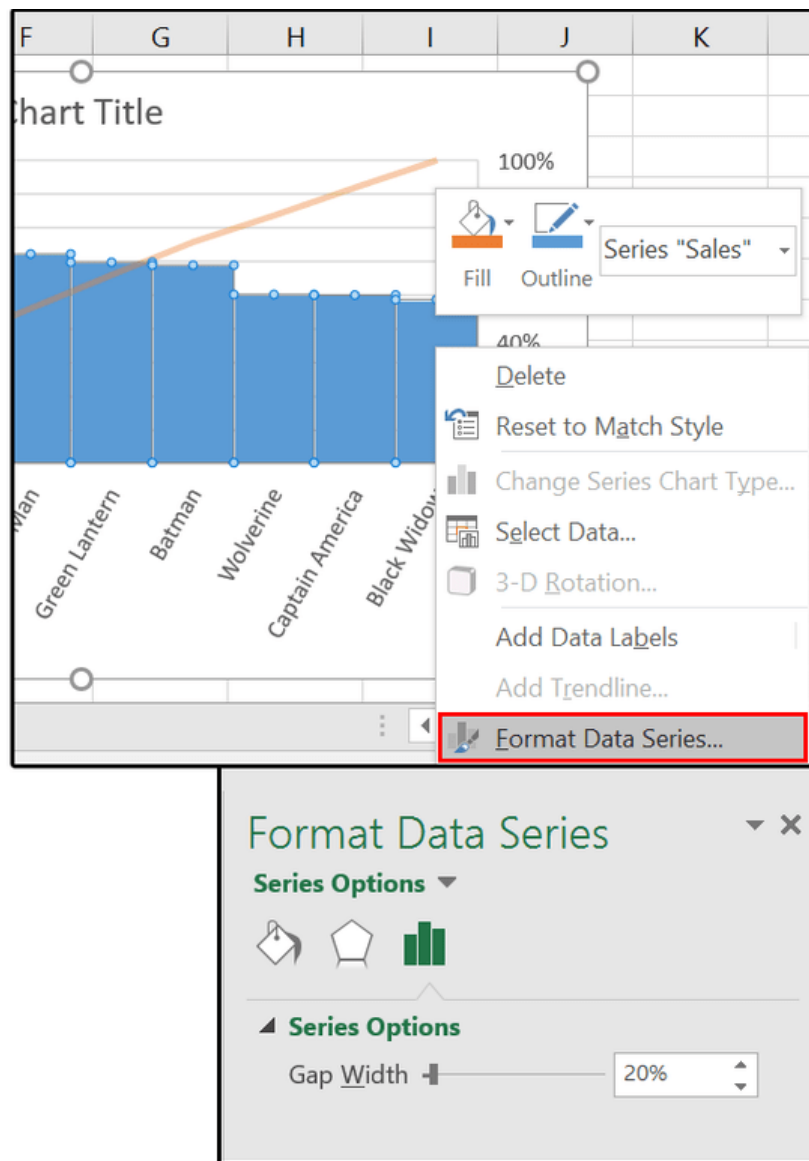
	A	B
1	Monthly Sales Totals July	
2		
3	Sales Staff	Sales
4	Iron Man	\$ 62,000.00
5	Batman	\$ 58,665.00
6	Captain America	\$ 49,800.00
7	Superman	\$ 78,250.00
8	Green Lantern	\$ 59,525.00
9	Spider Man	\$ 72,450.00
10	Wonder Woman	\$ 68,955.00
11	Wolverine	\$ 49,950.00
12	Black Widow	\$ 48,425.00



2. Click the + sign icon to edit some elements in the chart: Axes, Axes Titles, Chart Title, Data Labels, Gridlines, and Legend. Next click on the brush broom icon to change the chart style, design and color.

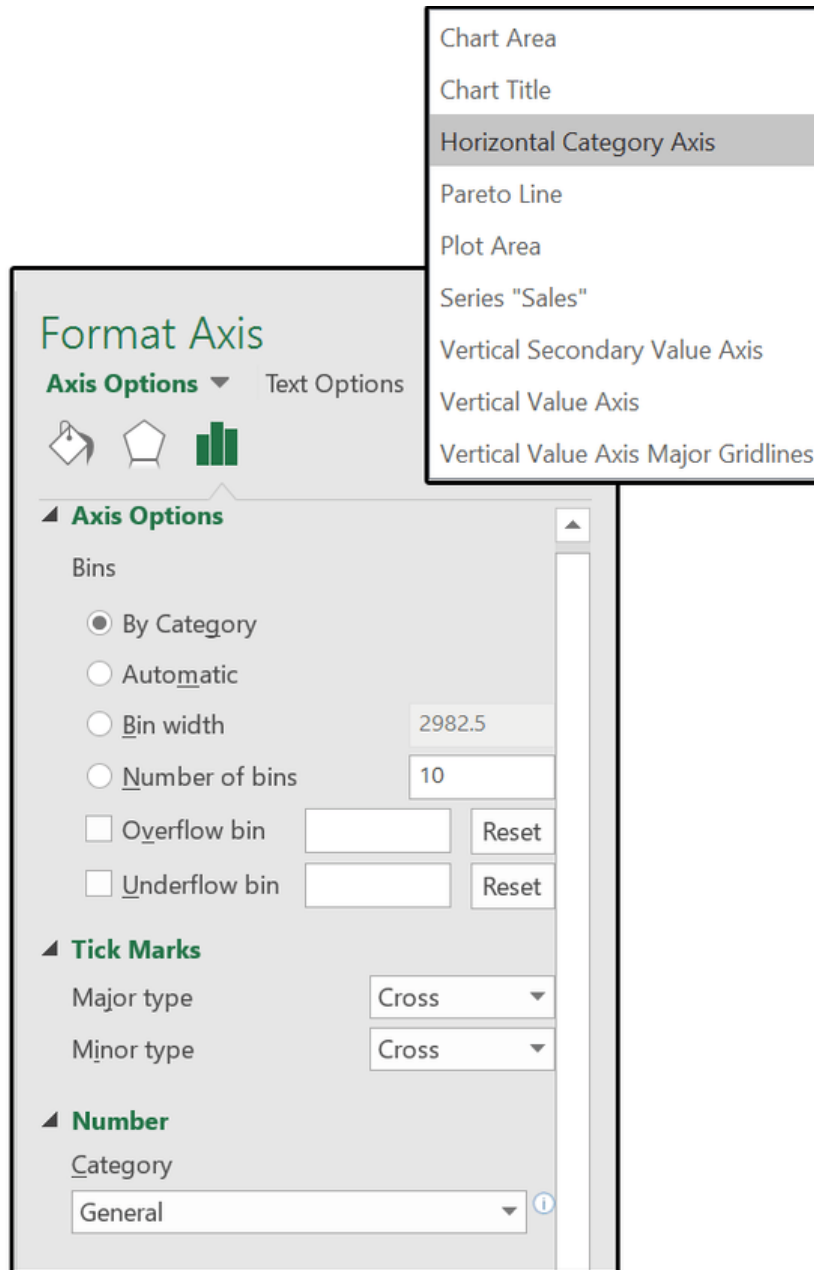


3. Right-click any rectangle on the chart and select Format Data Series. In the Format Data Series table, click to select **Series Options** (chart icon). Move the slider to change the slot width - the distance between the columns on the chart.



4. Click on the downward-facing arrow next to the Series Options option and browse the Dropdown menu to determine how to make options. From the list of options, select the **Horizontal Category Axis**.

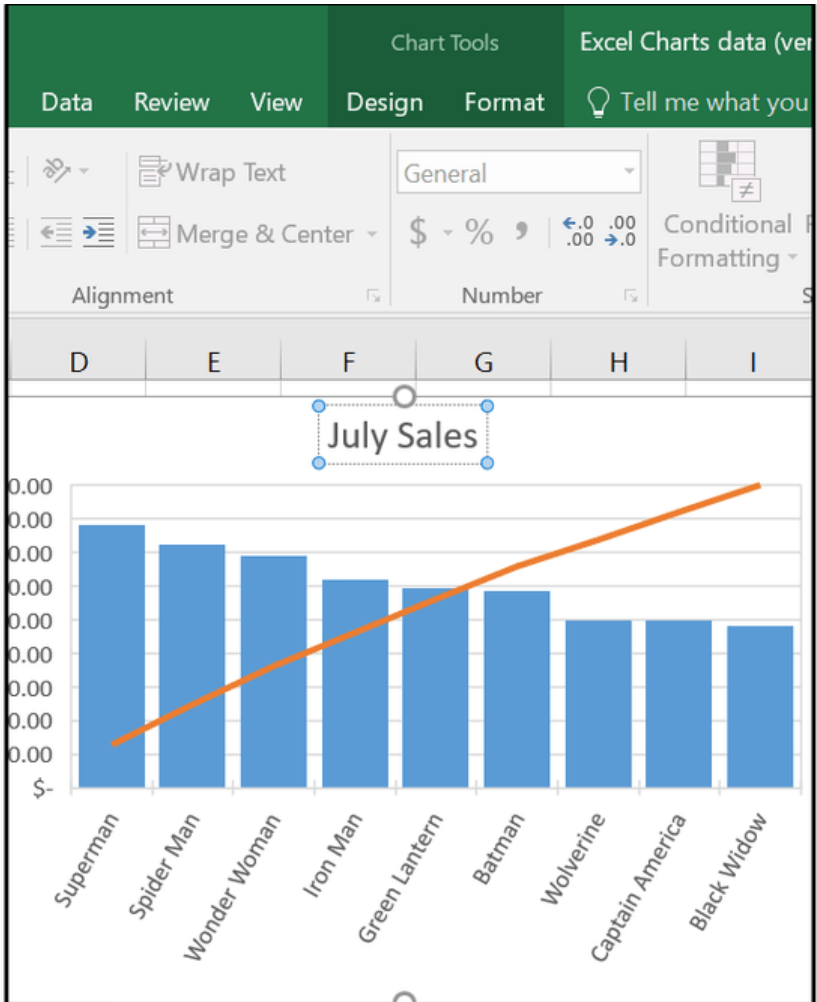
5. Under **Axis Options** => **Bins** , then select **By Category** .



In the Tick Mark section, select the option you want to see inside or outside the chart either Cross (both inside and outside), or other options.

Then select Number and choose the number format you want from the options list.

6. Next from the Menu Dropdown Series Options you select **Chart Title** , enter a new title, then adjust the link you want.



**Pareto**

### Format Chart Title

Title Options Text Options

Alignment

- Vertical alignment: Middle Cen...
- Text direction: Horizontal
- Resize shape to fit text
- Allow text to overflow shape
- Left margin: 0"
- Right margin: 0"
- Top margin: 0"
- Bottom margin: 0"

**Note:**

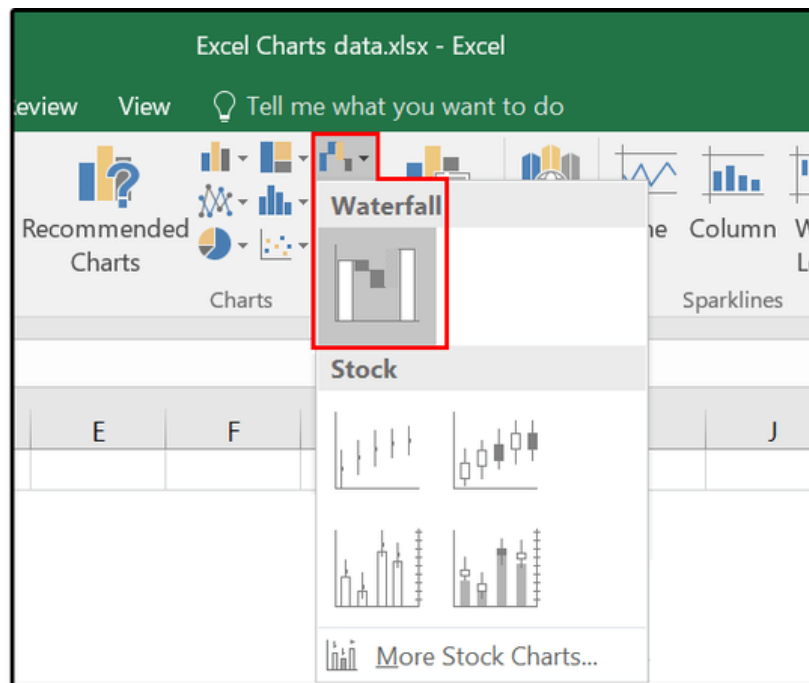
Now the chart will change. Browse through some of the main options in the Dropdown Series Options Menu, including charts, Plot Areas and Axis settings.

Once done, close the Format Data Series window and you're done.

### 3. Waterfall chart displays trend value

Use Waterfall to display the initial value affected by positive or negative integers. Waterfall or Bridge chart, Flying Bricks and Mario.

1. Open the spreadsheet and select the database. Click **Insert** => **Waterfall**. Now a chart appears on Menu Chart Tools / Design Ribbon.



Scroll through the Design option and select a clear move option. Next click on Colors and choose a color palette with bright colors, contrasting colors (to illustrate the best increase, decrease and intermediate values).

2. Click the + sign icon to edit a number of elements on the chart: Axes, Axes Titles, Chart Title, Data Labels, Gridlines, and Legend. Next click on the brush broom icon to change the chart style, design and color.

**Style** | **Color**

The top screenshot shows the standard chart with data labels and a legend. The middle screenshot has 'Axis Title' checked, adding a label to the x-axis. The bottom screenshot has 'Axis Title' and 'Gridlines' checked, adding both features.

**CHART ELEMENTS**

- Axes
- Axis Titles
- Chart Title
- Data Labels
- Gridlines
- Legend

**Style** | **Color**

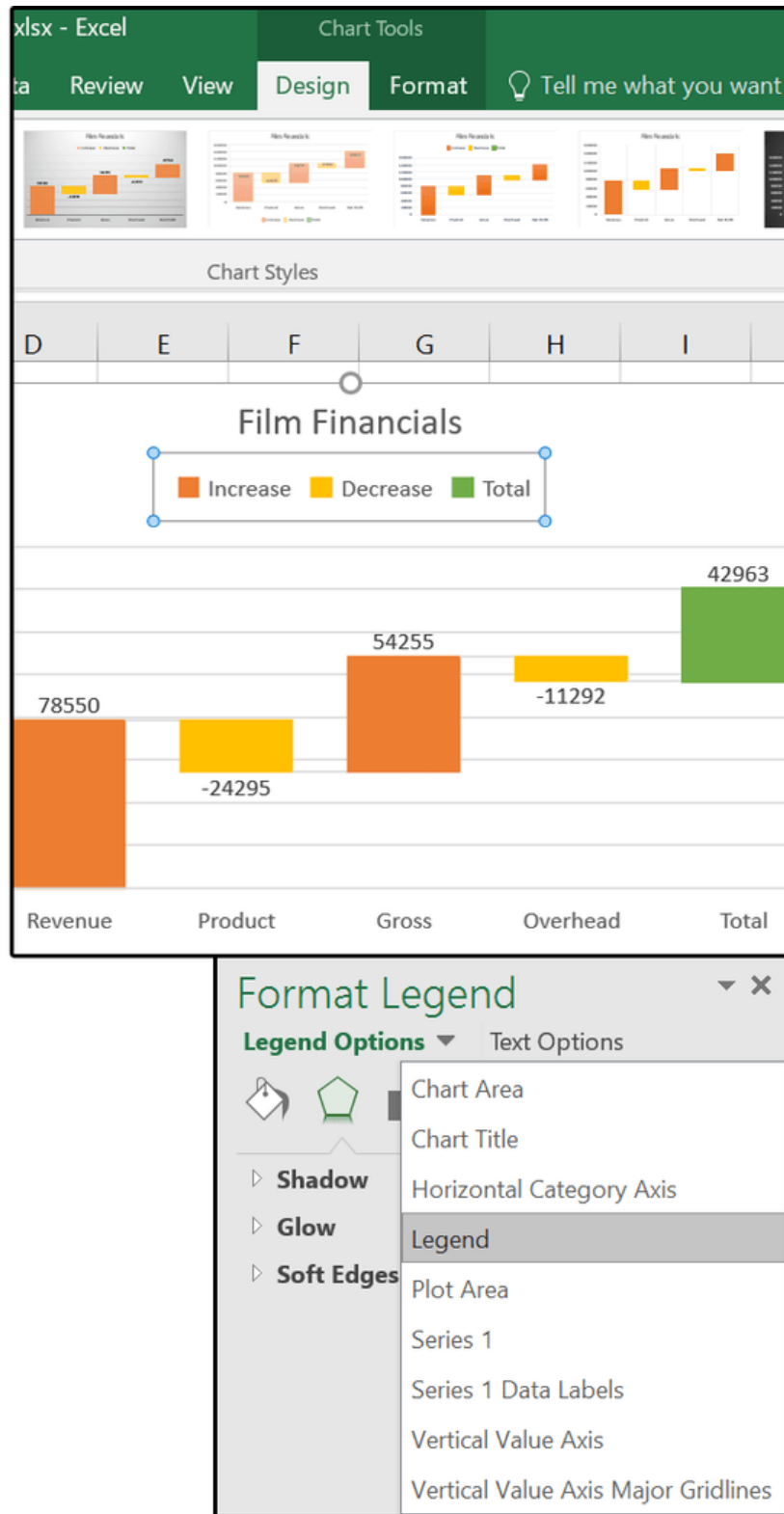
**Colorful**

**Color 3**

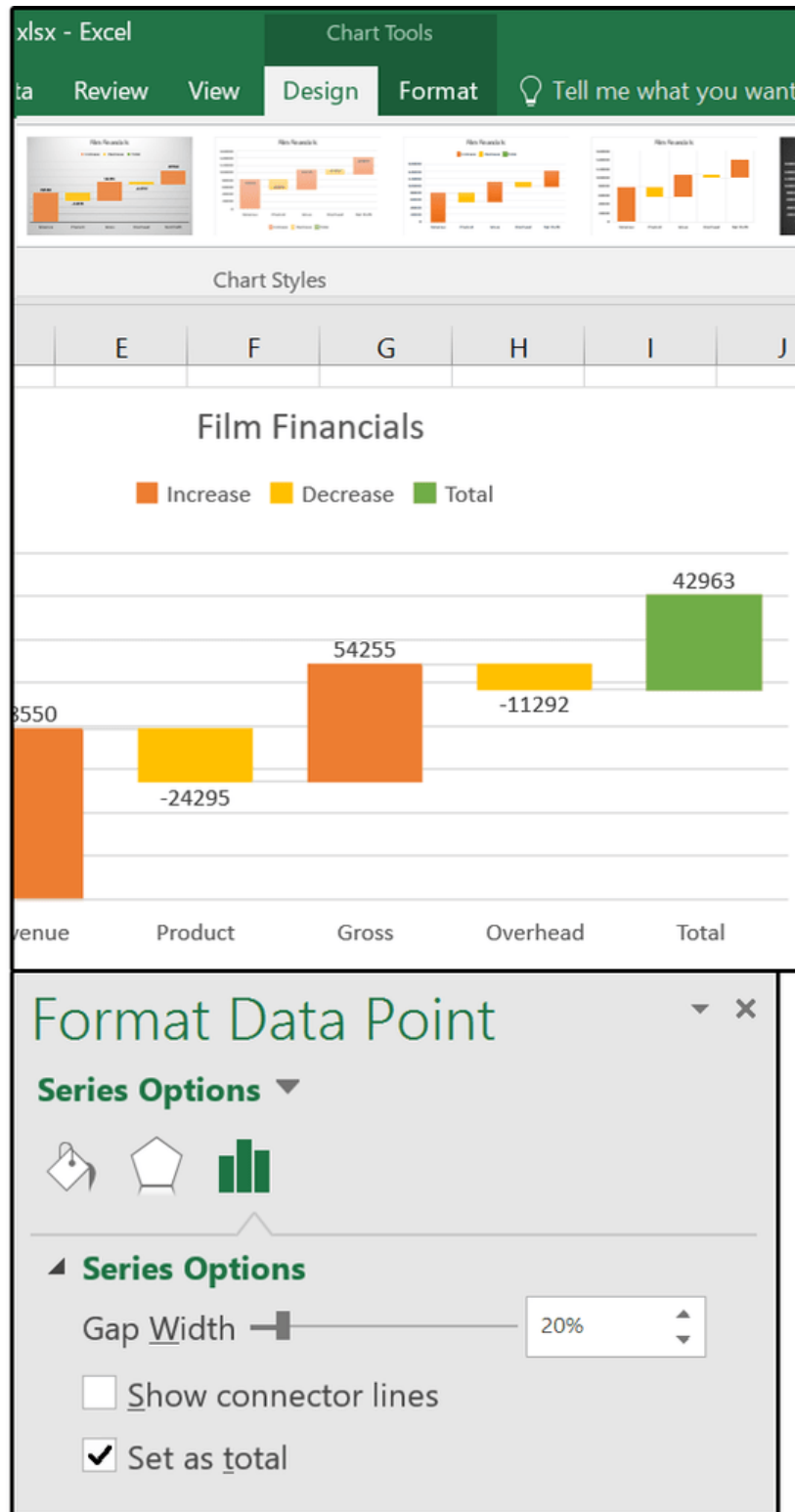
**Monochromatic**

3. Right-click any rectangle on the chart and select **Format Data Series**. Browse through the options on the board and adjust.

4. Right-click the chart again and select **Format Legend** => **Legend**, then enter the text label to make the chart legend.



5. Double-click the last data point to open the Format Data Point panel. Here you select **Set As Total**.



**Refer to some of the following articles:**

1. You want to print text, data in Microsoft Excel. Not as simple as Word or PDF! Read the following article!
1. How to change the default save file format in Word, Excel and Powerpoint 2016?

1. Hide and show sheets in Excel

**Good luck!**

You finished reading the article "**Instructions for using Pareto, Histogram and Waterfall charts in Excel 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

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