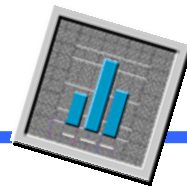



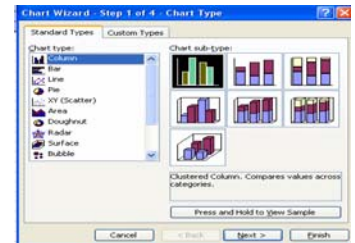
EXCEL 2003 CHARTS



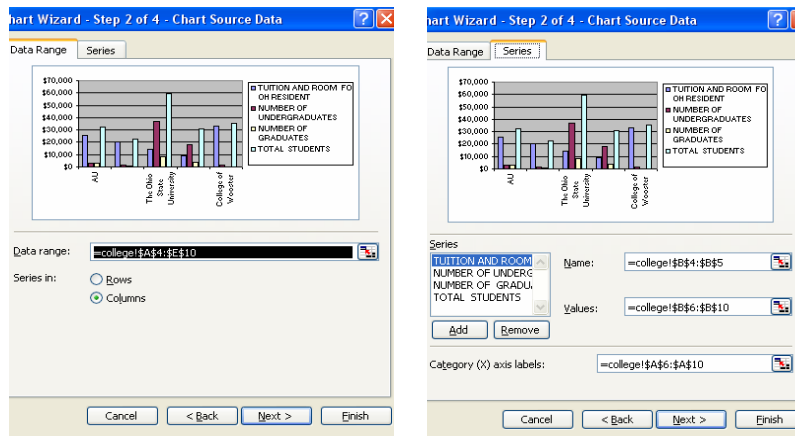
1. Before you create a chart, you should arrange the data on your worksheet for the type of chart you want to use; select the cells that contain the data you want to use for your chart

2.  Use the Chart Wizard to create and customize a chart – select the “Chart Wizard” button on the toolbar or select the “Insert” menu and “Chart”

3. Step 1 Chart Type – select the type of chart you’d like to use; to view the chart press the “Press and Hold to View Sample” button; click “Next”

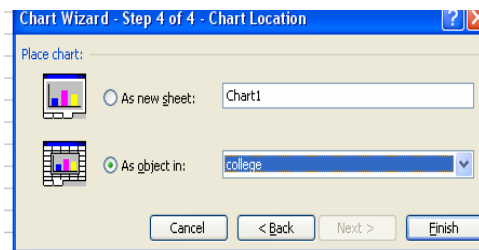
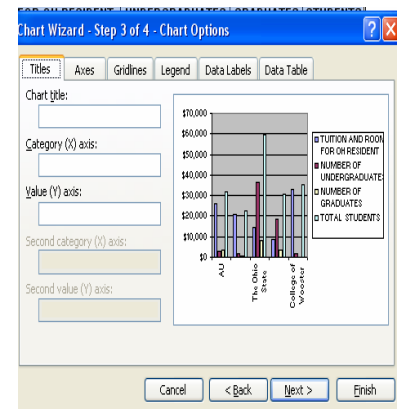


4. Step 2 Chart Source Data – you can change the data range and series names (you may not have to change anything if you’ve already selected all of your data); click “Next”



5. Step 3 Chart Options – you can provide a title and axis names, change the appearance of the gridlines, move the legend, show the values, and show a data table; click “Next”

6. Step 4 Chart Location – the chart can be placed on a new sheet or as an object in an existing sheet; click “Finish”



You can move and resize the chart – select it first. The Chart toolbar should appear when the chart is selected. You can make any changes to the chart – select the part that you want to change. You can also double-click on the section that you want to change.

