

## Issue Details:

Application	Version	Description of issue
Microsoft Excel	Office 2013 Office 2010 Office 2007	When working with charts and graphs, it may be necessary to make adjustments to the way the data is shown. This tech note will show you how to create a chart or a graph and make some general adjustments to it.

## Solution:

### How to create a chart:

1. Click on a cell that is part of the table you'd like to represent as a chart.
2. Switch to the **Insert** tab and choose a chart type as shown in Exhibit 1. From the dropdown menu choose a design. If you don't see the chart design you're looking for, select **All Chart Types...** from any of the chart menus, choose your preferred chart and press **OK**.

*Please note that depending on your chart type, some of the options outlined below may have different visuals or not be available at all.*

### How to customize your chart's layout:

1. Select the chart.
2. Switch to the **Design** tab and click on the **Chart Layouts** chevron as shown in Exhibit 2. From the dropdown menu choose the layout you prefer.

### How to adjust your chart data:

1. Select the chart.
2. Switch to the **Design** tab and click on **Select Data** as shown in Exhibit 3.
3. A *Select Data Source* window will open.
  - a. To update the chart's data, either type the range in the **Chart data range** field or press the button shown as (1) in Exhibit 4 and select the range with your mouse.
  - b. If the table's data is showing as labels in the chart and the table's labels are showing as the chart's data, press the button **Switch Row/Column**, shown as (2) in Exhibit 4.
  - c. Press the **Hidden and Empty Cells** button, shown as (3) in Exhibit 4, to choose how to treat cells with no data. You will notice a *Hidden and Empty Cells Settings* window pop up as shown in Exhibit 5.
    - i. Choose option (1), **Gaps**, if you want the empty cells to show as gaps.
    - ii. Choose option (2), **Zero**, if you want empty cells to be considered to have a zero value.
    - iii. Choose option (3), **Line**, if you're using a line graph and would like to display the cell as a line.
    - iv. Place a checkmark on Show data in hidden rows and columns, shown as option (4) if you would like to include any hidden cells in your chart.
4. Press **OK** to dismiss the *Select Data Source* window.

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**Illustration:**

Exhibit 1: Insert tab (1) and Charts section (2)

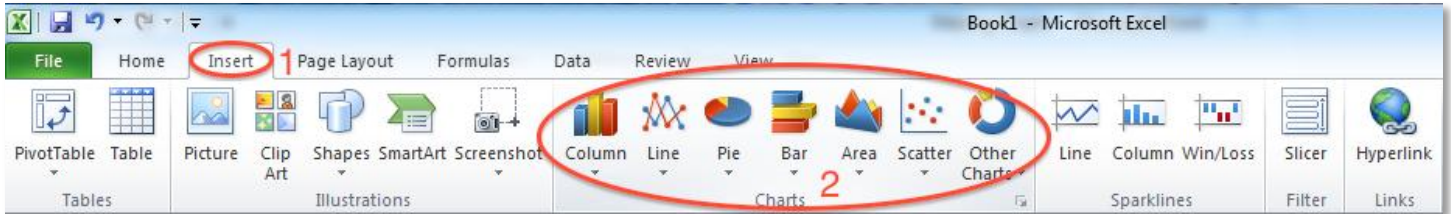


Exhibit 2: Design tab (1) and Chart Layouts dropdown (2)

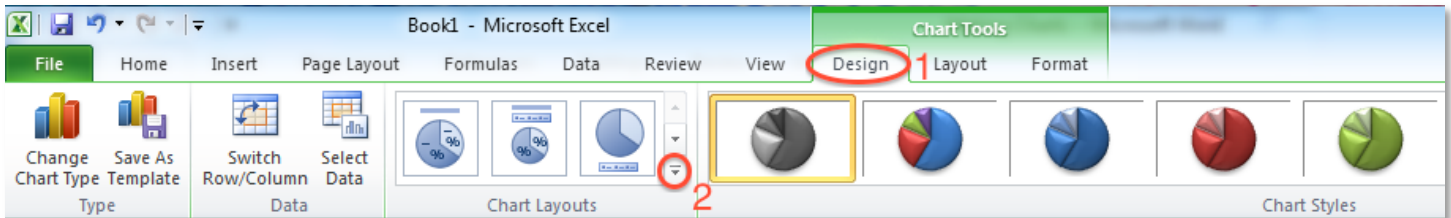


Exhibit 3: Design tab (1) and Select Data (2)

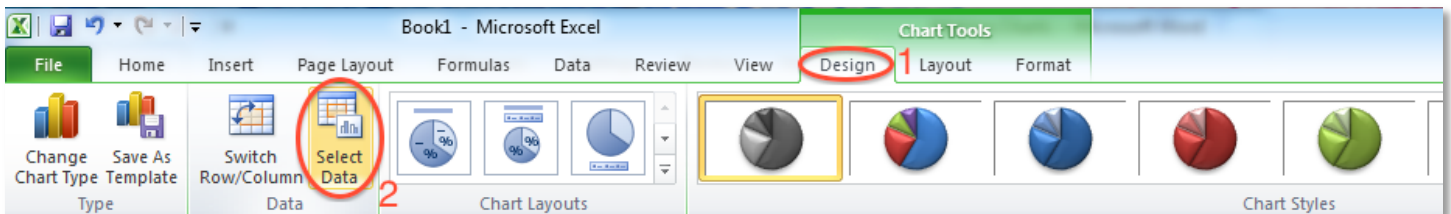


Exhibit 4: Select Data Source window

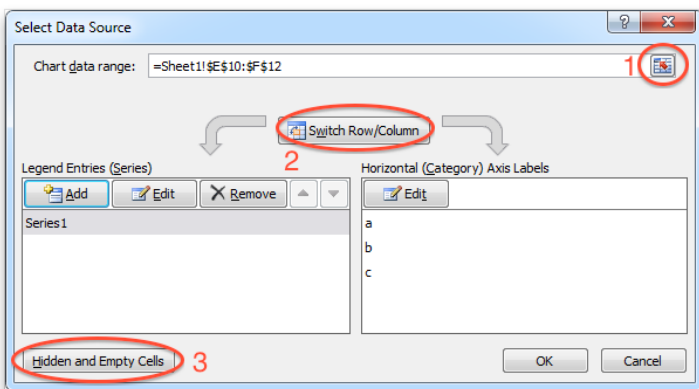


Exhibit 5: Hidden and Empty Cells Settings window

