Basic Excel Charting Tips

Select the data you wish to plot.

Click insert on the ribbon.

Select the chart type you want to use depending on what you want to convey.

Here you see the first option, 2-D Column.

The new chart may not display the data the way you like, but we can easily edit the contents.
Right click on the main chart background and choose Select Data.

Edit horizontal or vertical data as necessary.

Because I don’t want each year counted as a bar - Click on Series 1, Remove, and then OK.

But I still need to change the numbers 1-5 to show as 2007-2011. To do this, right click on the chart and choose Select Data. Click on edit as is shown below:
Under chart tools on the ribbon select **Layout** and you will be presented with options to add Chart titles, axis titles, gridlines, etc.

Select the years you want to display and enter **OK** on the Axis Labels pop-up.

Now the chart is displaying your dates instead of numbers.
To add a title -

Click on Chart Title and choose from the following options:

I’ve chosen Above Chart for a clean look:

Next up is adding a title to either of your axes.

I’m using a Horizontal title on the Vertical axis.

Once you have entered your Titles you can click and drag the text boxes into position.
At this point you can right click on any of your bars of data to “Format Data Series.”

Options include selecting fill patterns, border colours, styles, etc.

I’m choosing a strawberry from clip art.

Select Stack the picture and close.
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Tips:

Excel ribbon options are often duplicated with a right click on your mouse.

Depending on where you click – on the chart background, on a line of the graph or on the gridlines – you are offered different options.

To move your chart on to a new sheet, click on Design and then on Move Chart to a New Sheet.

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Optionally – under the Layout menu, add text boxes, shapes, remove gridlines, etc.