Excel 2007: Creating a Basic Chart

To Create a Basic Chart:
1) Highlight the data to be charted
2) Select the Insert Ribbon

3) Select a Chart Type
4) Select a Chart Style

To Move your Chart:
Click and drag the chart to a new location on the worksheet
The Ribbon at the top of the screen has changed so chart options are just a click away. If you do not see the chart icons on your Ribbon, click on your chart to select it.

- **To Adjust the Chart Style:**
  Select a different style from the Ribbon

- **To Adjust the Chart Type:**
  Select a different chart type from the Ribbon

- **To Change the Chart Layout (the location of the Title/Legend):**
  Select a different layout from the Ribbon

**Note:** you are able to scroll in the Layout section and see other chart layouts that you can apply.

**To Enter a Title on your Chart:**
1) Make sure you have selected a chart layout that includes a Title area.
2) Double click where you see the text Chart Title
3) Enter a Title

**To Size the Chart:**
1) Position your mouse on one of the corners of the chart
2) Click and drag your mouse to either increase or decrease the size of the chart