

Microsoft Excel 2007

Lesson 7: Charts and Comments

Open Example.xlsx if it is not already open.

Click on the **Example 3** tab to see the worksheet for this lesson. This is essentially the same worksheet that we completed in Lesson 4.

In Lesson 7 we will plot some of the information on this worksheet.

Register					
Day	1	2	3	4	Daily Total
Monday	\$ 2,032	\$ 1,227	\$ 2,143	\$ 566	\$ 5,968
Tuesday	\$ 1,785	\$ 1,567	\$ 2,271	\$ 803	\$ 6,426
Wednesday	\$ 2,237	\$ 1,454	\$ 1,983	\$ 965	\$ 6,639
Thursday	\$ 2,876	\$ 1,981	\$ 3,249	\$ 327	\$ 8,433
Friday	\$ 2,118	\$ 1,527	\$ 2,671	\$ 543	\$ 6,859
Saturday	\$ 3,873	\$ 2,173	\$ 4,371	\$ 699	\$ 11,116
Sunday	\$ 877	\$ 425	\$ 1,655	\$ 158	\$ 3,115
Register Total	\$ 15,798	\$ 10,354	\$ 18,343	\$ 4,061	\$ 48,556
Percent	33%	21%	38%	8%	

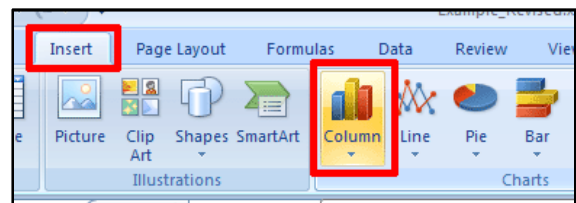
Creating a Column Chart

Let's plot the daily total receipts for each day.

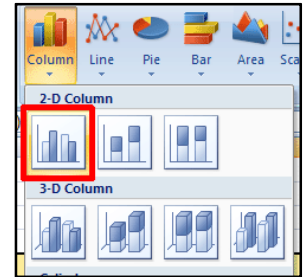
First, select the data you want to plot.

4	Daily Total
\$ 566	\$ 5,968
\$ 803	\$ 6,426
\$ 965	\$ 6,639
\$ 327	\$ 8,433
\$ 543	\$ 6,859
\$ 699	\$ 11,116
\$ 158	\$ 3,115
\$ 4,061	\$ 48,556
8%	

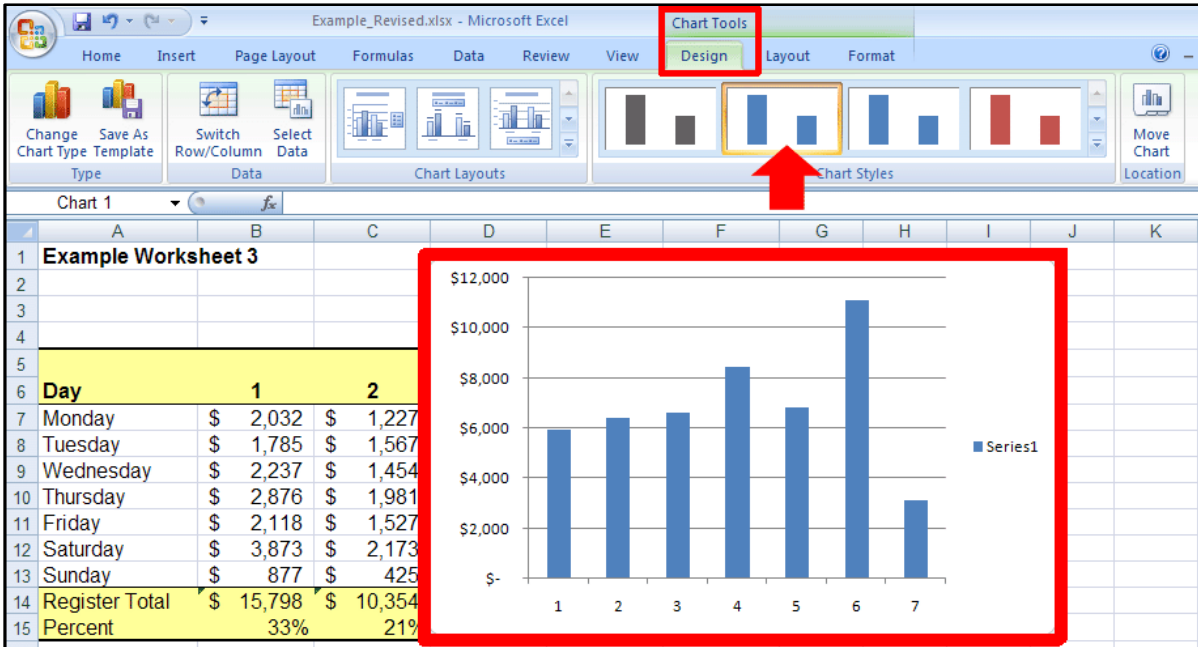
Choose the **Insert** ribbon and click on **Column** in the **Chart** section.



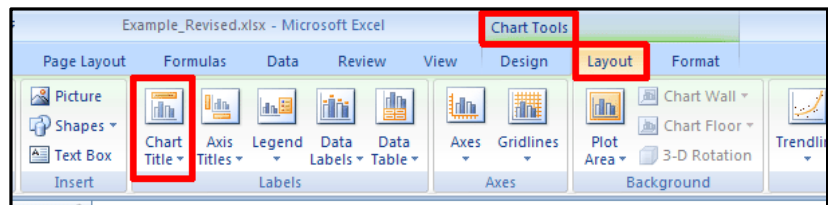
For this example choose a standard clustered column **2-D Column** chart.



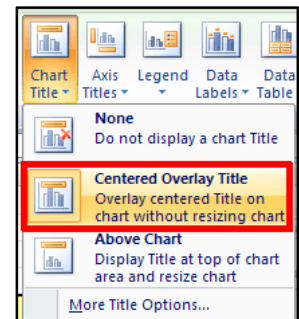
You will see the chart in the workspace. We can use the **Chart Tools** ribbon to put more detail on the chart.



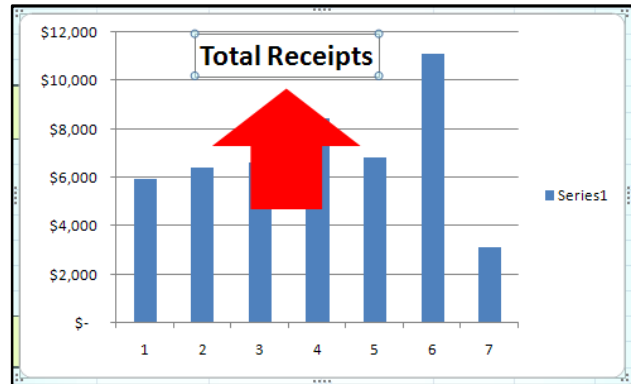
Select the **Chart Tools Layout** ribbon and click on **Title**.



Choose a **Center Overlay Title** to add the title without resizing the chart.

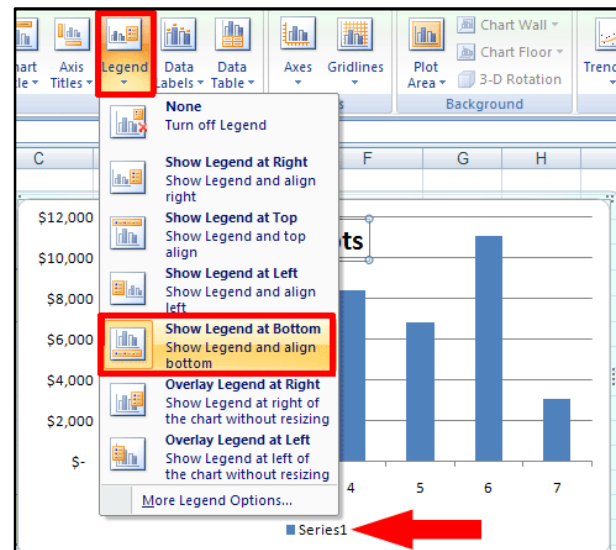


Double-click on the title box and type in the phrase “**Total Receipts.**” Drag the title box slightly so it fits between the horizontal lines.



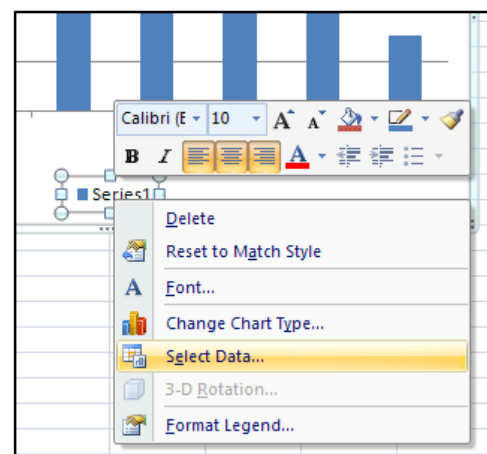
The legend of the chart is the name of the items that are being plotted – generically called “Series 1” on the current chart. Let’s move the legend to the bottom of the chart.

Click on **Legend** and choose **Show Legend at Bottom**.

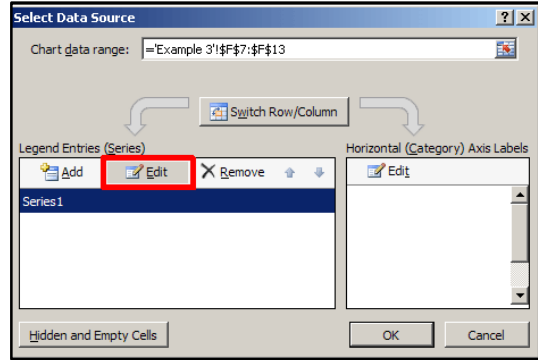


Sometimes, Excel will make a guess at the legend on the basis of the spreadsheet. In this case it has not, so we need to give the legend a name.

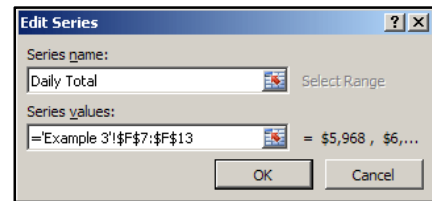
Right-click on the Legend (currently named “Series 1”) to select it and to display the pop-up menu. Choose **Select Data** from the menu.



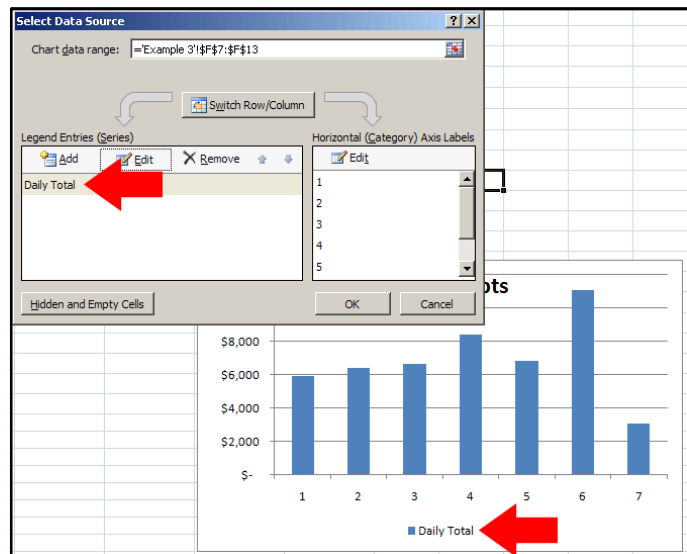
In the “Select Data Source” window, click on **Series 1** to select it and then click on **Edit** under **Legend Entries (Series)**



In the “Edit Series” window that appears, enter **Daily Total** in the **Series Name** text box. Click on **OK**.

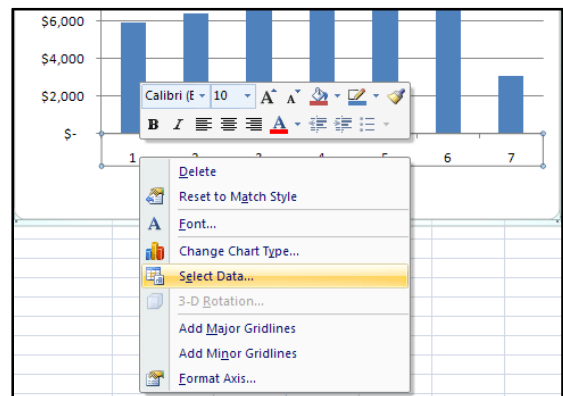


You should see “Daily Total” displayed as the name of the series in the “Select Data Source” window and in the chart. Click on **OK**.

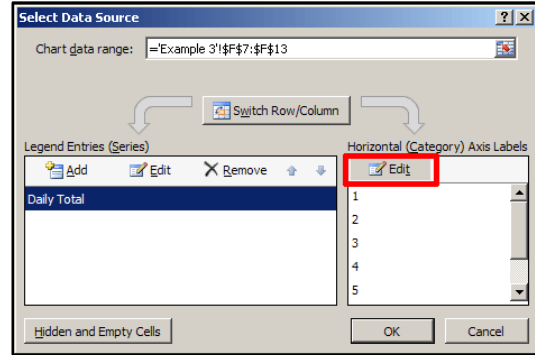


The x-axis labels currently are “1, 2, 3, . . . ,” which doesn’t tell much about the chart. We need to change them to the days of the week.

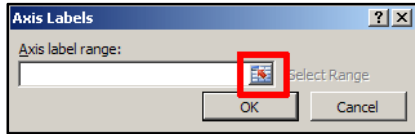
Right-click somewhere along the line of x-axis labels to select them. In the pop-up menu, choose **Select Data**.



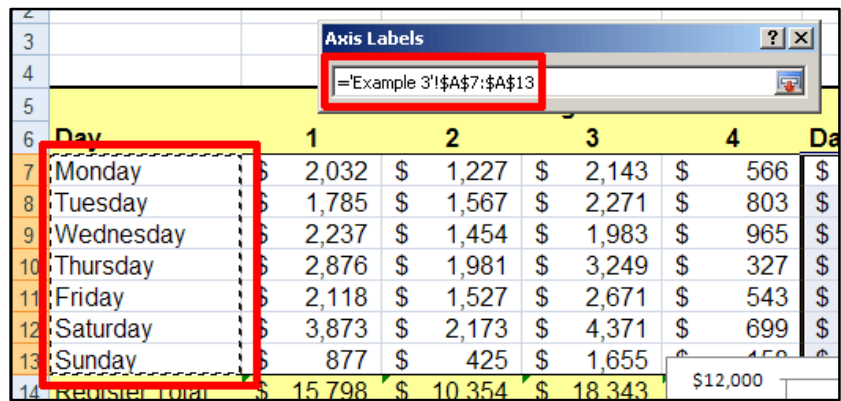
In the “Select Data Source” window, click on **Edit** under **Horizontal (Category) Axis Labels**.



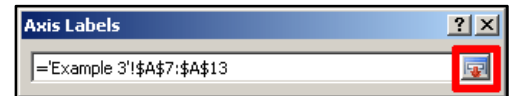
Click on the **Select Range** icon in the “Axis Labels” window.



Select the days of the week in cells A7 through A13 of the worksheet. You should see this range displayed in the “Axis Labels” window.

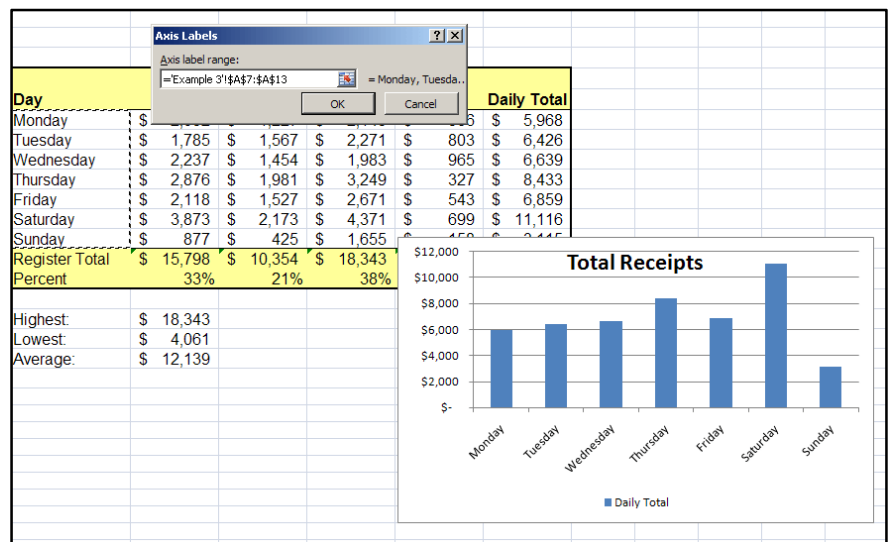


Click on the **Select Range** icon again

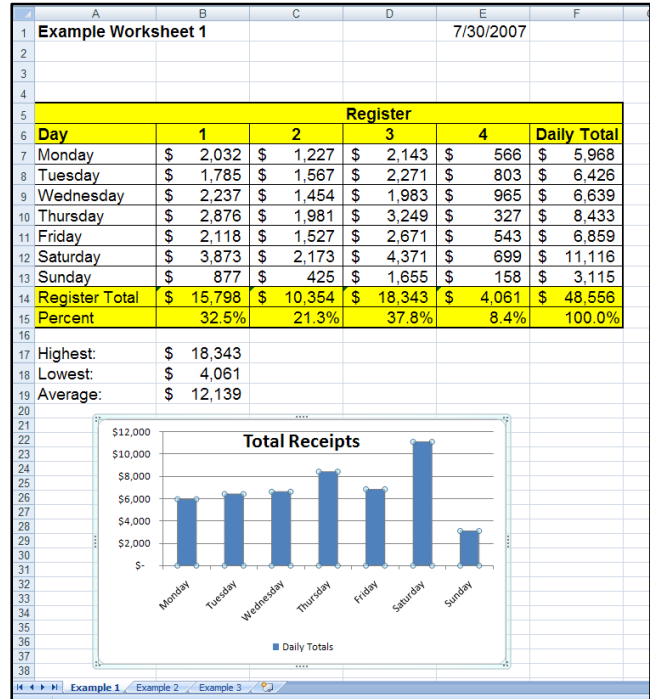


You should see the days of the week along the x-axis.

Click on **OK** twice.

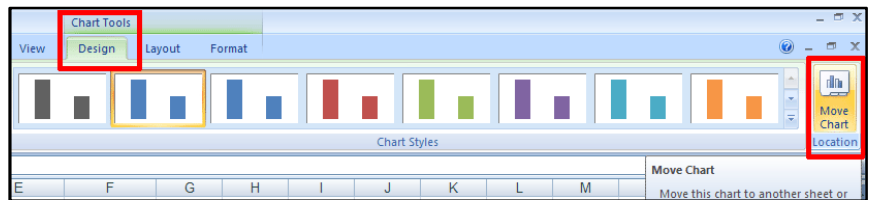


By default, the chart has been created as a floating object in the worksheet. You can “grab” it with the mouse and position it on the spreadsheet. Move the chart so that it is below the table, as shown at the right.



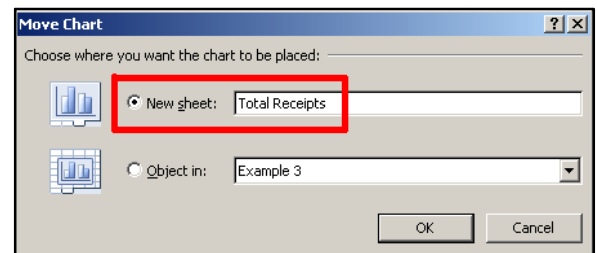
You also can make the chart a separate sheet.

Under the **Chart Tools, Design** tab select **Move Chart**.

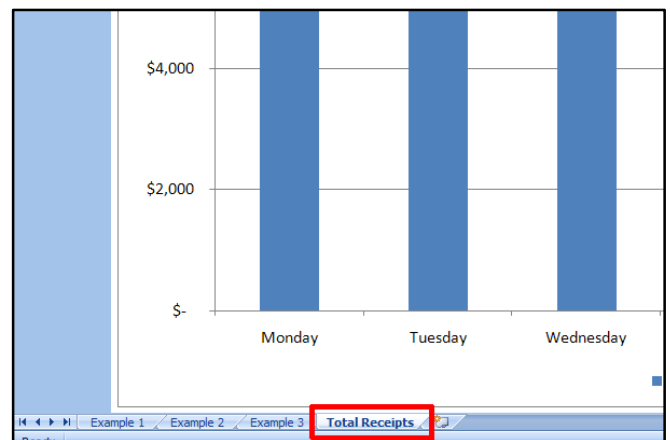


In the “Move Chart” window, select **New sheet** and name it **Total Receipts**.

Click on **OK**.



You should see the chart created as a new sheet with the tab “Total Receipts.”

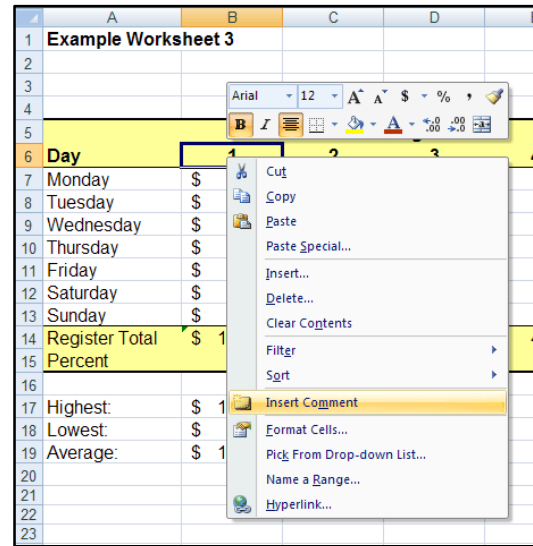


Adding Comments to a Worksheet

Frequently it is useful to attach comments to cells, either to help you remember something later or to help explain something to another person using the spreadsheet.

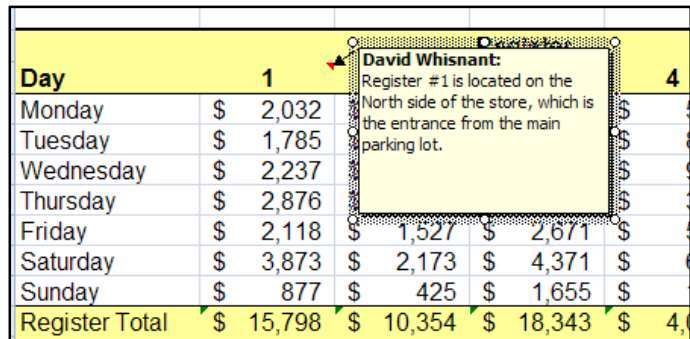
Suppose that we would like to attach a comment to the number representing each register explaining where the register is located.

Select the **Example 3** tab and right-click on cell B6, which holds the number of register #1. Click on **Insert Comment** in the menu that pops up.



In the comment box that pops up, enter the information shown here. You will need to pull on the lower right corner of the comment box to make it larger.

When you have entered the information, click elsewhere on the worksheet and the comment box will be hidden.



Notice that the comment only shows when the cursor is moved over the cell to which is attached.

Day	Register		
	1	2	3
Monday	\$ 2,032	\$ 1,227	\$ 2,143
Tuesday	\$ 1,785	\$ 1,567	\$ 2,271
Wednesday	\$ 2,237	\$ 1,454	\$ 1,983
Thursday	\$ 2,876	\$ 1,981	\$ 3,249
Friday	\$ 2,118	\$ 1,527	\$ 2,671
Saturday	\$ 3,873	\$ 2,173	\$ 4,371
Sunday	\$ 877	\$ 425	\$ 1,655
Register Total	\$ 15,798	\$ 10,354	\$ 18,343
Percent	33%	21%	38%

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Sunday	\$ 877	\$ 425	\$ 1,655
Register Total	\$ 15,798	\$ 10,354	\$ 18,343
Percent	33%	21%	38%

Add comments to cells C6, D6, and E6:

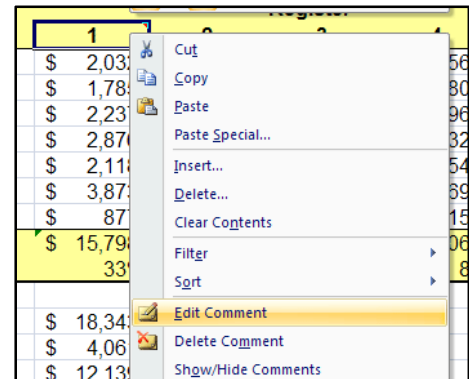
C6 : “Register #2 is located on the East side of the store, which is a side entrance from the main parking lot.”

D6: “Register #3 is located on the West side of the store, which is a side entrance from the main parking lot.”

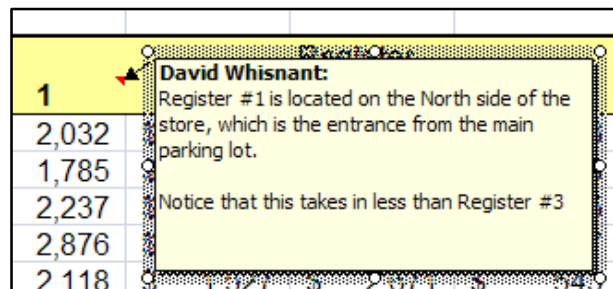
E6: “Register #4 is located on the South side of the store, which is the entrance from the rear parking lot.”

Editing a Comment

Suppose that you would like to change the wording on the Register 1 comment. Right-click on cell B6 to bring up the menu and choose **Edit Comment**.



This will display the comment box. Drag the edge of the box to make it larger and add the text shown at the right.

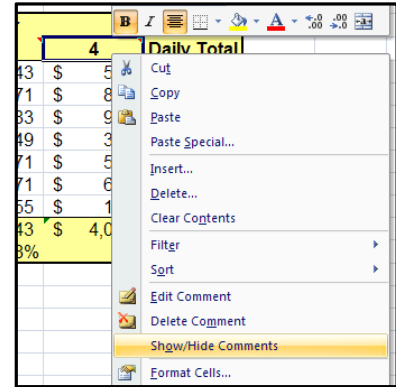


Deleting a Comment

Note that **Delete Comment** also is on the menu above. You can click on this to delete a comment if you don't need it anymore.

Showing a Comment

Register #4 is the obvious outlier, so it might be useful to keep its comment always visible. Right-click on cell E6 and select **Show/Hide Comments**.



The comment box now will show no matter where the cursor is located.

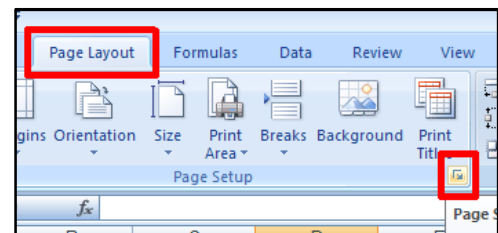
Click on the comment box to select it. When the box is selected, you will see that it is surrounded by a fuzzy gray border. Grab this border and move the comment box down so that it does not cover anything in the table.

Register					
Day	1	2	3	4	Daily Total
Monday	\$ 2,032	\$ 1,227	\$ 2,143	\$ 566	\$ 5,968
Tuesday	\$ 1,785	\$ 1,567	\$ 2,271	\$ 803	\$ 6,426
Wednesday	\$ 2,237	\$ 1,454	\$ 1,983	\$ 965	\$ 6,639
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Sunday	\$ 877	\$ 425	\$ 1,655	\$ 158	\$ 3,115
Register Total	\$ 15,798	\$ 10,354	\$ 18,343	\$ 4,061	\$ 48,556
Percent	33%	21%	38%	8%	
Highest:	\$ 18,343				
Lowest:	\$ 4,061				
Average:	\$ 12,139				

David Whisnant:
Register #4 is located on the South side of the store, which is the entrance from the rear parking lot.

Printing a Page with Comments Showing

Under the **Page Layout** tab, click on the expansion arrow in the lower right corner of the **Page Setup** section.



Select the **Sheet** tab and choose **As displayed on sheet** in the **Comments** menu. Click on **OK**.

Try **Print Preview**. You should see that the comments box is printed out.

