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select the data you want to use for your chart click insert recommended charts on the recommended charts tab scroll through the list of charts that excel recommends for your data and click any chart to see how your data will look tip if you don t see a chart you like click all charts to see all available chart types

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a chart in excel contains axes axis titles chart title data table data labels error bars gridlines legend lines trendline and up down bars you can easily add change or remove these elements in excel

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excel 2007 offers a wide range of chart options including line graphs bar graphs pie charts scatter plots and more you can find these options under the charts group in the insert tab each chart type has its own unique visual representation allowing you to choose the one that best suits your data

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highlight part of the range and release the mouse button then hold down the ctrl key and select the rest of the range when you re ready to choose a chart go to the insert tab and click a chart type

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