

Create a chart



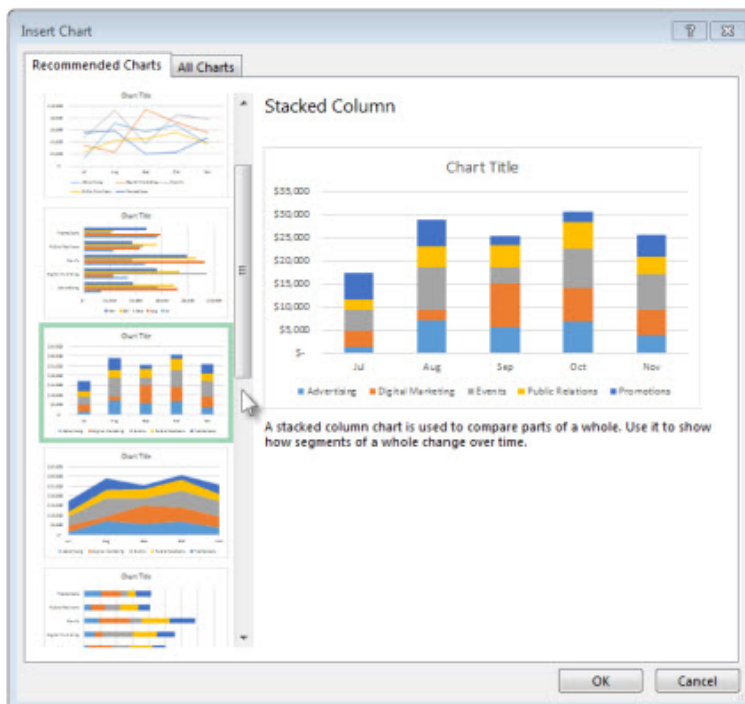
Touch Guide

Exploring [charts in Excel](#) and finding that the one you pick isn't working well for your data is a thing of the past! Try the **Recommended Charts** command on the **Insert** tab to quickly create a chart that's just right for your data.

1. Select the data for which you want to create a chart.
2. Click **Insert > Recommended Charts**.



3. 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.



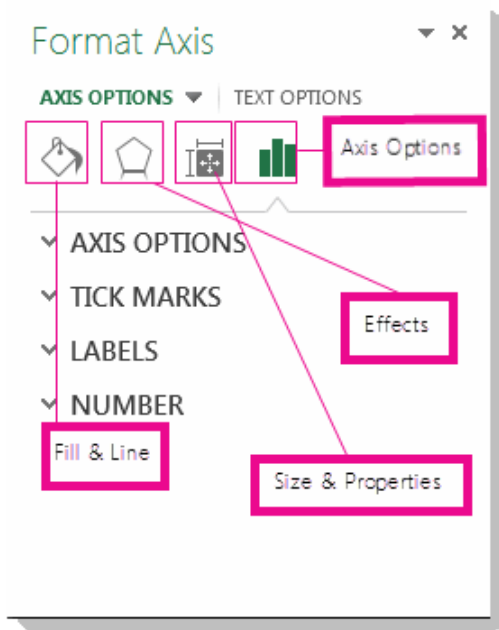
TIP If you don't see a chart you like, click **All Charts** to see all available chart types.

4. When you find the chart you like, click it > **OK**.
5. Use the **Chart Elements**, **Chart Styles**, and **Chart Filters** buttons next to the upper-right corner of the chart to add chart elements like axis titles or data labels, customize the look of your chart, or change the data that's shown in the chart.
6. To access additional design and formatting features, click anywhere in the chart to add the Chart Tools to the ribbon, and then click the options you want on the **Design** and **Format** tabs.



Format your chart

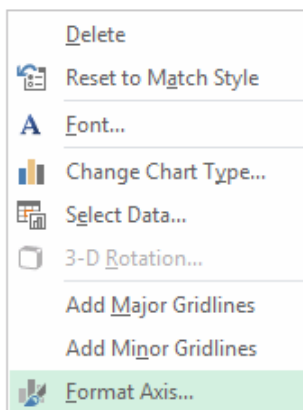
Although the **Chart Tools** ribbon is full of cool things you can do to your chart, sometimes you might want more control. In earlier versions of Office, advanced formatting options were buried deeply in hard to find, complex dialog boxes. Now these options are available in clean, shiny, new task panes. Select the chart element (for example, data series, axes, or titles), right-click it, and click **Format <chart element>**. And presto, the new **Format** pane magically appears with options that are tailored for the selected chart element.



Clicking the small icons at the top of the pane, moves you to other parts of the pane with more options. And if you click on a different chart element, you'll see that the task pane automatically updates to the new chart element.

For example, to format an axis

1. Right-click the chart axis, and click **Format Axis**.



2. In the **Format Axis** task pane, make the tweaks you want.