

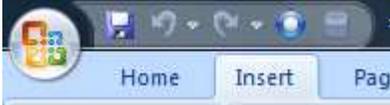
Creating Budget charts in Excel

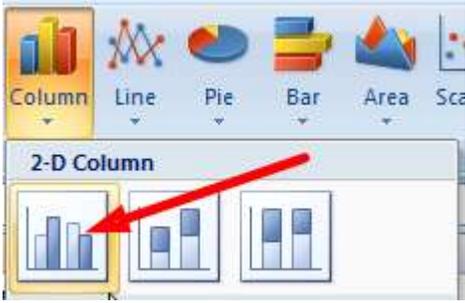
In this lesson we will use the budget that you created in a previous lesson to make charts that illustrate the data. You will need the budget to complete this assignment.

- Open the Budget that you created in the previous lesson. It should look like the document below.
- We are going to chart the area outlined below.

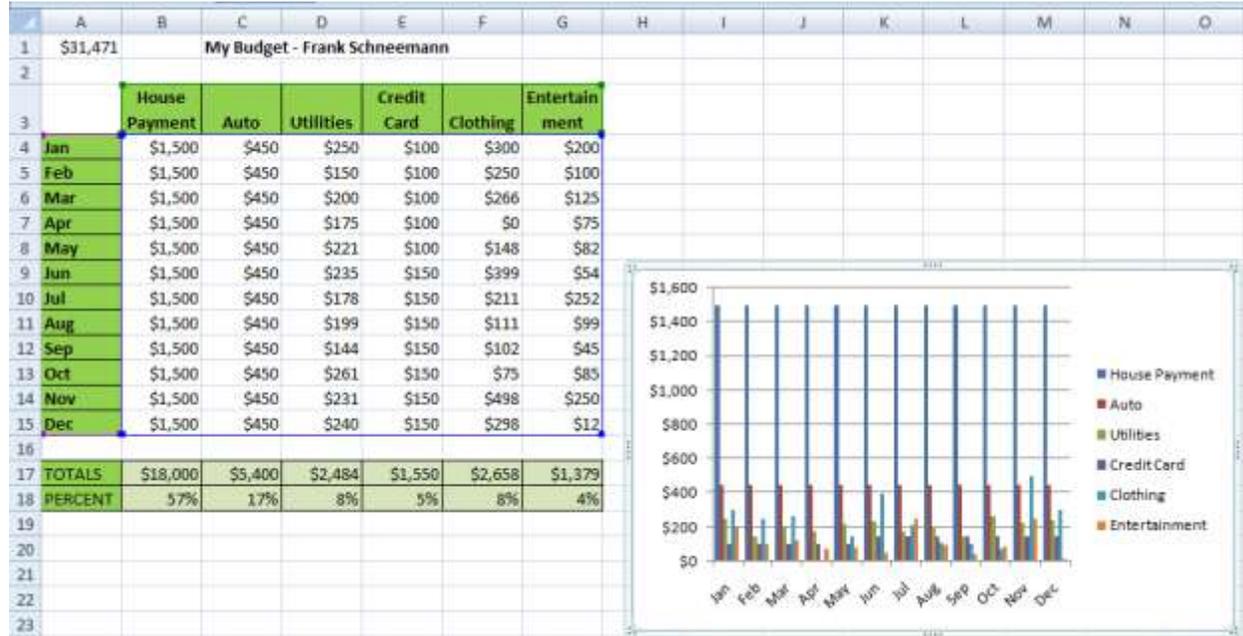
	A	B	C	D	E	F	G	
1	\$31,471	My Budget - Frank Schneemann						
2								
3		House Payment	Auto	Utilities	Credit Card	Clothing	Entertainment	
4	Jan	\$1,500	\$450	\$250	\$100	\$300	\$200	
5	Feb	\$1,500	\$450	\$150	\$100	\$250	\$100	
6	Mar	\$1,500	\$450	\$200	\$100	\$266	\$125	
7	Apr	\$1,500	\$450	\$175	\$100	\$0	\$75	
8	May	\$1,500	\$450	\$221	\$100	\$148	\$82	
9	Jun	\$1,500	\$450	\$235	\$150	\$399	\$54	
10	Jul	\$1,500	\$450	\$178	\$150	\$211	\$252	
11	Aug	\$1,500	\$450	\$199	\$150	\$111	\$99	
12	Sep	\$1,500	\$450	\$144	\$150	\$102	\$45	
13	Oct	\$1,500	\$450	\$261	\$150	\$75	\$85	
14	Nov	\$1,500	\$450	\$231	\$150	\$498	\$250	
15	Dec	\$1,500	\$450	\$240	\$150	\$298	\$12	
16								
17	TOTALS	\$18,000	\$5,400	\$2,484	\$1,550	\$2,658	\$1,379	
18	PERCENT	57%	17%	8%	5%	8%	4%	

<p>Selecting the area to be charted.</p> <ul style="list-style-type: none"> Click in cell A3 Highlight to cell G15 		A	B	C	D	E	F	G	
	1	\$31,471	My Budget - Frank Schneemann						
	2								
	3		House Payment	Auto	Utilities	Credit Card	Clothing	Entertainment	
	4	Jan	\$1,500	\$450	\$250	\$100	\$300	\$200	
	5	Feb	\$1,500	\$450	\$150	\$100	\$250	\$100	
	6	Mar	\$1,500	\$450	\$200	\$100	\$266	\$125	
	7	Apr	\$1,500	\$450	\$175	\$100	\$0	\$75	
	8	May	\$1,500	\$450	\$221	\$100	\$148	\$82	
	9	Jun	\$1,500	\$450	\$235	\$150	\$399	\$54	
	10	Jul	\$1,500	\$450	\$178	\$150	\$211	\$252	
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	13	Oct	\$1,500	\$450	\$261	\$150	\$75	\$85	
	14	Nov	\$1,500	\$450	\$231	\$150	\$498	\$250	
	15	Dec	\$1,500	\$450	\$240	\$150	\$298	\$12	
	16								
	17	TOTALS	\$18,000	\$5,400	\$2,484	\$1,550	\$2,658	\$1,379	
18	PERCENT	57%	17%	8%	5%	8%	4%		

<ul style="list-style-type: none"> Click the Insert Tab 	
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<ul style="list-style-type: none"> Select the simple 2D Column chart 	
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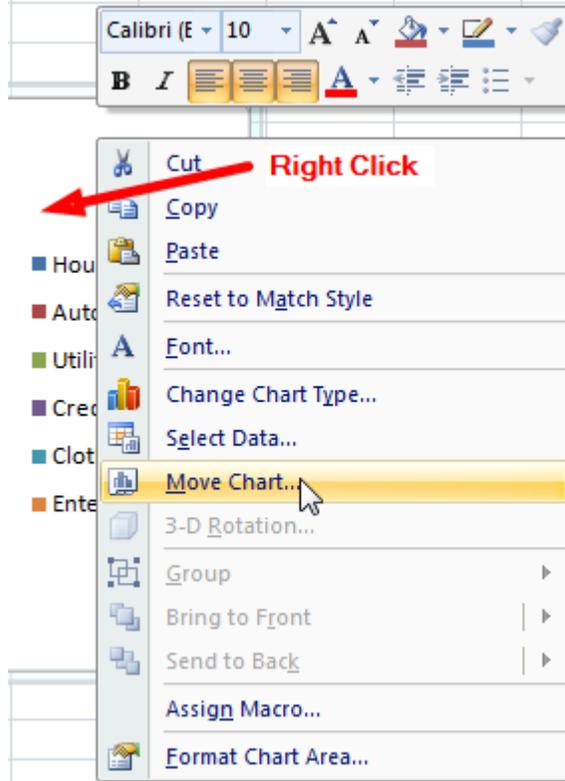
- Your chart will on your worksheet

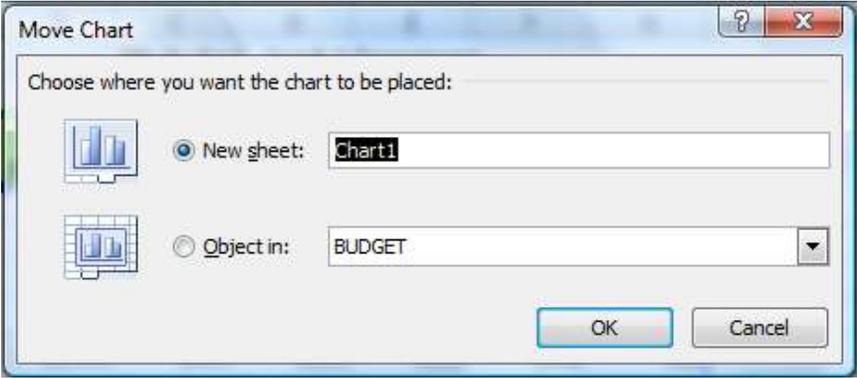
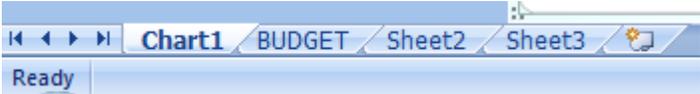
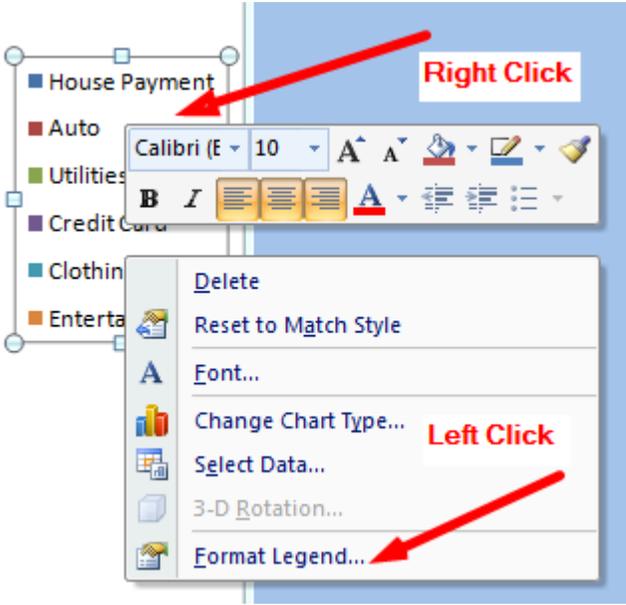


We want to move your chart to Worksheet 2 below

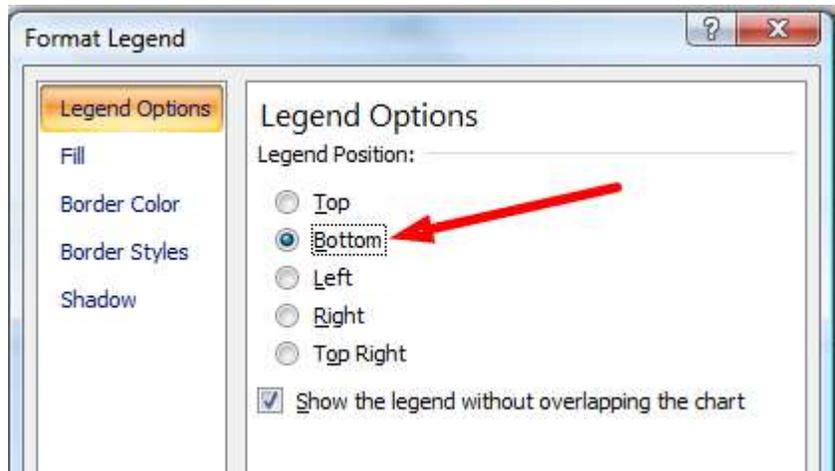


- Right Click on the blank area as shown
- Select Move Chart

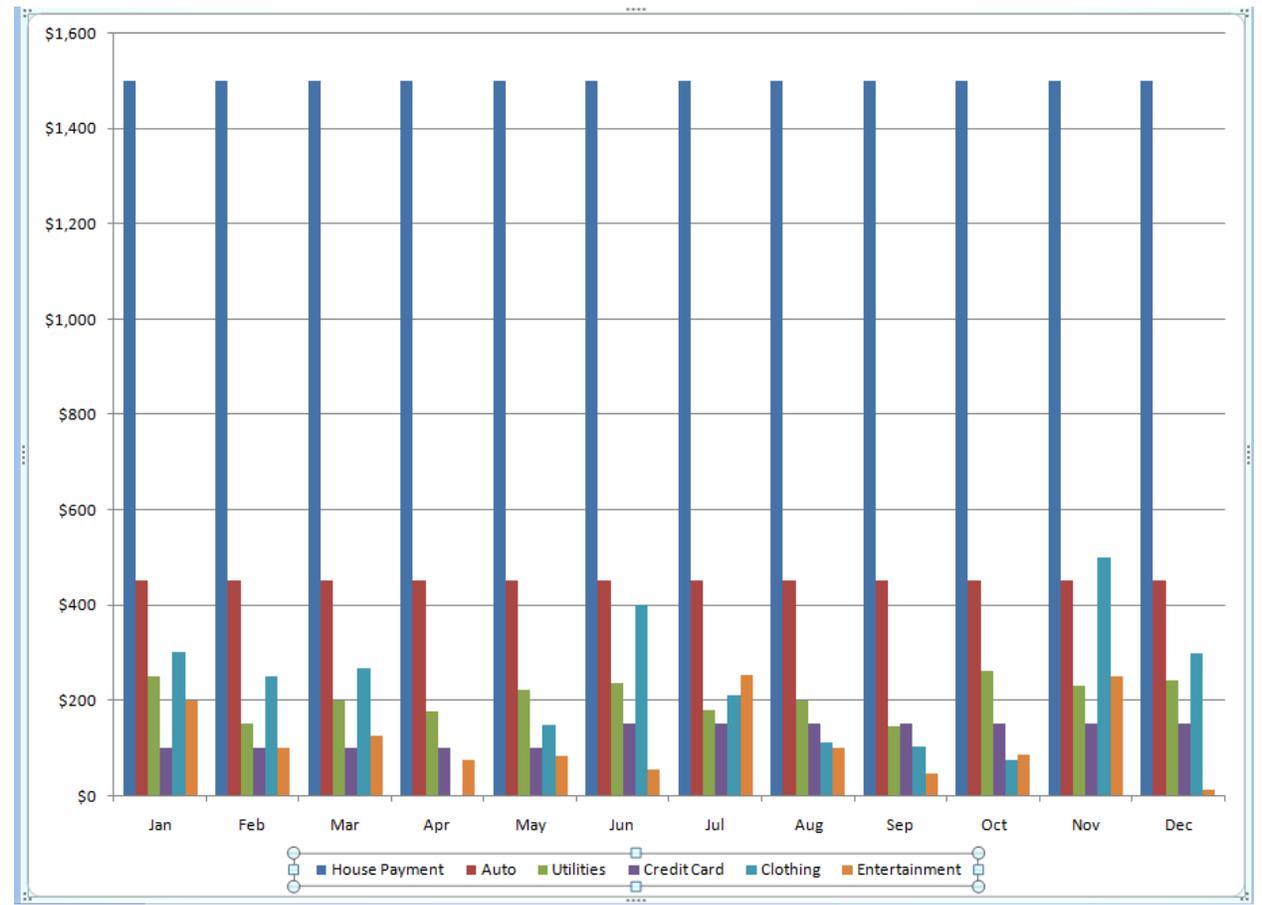


<ul style="list-style-type: none"> • Click New Sheet to move the chart • Give a name for your sheet • Click OK 	
<ul style="list-style-type: none"> • Your chart has been moved to a sheet below t 	
<ul style="list-style-type: none"> • Right click on the Legend • Left Click Format Legend 	

- Select the options as shown on the right to place the legend at the bottom of the chart



Your chart should look like the one below.



Creating a chart from non-contiguous data on your spreadsheet

Creating a chart from the entire spreadsheet is good. But, what if we want to create a chart to compare February data and July data. Here is how

	A	B	C	D	E	F	G
1	\$31,471	My Budget - Frank Schneemann					
2							
3		House Payment	Auto	Utilities	Credit Card	Clothing	Entertainment
4	Jan	\$1,500	\$450	\$250	\$100	\$300	\$200
5	Feb	\$1,500	\$450	\$150	\$100	\$250	\$100
6	Mar	\$1,500	\$450	\$200	\$100	\$266	\$125
7	Apr	\$1,500	\$450	\$175	\$100	\$0	\$75
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16							
17	TOTALS	\$18,000	\$5,400	\$2,484	\$1,550	\$2,658	\$1,379
18	PERCENT	57%	17%	8%	5%	8%	4%

- Click in cell A3
- Highlight cells A3 to G3 (category headings)
- Hold down the CTRL key



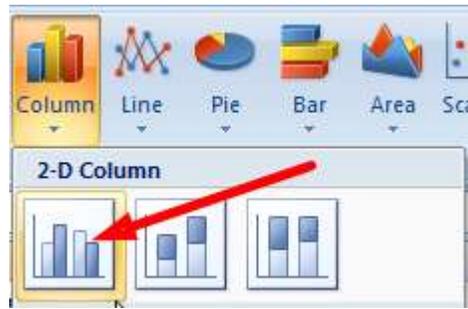
- Highlight cells A5 to G5 (February data)
- KEEP THE CTRL KEY DOWN
- Highlight cells A10 to G10 (July data)

	A	B	C	D	E	F	G
1	\$31,471	My Budget - Frank Schneemann					
2							
3		House Payment	Auto	Utilities	Credit Card	Clothing	Entertainment
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5	Feb	\$1,500	\$450	\$150	\$100	\$250	\$100
6	Mar	\$1,500	\$450	\$200	\$100	\$266	\$125
7	Apr	\$1,500	\$450	\$175	\$100	\$0	\$75
8	May	\$1,500	\$450	\$221	\$100	\$148	\$82
9	Jun	\$1,500	\$450	\$235	\$150	\$399	\$54
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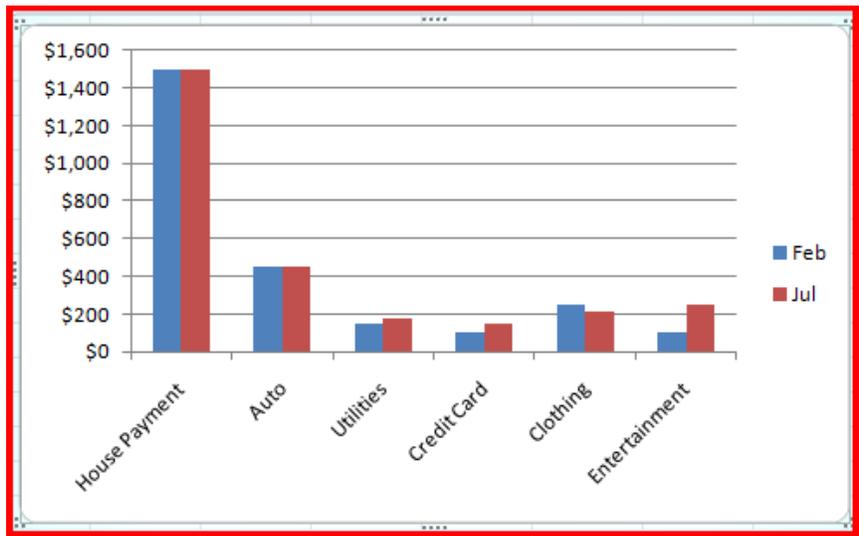
- Click the Insert Tab



- Select the simple 2D Column chart



- You now have a chart that compares February and July monthly expenditures



- Place your chart in a sheet of its own as you did for the former chart
- You should have the following sheets:



- Chart 1, Chart 2 and Budget all in the same workbook

- Dress-up your chart any way that you want to.
- Save your spreadsheet and the charts will be saved with it
- Print your Budget and both charts and submit for credit.

Now create a new spreadsheet with carts on any topic you choose.

When you have finished print your new spreadsheet and charts and turn them in also for credit