FORMATTING NUMBERS

1. Select the cells containing the numbers you want to format.
2. From the **Number** group on the **Home** tab:
   a. Use **Accounting** or **Currency** format style to add a ($)
   b. Use **Percent** style (%) to display percentages
   c. Use **Comma** style (,) to add commas & decimals
   d. **Increase or Decrease decimal** places
   e. Use **Format Cells dialog box** for more options

CREATING CHARTS

1. Select the cells containing the data and text you want to appear in the chart.
2. On the **Insert** tab, select the chart type and subtype in the **Charts** group.

MODIFYING CHARTS

To change elements in a chart, click the area you wish to change and the **Chart Tools** tab will appear at the top of the ribbon. Specific **styling** choices appear under the **Format** tab. To change **chart elements**, use the **Design** tab.
QUICK REFERENCE GUIDE: CHART TYPES

**Column Charts** - Compare distinct items or show single items at distinct intervals. Values are indicated by the height of the columns. Ex: Display how values change over time.

![Column Chart](image)

**Line Charts** - Use a series of consecutive points to plot a variable value over time and show you a trend. They imply a pattern of change over time.

![Line Chart](image)

**Area Charts** - Show the relative contributions over time that each data series makes to a whole picture. Ex: Showing how much the relative amounts of the principal and interest change over time of a mortgage.

![Area Chart](image)

**Bar Charts** - Compare distinct items/show single items at distinct intervals. Useful for comparing data items that are in competition.

![Bar Chart](image)

**Pie Charts** - Show the relationship between one or more “pieces” of the pie in comparison to the whole pie. Great for demographic data, budget info, sales figures, etc. They provide snapshots for specific periods of time.

![Pie Chart](image)

**Scatter Plots** – Merely plots the data points against their values. While less visually appealing, the lack of bar, columns or pie pieces can be an advantage since scatter diagrams allow viewers to draw their own conclusions.

![Scatter Plot](image)