

EXCEL TABLE CHART DEMO

BY
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LAB: EXCEL TABLE CHART DEMO

You have been asked to create a chart based on regional sales data that you can add data too quickly. Your boss wants the chart to always show the latest data. You want to create a system where all you would need to do is add data to the table and the chart would automatically update.

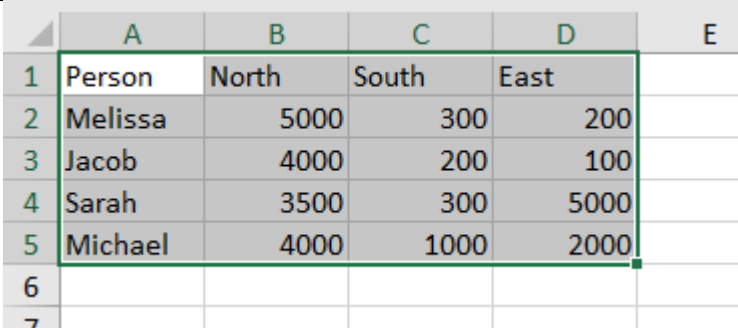
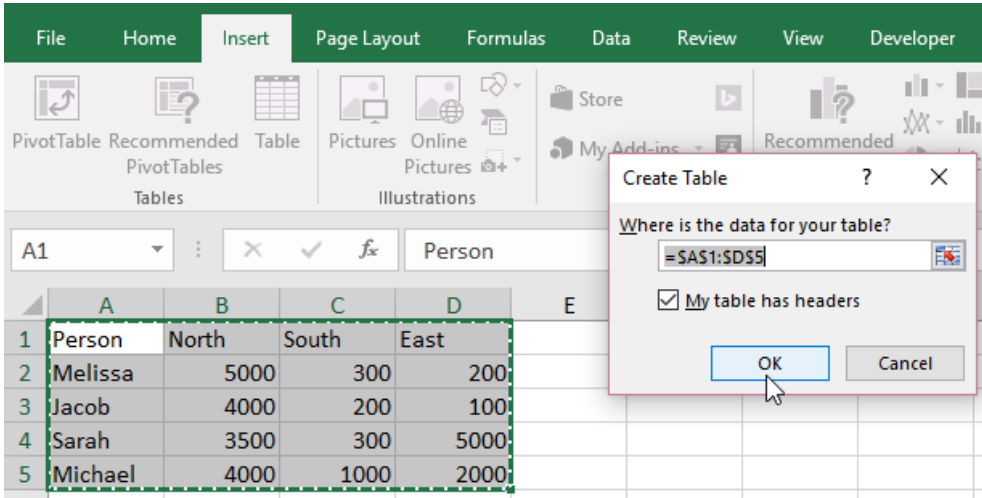
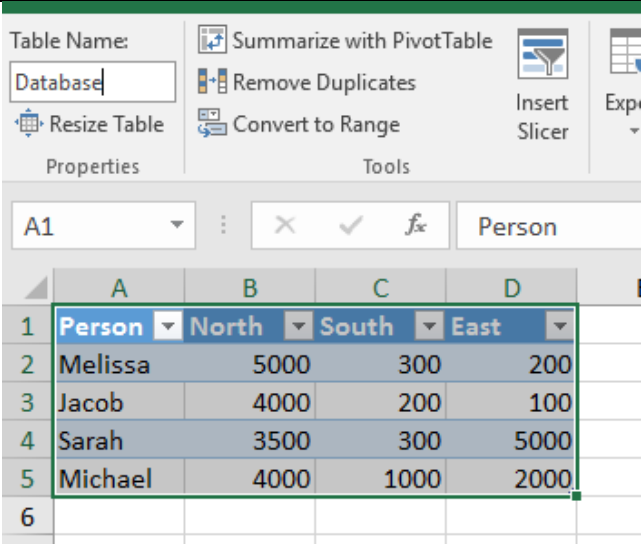
MODULE REQUIREMENTS

- ▶ Inserting a new Excel Table.
- ▶ Inserting a chart on a table.
- ▶ Adding and deleting chart data.

HINTS

STEP-BY-STEP INSTRUCTIONS

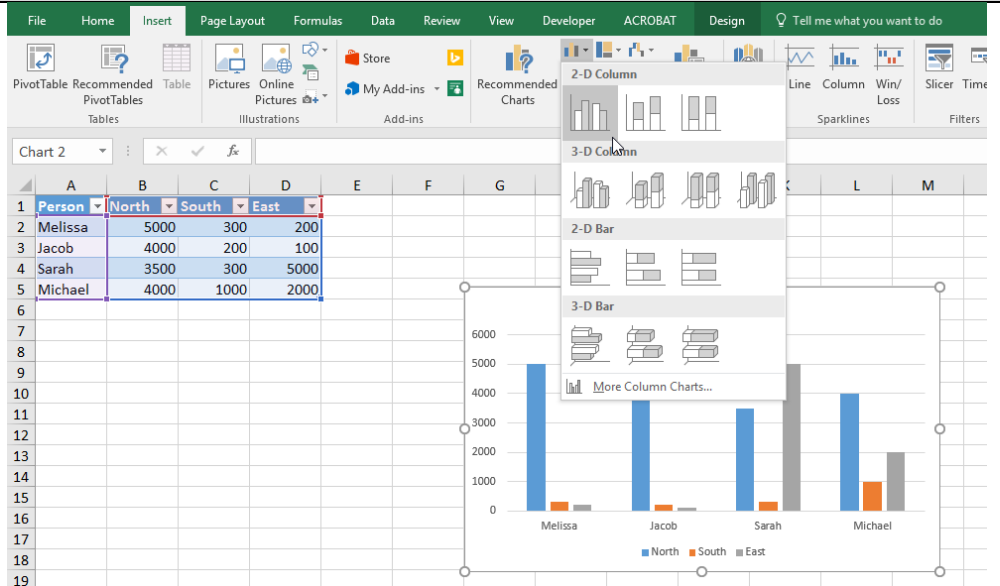
Click Steps	Screen Shots																																																																																																																
<div>1. Open the Mod 5-4 Excel Table Chart Example.xlsx Excel Workbook file from within the module files.</div> <div>2. Begin on the Excel Table worksheet tab.</div>	<table><tr><th></th><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th></tr><tr><td>1</td><td>Person</td><td>North</td><td>South</td><td>East</td><td></td><td></td></tr><tr><td>2</td><td>Melissa</td><td>5000</td><td>300</td><td>200</td><td></td><td></td></tr><tr><td>3</td><td>Jacob</td><td>4000</td><td>200</td><td>100</td><td></td><td></td></tr><tr><td>4</td><td>Sarah</td><td>3500</td><td>300</td><td>5000</td><td></td><td></td></tr><tr><td>5</td><td>Michael</td><td>4000</td><td>1000</td><td>2000</td><td></td><td></td></tr><tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>10</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>11</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>12</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>13</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>14</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>15</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		A	B	C	D	E	F	1	Person	North	South	East			2	Melissa	5000	300	200			3	Jacob	4000	200	100			4	Sarah	3500	300	5000			5	Michael	4000	1000	2000			6							7							8							9							10							11							12							13							14							15						
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Click Steps	Screen Shots
3. Highlight the range of the table (A1:D5).	
4. With the data selected, go to Insert > Table. 5. In the Create Table popup box double check that correct range appears in the input field and My table has headers is checked. If everything looks good, click OK.	
6. A table will appear. Immediately change the table's name. I recommend changing to "Database". (Design tab > Table Name.)	

Click Steps

- With the table selected, go to the Insert tab and insert a new 2-d column chart.

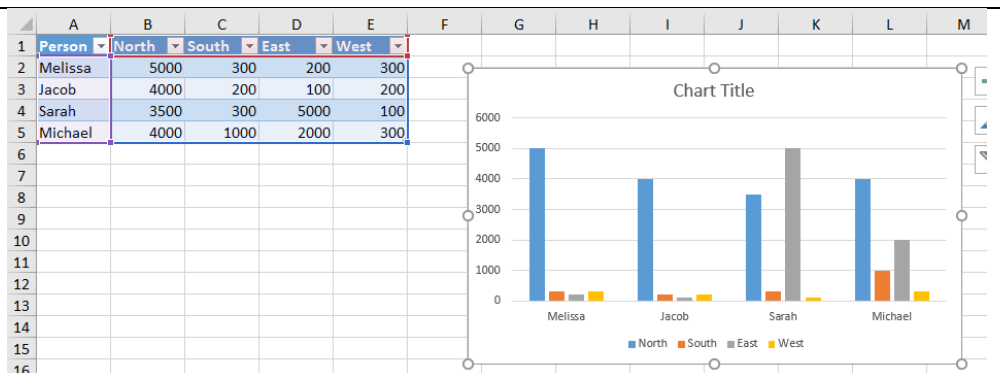
Screen Shots



- Notice your chart does not include the West region. To get that data, go to the Example worksheet tab.
- Select the West data, press CTRL+C to copy.

	A	B	C
1	Person	West	
2	Melissa	300	
3	Jacob	200	
4	Sarah	100	
5	Michael	300	
6			

- Go back to the Excel Table worksheet tab. Select cell E1. Press CTRL+V. Notice the chart automatically updates.



Click Steps

11. Go to cell A6. Add your name and some sample data for each region. Notice chart now updates once again to reflect the additional data.

Screen Shots

