

Formatting Graphs

- Open the “Excel Formatting Training_4-10-15” Excel File
- We are going to try out 2 different formatting techniques for your graphs
 - 1: Layered columns → Layered Finish Tab
 - 2: Banded background colors → Banded Finish Tab

Layered Graph

- Locate and click on the “Layered Start” tab and “Layered Finish” tab in the workbook
- Highlight data table → Insert clustered column graph
- Select graph → Switch row/column
- **Format size of graph**
 - Height: 5
 - Width: 8
- **Delete gridlines**
 - Click on the gridlines (you know they are selected when the blue dots appear)
 - Press delete
- **Set Test 1, 2, & 3 data series as secondary axes**
 - R click on test 1 series → format data series → secondary axis
 - Repeat for tests 2 and 3
- **Delete Secondary Axis**
- **Overlap clustered columns on primary axis** (All Students and Summer Students)
 - R click on All Students column → Format Data Series
 - Series Overlap: 100%
 - Gap Width: 10%
 - R click on Test 1 Column → format Data Series
 - Series Overlap: -50%%
 - Gap Width: 130%
- **Add Data Labels:** R click on each column → Add data labels
 - Format data labels
 - All Students and Summer Students:
 - R click
 - Label Contains: series name and value
 - Label Position: Inside End
 - Separator: new line
 - Tests 1-3:
 - R click
 - Label Contains: series name and value
 - Label Position: inside base
 - Separator: comma
 - Alignment: rotate all text 270
- **Show Legend at top**
- **Add Chart Title:** Participant Comparisons by Grade Level
- **Change colors as desired**

Banded Background Graph with Pictograms

- Locate the “Banded Start” and “Banded Finish” tabs in the workbook
- Highlight data table → Insert clustered column graph
- Select graph → Switch row/column
- Format size of graph
 - Height: 6
 - Width: 9.5
- **2 Methods for creating background bars**
 - **Method #1: Use stacked area as background**
 - Set Att 0-10 data series on secondary axes
 - R click on Att 0-10 series → format data series → secondary axis
 - Repeat for other Att columns
 - Change Att 0-10, etc. to stacked area type
 - R click on color 1 → Change series chart type → choose “Stacked Area”
 - Repeat for other Att. columns
 - *You will see that the color bars stack behind your “Day” column bars*
 - Delete Secondary Axis on right of graph
 - Delete gridlines
 - Click on the gridlines (you know they are selected when the blue dots appear)
 - Press delete
 - Format left axis: click axis → R click and select “Format Axis”
 - Maximum: Fixed at 30
 - Extend Stacked area across whole graph
 - Select graph → Layout → click axes → Secondary Horizontal Axis → Show Axis without labeling
 - Select secondary horizontal axis and R click → Format Axis → Position Axis: “On tick Marks”
 - **Method #2: use stacked bars as background**
 - Delete gridlines
 - Set Day 1, 2, 3, 4 data series as secondary axes
 - R click on day 1 series → format data series → secondary axis
 - Repeat for days 2, 3, and 4
 - Change Color 1, 2, and 3 to stacked column
 - R click on color 1 → Change series chart type → choose “Stacked Column”
 - Repeat for colors 2 and 3
 - *You will see that the color bars stack behind your “Day” column bars*
 - Extend Stacked bars across whole graph
 - R click on stacked bar → format data series → Gap Width: 0%
- **Add pictograms as your Day bars**
 - R click on Day 1 bar → format data series → Fill: select picture or texture fill
 - Insert file from: “File”, choose picture file from your folder → choose person pictogram image.
 - Make 1 image worth 5 days attendance
 - Click pictogram column → R click Format Data Series → Fill → Stack and Scale: 5 units/picture
 - Series Options
 - Series Overlap: 5%
 - Gap Width: 65%
- **Add Data Labels**
 - R click pictogram bar → Add Data labels
 - White, bold, size 14
- **Bold horizontal axis, add vertical title (Number of Days Attended)**
- **Delete legend and add in pre-made legend**
- **Add Days attended category labels**