

Clipboard Font Alignment Number Styles Cells Editing Analysis Add-ins

Paste, Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color, Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Merge & Center, Number: General, Currency, Percentage, Thousand Separator, Increase Decimal, Decrease Decimal, Styles: Conditional Formatting, Format as Table, Cell Styles, Cells: Insert, Delete, Format, Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analysis: Analyze Data, Add-ins: Add-ins

AutoSave Off Save Undo Redo

A1 Welcome

# Ten tips for charts

After going through these ten charting tips, you'll be faster and more efficient than ever before.



Let's go >

Hello, and welcome to Mark's Excel Tips. In this article, I will show you the first tip, in a series of 10, tips for Excel charts. After going through these ten charting tips, you'll be faster and more efficient than ever before. You can find the links to each of these 10 Excel tips at the bottom of this article. Let's get started.

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AutoSave On Save Undo Redo

R35 fx

A B C D E F G H I J K L M N O P Q R S T

# Tip #1: Press ALT+F1 to quickly make a chart.

- 1 Click anywhere inside the data below, from cell B12 to C16.
- 2 Press ALT+F1 (make sure your F-Lock key is on). If you're using a laptop, try ALT+FN+F1.
- 3 Excel creates a simple chart for you.
- 4 Now change it to another type of chart. On the **Design** tab, click **Change Chart Type**, and pick another chart that interests you.

**BONUS TIP**  
 Don't like the default chart type for **ALT+F1**? On the **Design** tab, click **Change Chart Type**, then right-click the chart you like better, and choose **Set as Default Chart**.

Salesperson	Amount sold
Kelly	500
Dave	800
Brian	1,000
Sally	200

Previous

Next

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← Previous

Next →

Start by clicking anywhere inside the data below, from cell B12, to C16

Clipboard Paste Font AutoSave On Save Undo Redo

Calibri 11 A A

B I U A

Wrap Text Date

B14 Dave



## Tip #1: Press ALT+F1 to quickly make

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Type, and pick another chart that interests you.

click **Change Chart Type**, then right-click the chart you like better, and choose **Set as Default Chart**.

**ALT+F1 on Keyboard**  
**ALT+FN+F1 on Laptop**

← Previous

Next →

Press ALT+F1. (make sure your F-Lock key is on). If you're using a laptop, try ALT+FN+F1

Clipboard Font Alignment Number Styles Cells Editing Analysis Add-ins

Calibri (Body) 10 A A

B I U

Wrap Text

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear

Sort & Filter Find & Select

Analyze Data Add-ins

AutoSave On Save Undo Redo

Chart 14

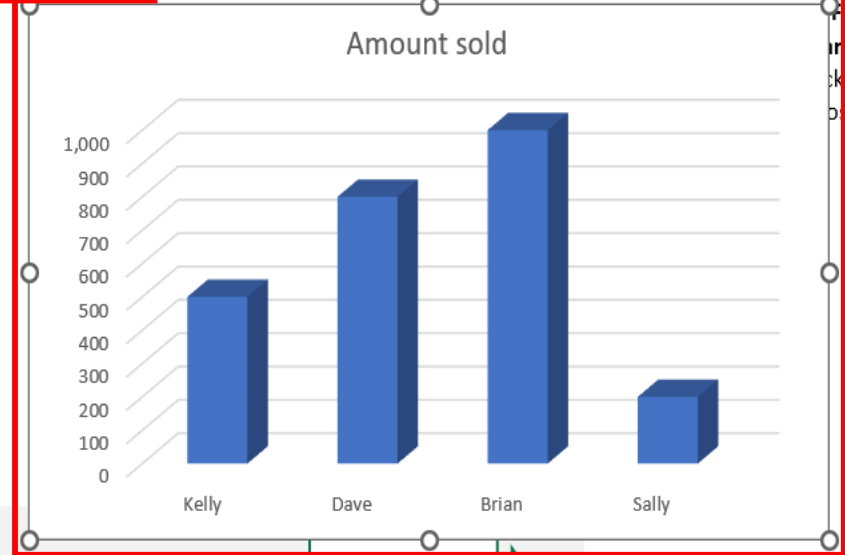
A B C D E F G H I J K L M N O P Q R S T

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- 3 Excel creates a simple chart for you
- 4 Now change it to another type of chart. On the Design



**BONUS TIP**  
 Don't like the default chart type? In the **Design** tab, click **Chart Type**, then select the chart you like better, and click **Set as Default Chart**.

Previous

Next

Excel, creates a simple chart for you, and places it in the center of your workbook.

Clipboard Font Alignment Number Styles Cells Editing Analysis Add-ins

Paste (Clipboard icon) |
 Calibri (Body) 10 |
 B I U |
 Merge & Center |
 General |
 Conditional Formatting |
 Format as Table |
 Cell Styles |
 Insert |
 Delete |
 Format |
 AutoSum |
 Fill |
 Clear |
 Sort & Filter |
 Find & Select |
 Analyze Data |
 Add-ins

AutoSave On Save Undo Redo

Chart 14

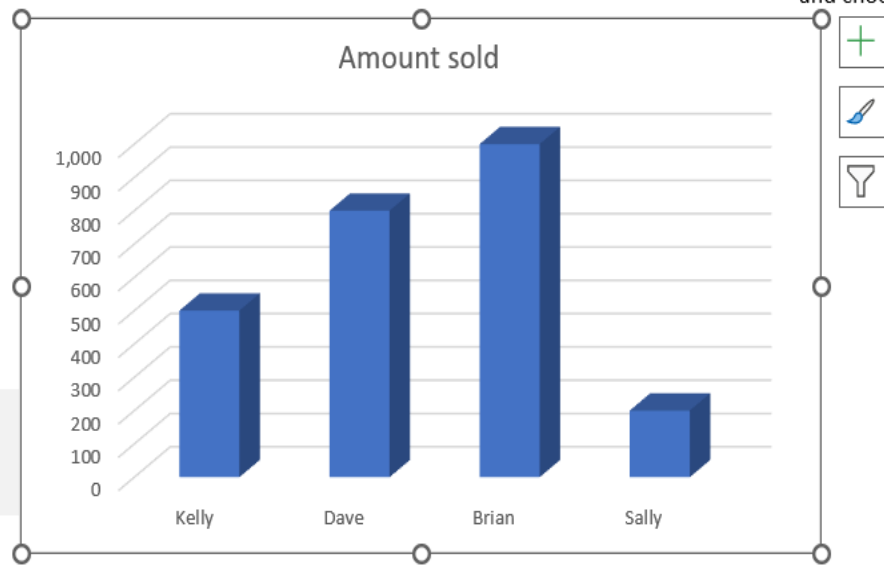
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Now let's change it to another type of chart.

Previous

Start

1 2 3 4 5 6 7 8 9 10

Learn more

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AutoSave On Save Undo Redo

Chart 14

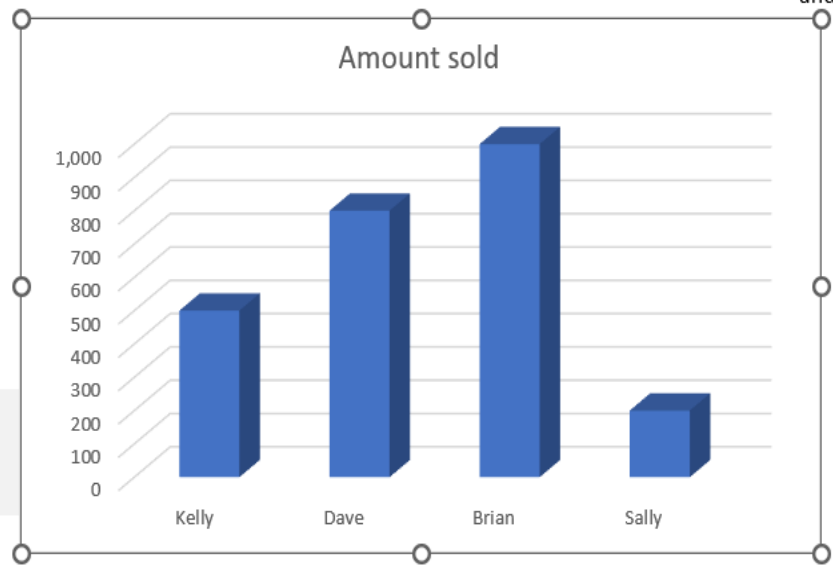
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← Previous

Click on Chart Design.

Add Chart Element Quick Layout Change Colors

Chart Layouts

Chart styles

Switch Row/Column Select Data

**Change Chart Type**

Move Chart

Data Type Location

AutoSave On Save Undo Redo

Chart 14

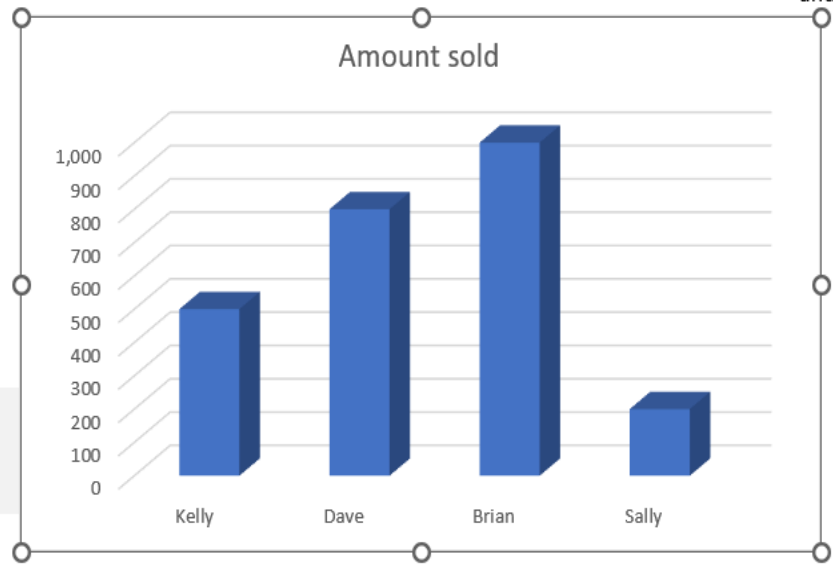
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+  
Paint  
Filter

← Previous

Click on Change Chart Type.



Add Chart Quick Change Colors

Chart Layouts

AutoSave On Save Undo Redo

Chart 18

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### Change Chart Type

Recommended Charts All Charts

- Recent
- Templates
- Column
- Line
- Pie
- Bar**
- Area
- XY (Scatter)
- Map
- Stock
- Surface
- Radar
- Treemap
- Sunburst
- Histogram
- Box & Whisker
- Waterfall
- Funnel
- Combo

**Clustered Bar**

OK Cancel

Change Chart Type Move Chart

Type Location

chart type  
**Design** tab,  
**type**, then  
 you like better,  
**default** Chart.

And pick another chart that interests you.

Add Chart Quick Change Colors

Chart Layouts

AutoSave On Save Undo Redo

Chart 18

A B C D E

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- Combo

**Clustered Bar**

OK Cancel

Change Chart Type Move Chart

Type Location

O P Q R S T

chart type  
Design tab,  
type, then  
you like better,  
default Chart.

Click OK.

Add Chart Element Quick Layout Change Colors

Chart Layouts | Chart Styles | Switch Row/Column | Select Data | Change Chart Type | Move Chart

AutoSave On Save Undo Redo

Chart 18

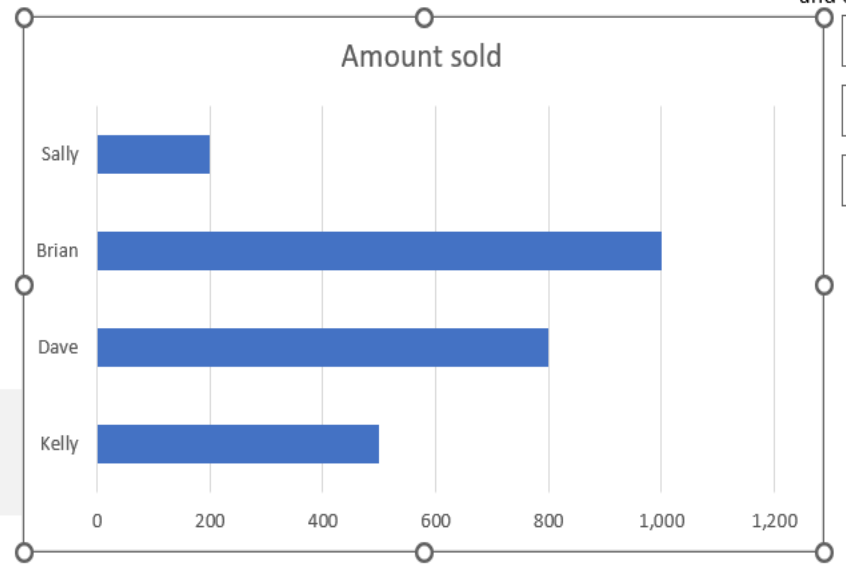
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Excel changes the chart to the one that you have chosen.

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AutoSave On Save Undo Redo

R34

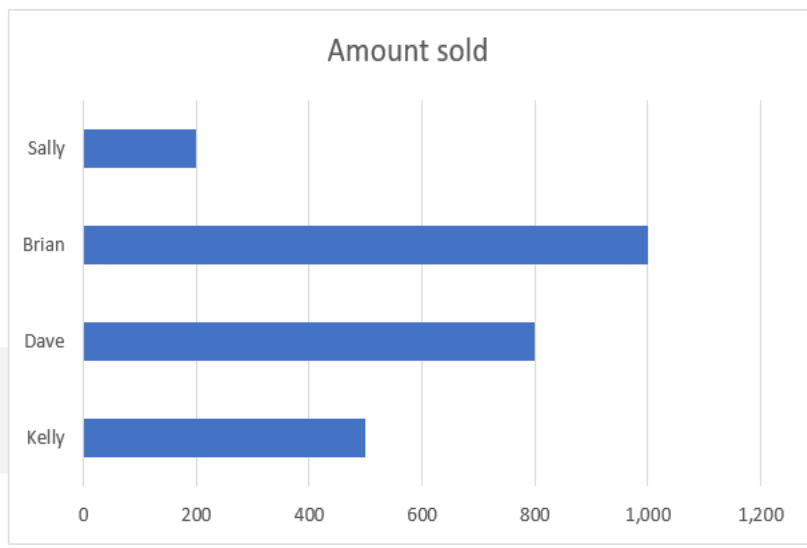
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Here is a Bonus Tip. Don't like the chart type you get by pressing ALT+F1?

Clipboard Font Alignment Number Styles Cells Editing Analysis Add-ins

AutoSave On Save Undo Redo

Chart 18

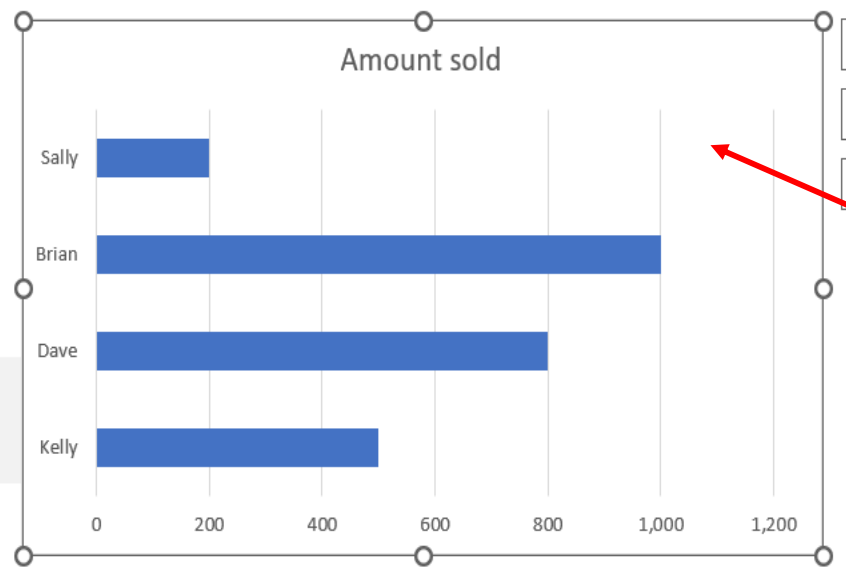
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Make sure that your chart is selected and then click on Chart Design.

Add Chart Element Quick Layout Change Colors
Chart Layouts Chart Styles
Switch Row/Column Select Data
**Change Chart Type** Move Chart

AutoSave On Save Undo Redo

Chart 18

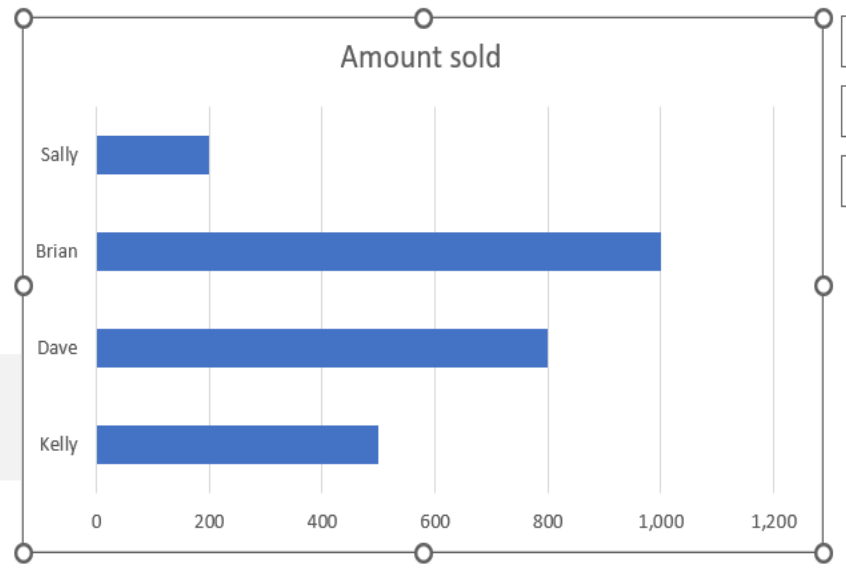
**Change Chart Type**  
Change to a different type of chart.

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← Previous

Click on Change Chart Type.

Add Chart Quick Element Layout Change Colors

Chart Layouts

AutoSave On Save Undo Redo

Chart 18

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Previous

### Change Chart Type

Recommended Charts All Charts

- Recent
- Templates
- Column
- Line
- Pie
- Bar
- Area
- XY (Scatter)
- Map
- Stock
- Surface
- Radar
- Treemap
- Sunburst
- Histogram
- Box & Whisker
- Waterfall
- Funnel
- Combo

Clustered Bar

Set as Default Chart

OK

Right click on the chart that you want to change it to and click on (Set as Default Chart).

Right click on the chart type in the Design tab, then click on the chart type you like better, then click on (Set as Default Chart).

Add Chart Quick Change Colors

Chart Layouts

Change Chart Type Move Chart

AutoSave On Save Undo Redo

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- Waterfall
- Funnel
- Combo

Clustered Bar

OK Cancel

Change chart type  
Design tab,  
Chart Type, then  
the chart type you like better,  
or the default Chart.

Click OK.



Add Chart Element Quick Layout Change Colors

Chart Layouts | Chart Styles | Switch Row/Column | Select Data | Change Chart Type | Move Chart

AutoSave On Save Undo Redo

Chart 18

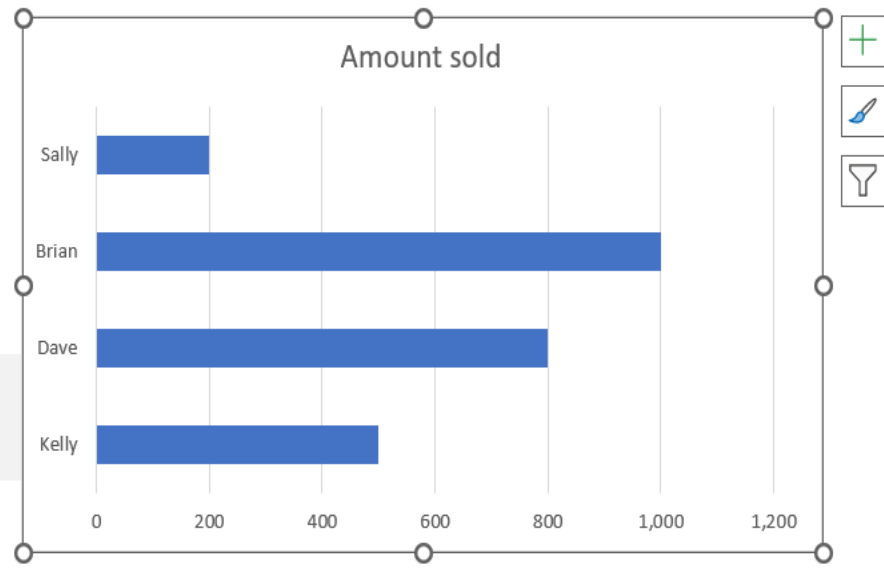
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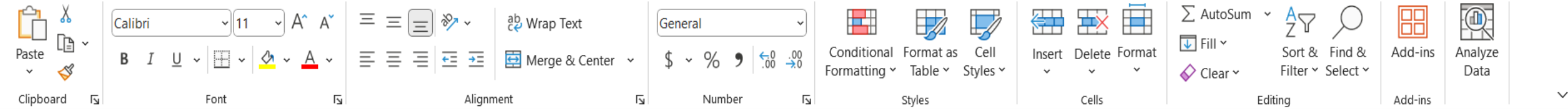
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AutoSave Off Save Undo Redo

A16 fx

# Ten tips for charts

After going through these ten charting tips, you'll be faster and more efficient than ever before.

[Let's go >](#)

## MARK'S EXCEL TIPS

SIMPLE & EASY TO FOLLOW HOW TO VIDEOS



### Website Links For 10 Tips For Excel Charts:

- Tip # 1: [Press ALT+F1 to quickly make a chart](#)
- Tip # 2: [Select specific columns, before creating a chart](#)
- Tip # 3: [Use a table with a chart](#)
- Tip # 4: [Quickly filter data from a chart](#)
- Tip # 5: [Use PivotCharts when your data isn't summarized](#)
- Tip # 6: [Create multi-level labels](#)
- Tip # 7: [Use a secondary axis to create a combo chart](#)
- Tip # 8: [Hook up a chart title to a cell](#)
- Tip # 9: [Split off slices into a second pie](#)
- Tip # 10: [Hover over chart elements to get a preview](#)

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