

# 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 second 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.

Clipboard Font Alignment Number Styles Cells Editing Add-ins

Calibri 11 A A Wrap Text Merge & Center General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select

Add-ins Analyze Data

AutoSave On Save Undo Redo

K31

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

## Tip #2: Select specific columns, before creating a chart.

- 1 Click and drag to select cells B12 to B16 (from Salesperson down to Sally).
- 2 Press and hold CTRL, and drag to select cells D12 to D16 (Commission down to \$10). Now let go of the CTRL key.
- 3 Press ALT+F1 (make sure your F-Lock key is on). If you're using a laptop, try ALT+FN+F1.
- 4 Excel creates a chart based only on the Salesperson and Commission columns. It excluded the Sales column from the chart.

Salesperson	Sales	Commission
Kelly	\$500	\$25
Dave	\$800	\$40
Brian	\$1,000	\$50
Sally	\$200	\$10

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## Tip #2: Select Specific columns, before creating a chart.

Clipboard: Paste, Copy, Cut, Undo, Redo

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Decimals, Thousands Separator

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Analyze Data

AutoSave On Save Undo Redo

B16 Sally

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

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Clipboard Font Alignment Number Styles Cells Editing Add-ins

AutoSave On Save Undo Redo

D12 Commission

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

## Tip #2: Select specific columns, before creating a chart.

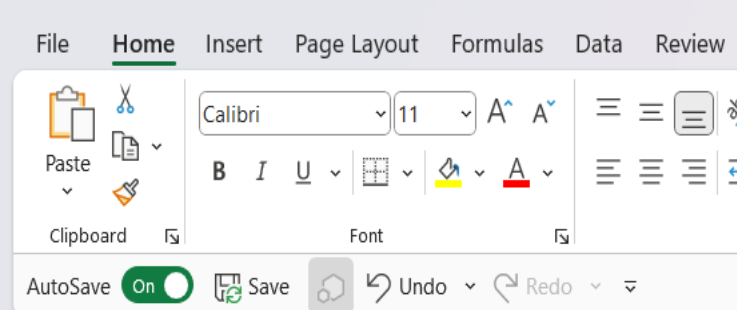
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Previous

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Next, Press and hold CTRL, and drag to select cells D12 to D16, (commission down to \$10). Now let go of the CTRL key.



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

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Next →

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Q33

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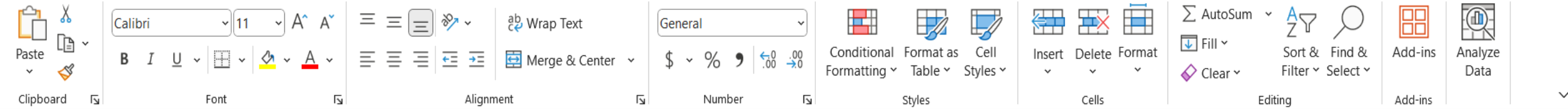
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AutoSave Off Save Undo Redo

A16 fx

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[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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