

# 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 sixth 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

Paste, Calibri 11, Bold, Italic, Underline, Paragraph, 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 Off Save Undo Redo

N32

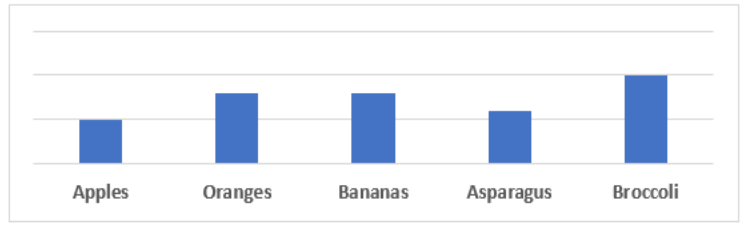
A B C D E F G H I J K L M N O P Q R S T

# Tip #6: Create multi-level labels.

- 1 Wouldn't this chart be better if it had another level of labels at the bottom, that organized the columns by either "Fruits" or "Vegetables"?
- 2 In cell G14, type the word "Fruits." And in cell G17, type the word "Vegetables."
- 3 Select the chart, and then on the Design tab, click **Select Data**.
- 4 With the dialog box open, drag to select cells G13 to I18 (from Department to 1,000). Click OK. Now the chart has another level of labels for "Fruits" and "Vegetables."

**GOOD TO KNOW**

This only works if your rows are already organized in groups. In the example below, the rows for fruits are grouped together, and so are the rows for vegetables.



Department	Product	Amount
	Apples	500
	Oranges	800
	Bananas	800
	Asparagus	600
	Broccoli	1000

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Next

# Tip #6: Create multi-level labels.

Clipboard: Paste, Copy, Cut, Paste as Pictures, Paste and Match Source Styles, Paste and Merge Formatting

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Text Color, Background Color, Font Color, Font Size, Font Style

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

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

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 Off Save Undo Redo

N32

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

# Tip #6: Create multi-level labels.

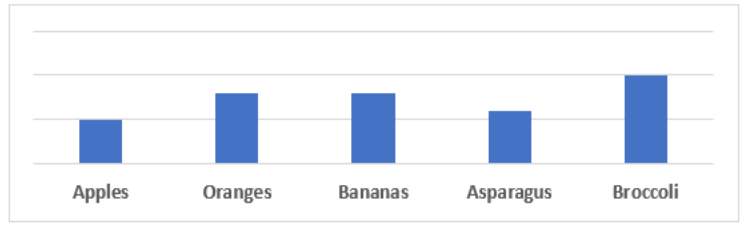
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Cells: Insert, Delete, Format

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

Add-ins: Add-ins, Analyze Data

AutoSave Off Save Undo Redo

G14 Fruits

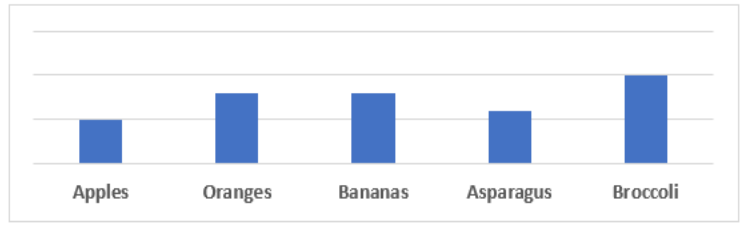
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AutoSave Off Save Undo Redo

G17 Vegetables

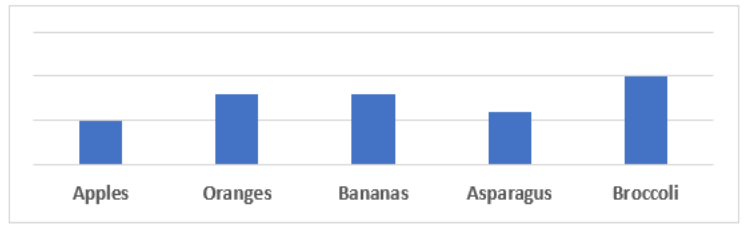
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Fruits	Bananas	800
Vegetables	Asparagus	600
Vegetables	Broccoli	1000

Previous

Next

And in cell G17, type the word "Vegetables."

Clipboard Font Alignment Number Styles Cells Editing Add-ins

AutoSave Off Save Undo Redo

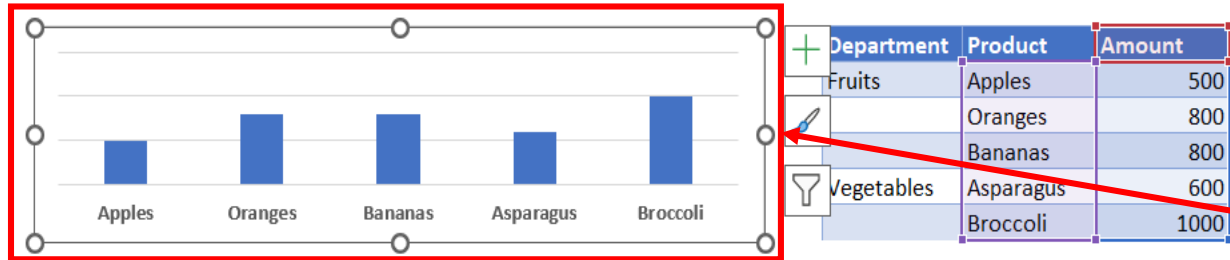
Chart 14

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

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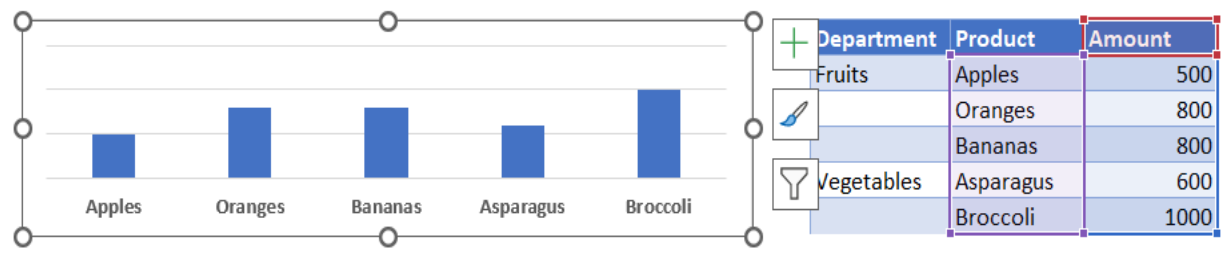


Previous Next

Select the chart.

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Previous Next

And then on the Design tab.

Chart Layouts: Add Chart Element, Quick Layout, Change Colors

Chart Styles: [Various chart style thumbnails]

Data: Switch Row/Column, **Select Data**

Type: Change Chart Type

Location: Move Chart

AutoSave Off Save Undo Redo

Chart 14

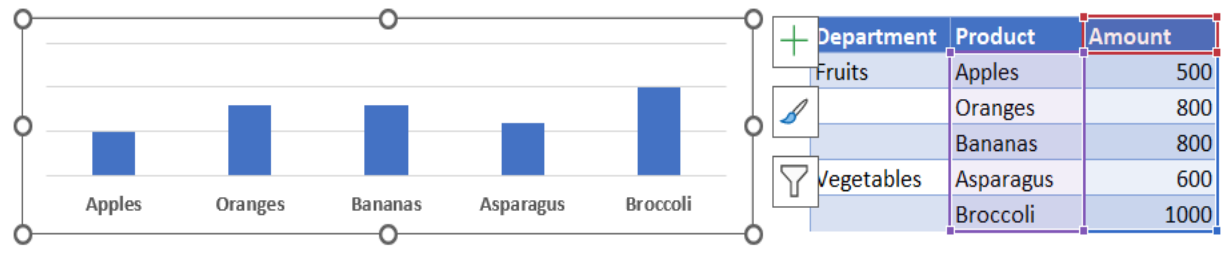
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Previous

Next

**Select Data**

Change the data range included in the chart.

Click Select Data.



Add Chart Element Quick Layout Change Colors

Chart Layouts Chart Styles

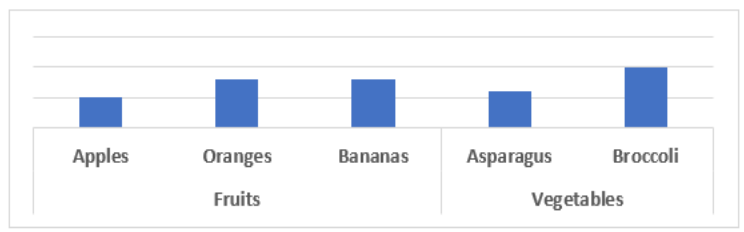
Switch Row/Column Select Data Change Chart Type Move Chart

AutoSave Off Save Undo Redo

G13 Vegetables

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Department	Product	Amount
Fruits	Apples	500
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	Bananas	800
Vegetables	Asparagus	600
	Broccoli	1000

Select Data Source

Chart\_data range: ='6!\$G\$13:\$I\$18'

Switch Row/Column

Legend Entries (Series)

- Amount

Horizontal (Category) Axis Labels

- Fruits Apples
- Fruits Oranges
- Fruits Bananas
- Vegetables Asparagus
- Vegetables Broccoli

Hidden and Empty Cells

OK Cancel

Previous

Next

With the dialog box open, drag to select cells G13 to I18 (from Department to 1,000).

Add Chart Element Quick Layout Change Colors

Chart Layouts Chart Styles

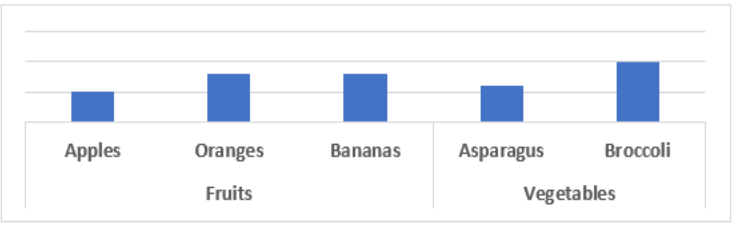
Switch Row/Column Select Data Change Chart Type Move Chart

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Chart data range: =G13:I18

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- Fruits Oranges
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Hidden and Empty Cells

OK Cancel

Click OK.

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 Off Save Undo Redo

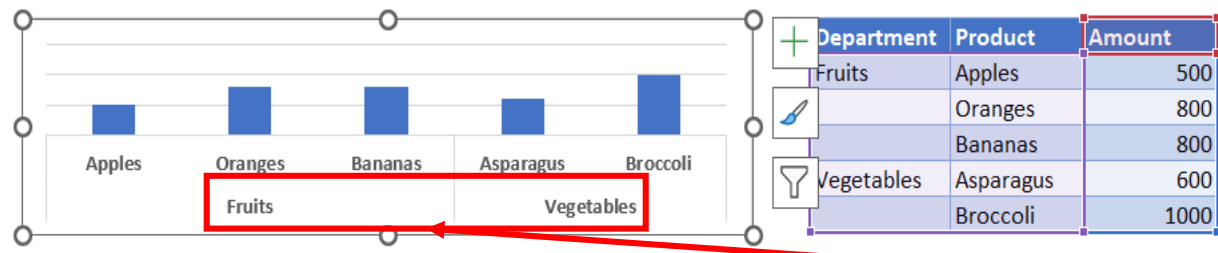
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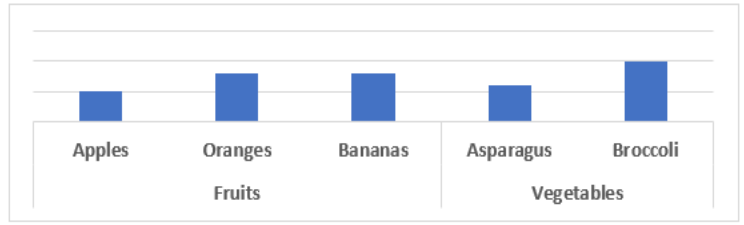
AutoSave Off Save Undo Redo

J29

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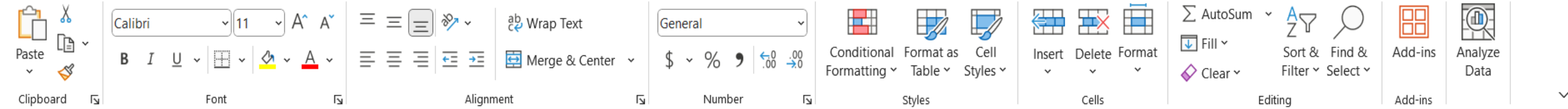
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Previous

Next



AutoSave Off Save Undo Redo

A16 fx

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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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