# Charts

## Create Charts

Charts help you visualize your data in a way that creates maximum impact on your audience. Learn to create a chart and add a trendline.

Create a chart

1. Select the data for your chart.
2. Select **Insert** > **Recommended Charts**.
3. Select a chart on the **Recommended Charts** tab, to preview the chart.

**Note:** You can select the data you want in your chart and press ALT + F1 to create a chart immediately, but it might not be the best chart for the data. If you don’t see a chart you like, select the **All Charts** tab to see all chart types.

1. Select a chart.
2. Select **OK**.

Add a trendline

1. Select a chart.
2. Select **Design** > **Add Chart Element**.
3. Select **Trendline** and then select the type of trendline you want, such as **Linear**, **Exponential**, **Linear Forecast**, or **Moving Average**.

## Add a chart title

Add a title to your chart to make it easier to understand.

Add a chart title

1. In your chart, select the "Chart Title" box and type in a title.
2. Select the plus sign.
3. Select the arrow next to **Chart Title**.
4. Select **Centered Overlay** to lay the title over the chart, or **More Options** for additional choices.
5. Right-click the chart title to format it. with options like **Fill** or **Outline**.

Update a chart title

1. Select a chart title.
2. Add an equal sign to the formula bar.
3. Select the cell you want to link any title changes to.
4. Press Enter.

## Show or hide a chart legend

Show a legend to add more context to your chart data, or hide it to give it a clean look.

Show a chart legend

1. Select a chart and then select the plus sign.
2. Select **Legend** and select the arrow next to it.
3. Choose where you want the legend to appear in your chart.
4. Select **Secondary Axis** for the data series you want to show.
5. Select the drop-down arrow and choose **Line**.
6. Select **OK**.

Hide a chart legend

1. Select a legend to hide.
2. Press Delete.

## Add a secondary axis

Add a secondary axis to your chart to show different values than the original axis.

1. Select a chart to open **Chart Tools**.
2. Select **Design** > **Change Chart Type**.
3. Select **Combo** > **Cluster Column - Line on Secondary Axis**.
4. Select **Secondary Axis** for the data series you want to show.
5. Select the drop-down arrow and choose **Line**.
6. Select **OK**.

## Analyze your data quickly

Excel's Quick Analysis button lets you instantly create different types of charts, including line and column charts, or add miniature graphs called spark lines.

1. Select a range of cells.
2. Select the **Quick Analysis** button that appears at the bottom right corner of the selected data.

Or, press Ctrl + Q.

1. Select **Charts**.

2. Hover over the chart types to preview a chart, and then select the chart you want.

## Change the source for a chart

If you need to change data in a chart, you can do it from its source.

Create a chart from a table

1. Select the cells you want to use.
2. Select **Insert** > **Recommended Charts**.
3. Select the chart type you want, and select **OK**.

Update a chart source

* With your table linked to a chart, make updates in your table and you'll see the changes reflected in the chart.

## Use Sparklines to show data trends

Sparklines are mini-charts placed in single cells, to show visual data trends. You can quickly add and format a Sparkline chart in your worksheet.

**Add a Sparkline**

1. Select a blank cell at the end of a row of data.
2. Select **Insert** and pick Sparkline type, like **Line**, or **Column**.
3. Select cells in the row and **OK** in menu.
4. More rows of data? Drag handle to add a Sparkline for each row.

**Format a Sparkline chart**

1. Select the Sparkline chart.
2. Select **Design** and then select an option:

	* Select **Line**, **Column**, or **Win/Loss** to change the chart type.
	* Check **Markers** to highlight individual values in the Sparkline chart.
	* Select a **Style** for the Sparkline.
	* Select **Sparkline Color** and the color.
	* Select **Sparkline Color** > **Weight**to select the width of the Sparkline.
	* Select **Marker Color**to change the color of the markers.
	* If the data has positive and negative values, select **Axis** to show the axis.