

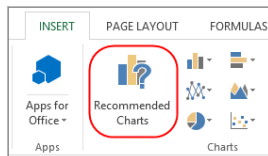
## Tips and Tricks for Excel 2013

### Create the right chart for your data

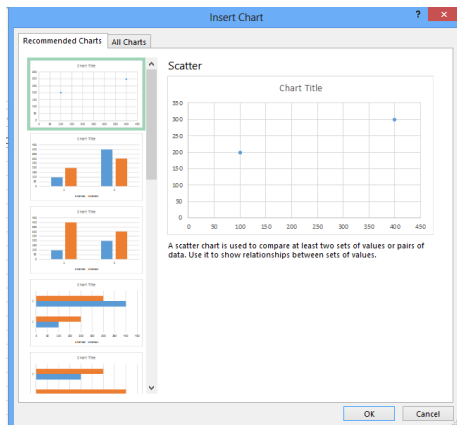
Find the best way to visualize your data in a chart by using **Recommended Charts**. Excel recommends the most suitable charts for your data. You can preview how your data appears in the different charts, and then select the one that shows the insights you want.

To use **Recommended Charts**:

1. Select the data that you want to chart.
2. On the **Insert** tab, in the **Charts** group, tap or click **Recommended Charts**.



3. In the **Insert Chart** dialog box, on the **Recommended Charts** tab, scroll through the list of charts that Excel recommends for your data, and then tap or click any chart to see how your data will look. To see previews of additional types of charts, tap or click the **All Charts** tab.



4. When you find the chart you want, tap or click **OK**.

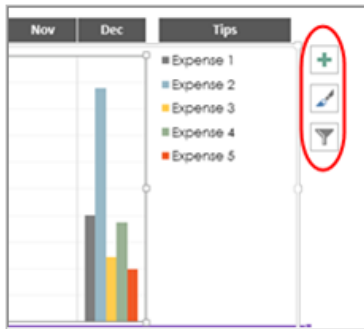


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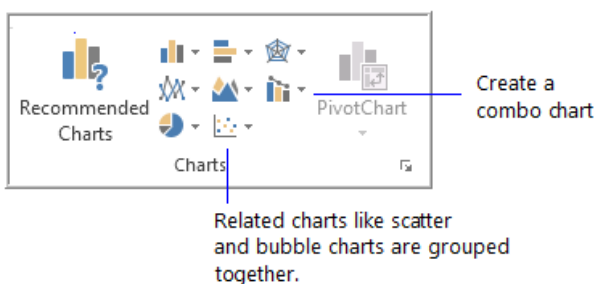
- Use the **Chart Elements**, **Chart Styles**, and **Chart Filters** buttons next to the upper-right corner of the chart to add chart elements like axis titles or data labels, customize the look of your chart, or change the data that's shown in the chart.



To access additional design and formatting features, tap or click anywhere in the chart to add the Chart Tools to the ribbon, and then tap or click the options you want on the **Design** and **Format** tabs.

## Chart ribbon changes

In addition to the new **Recommended Charts** button, the Excel 2013 ribbon groups related types of charts together, like scatter and bubble charts. The ribbon also includes a new button for combo charts.



Also, when you tap or click a chart, you will see a simpler **Chart Tools** ribbon, with just **Design** and **Format** tabs.

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Contact Microsoft South Africa: 0860 22 55 67

## Richer data labels


With Excel 2013, you can include rich and refreshable text from data points or any other text in your data labels, enhance them with formatting and additional freeform text, and display them in just about any shape. Data labels stay in place, even when you switch to a different type of chart.

You can also connect data labels to their data points with leader lines on all charts, not just pie charts.



## Animated charts

Chart animations display data changes in real time as you adjust numbers or add new data points to your workbook. Animated charts are fun to watch and the movement in the chart makes the data changes stand out.



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