

Button	Function
Cancel	Cancels the creation of the chart.
Tip	Displays information about the current Chart Expert step.
Next	Moves you to the next Chart Expert step.
Back	Takes you back to the previous Chart Expert step.
Finish	Completes the chart process using Chart Expert.

Table 9-4: Chart Expert Dialog Box Buttons

**METHOD**

To create a chart using the Chart Expert:

1. Select the cells with the numeric data to be charted.  
*Note: If adjacent cells contain text that you want to use as labels for the x-axis and y-axis, include those cells also.*
2. From the Insert menu, choose Chart.
3. In the Chart Expert pane, follow the instructions.
4. When you are finished with all the steps in the Chart Expert pane, choose Next to proceed to the next pane.
5. Repeat steps 3 and 4 as required.
6. When you have completed the Chart Expert Pane - Step 5 of 5, choose Finish.
7. On the sheet, position the pointer where you want the upper left corner of the chart and click the mouse.

**EXERCISE**

In the following exercise, you will create a chart using the Chart Expert. The finished chart should resemble Figure 9-3.

1. Open A:\Chart
2. Make sure the BOOKS sheet tab is selected
3. Select cells A4..C7

*The January and February sales for the first three book types are selected.*