

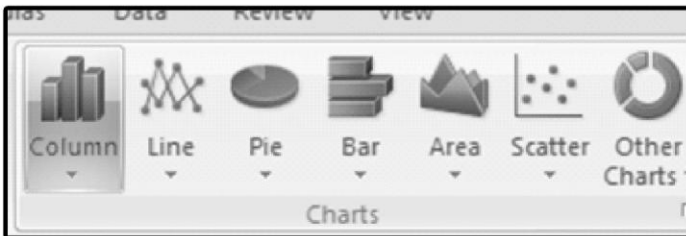
# GRAB IT!

QUICK SOFTWARE SOLUTIONS

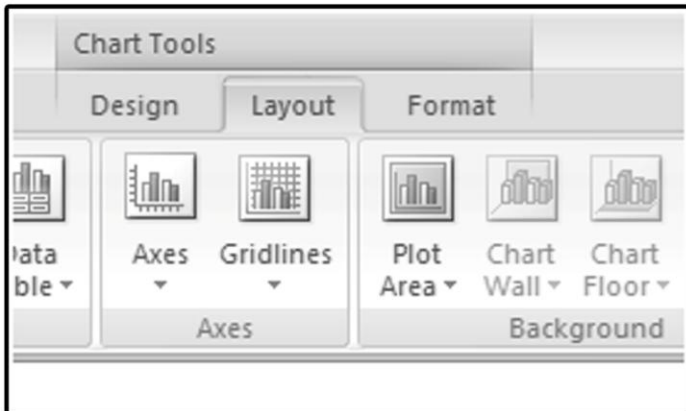
## Excel 2007

### How to insert a chart and use chart features

- 1) Click and drag your mouse over the desired cells.
- 2) Click Insert from the Ribbon Bar, and select the kind of chart you want to use.



- 3) The chart will be created, to edit it, click the chart, then select Design, Layout, or Format from the Ribbon bar.



- 4) From here, you can edit the colors, labels, legends, and anything else about the table visuals.

NEED HELP? CALL THE HELP DESK: 610.436.3349

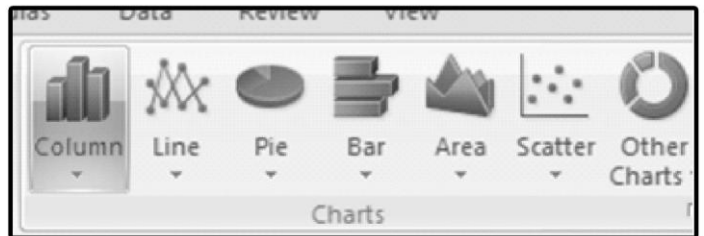
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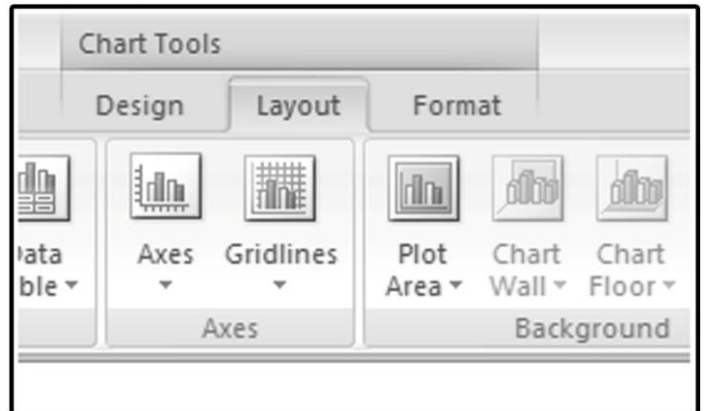
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