Solution

# The Good All-Rounders: Column and Bar Charts

​Open the file ‘*Column and bar Charts.xlsx*’ from the exercise files folder.

## Create a Column Chart

1. Click in the data.
2. From the **Insert** tab, in the **Charts** group, click the drop-down next to Column Chart and choose the **100% Stacked Column**.

## Format the Column Chart

1. Click on the chart.
2. From **Chart Design**, click **Change Colors** and choose a palette from the list.
3. Click on each part of the bar, right-click and **Add Data Labels**.
4. Select the top data labels and press **CTRL+1**.
5. From the **Format** pane, in **Label Options** choose **Inside End** as the **Label Position**.
6. Select the bottom data labels and press **CTRL+1**.
7. From the **Format** pane, in **Label Options** choose **Inside Base** as the **Label Position**.
8. Change the formatting to white and bold.
9. Click on the Legend text box and click the plus next to the chart.
10. Click on the **Legend** option and choose **Top** from the list.
11. Click the plus next to the chart and turn on **Axis Titles**.
12. Type the titles into the text boxes and apply bold formatting.
13. **Double click** in the chart title text box and type ‘*Revenue vs Profit for All Sales Agents*’.

