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## ‘Creating Charts to Present Your Data’ Book Chapter

Microsoft Excel has long been the standard for spreadsheet software, but as is the case with so many business productivity tools, many users have no idea about how to use the tool to its fullest potential.

In this book chapter, expert Guy Hart-Davis provides a highly visual walk-through of Excel 2010's charting features, which can help turn a cumbersome report into a quick reference that really gets its point across. Each tactic is accompanied by a detailed screen breakdown.

Among the features Hart-Davis discusses are:

- Changing the Scale or Numbering of an Axis
- Adding Data Labels to a Chart
- Formatting Individual Chart Elements

This book chapter is an excerpt from [“Office 2010 Made Simple,”](#) published by Apress.

Included in this zip file are:

- Office2010.pdf
- Intro Doc.pdf
- Terms and Conditions.pdf