

**Creating PivotChart on PivotTable Report** (Workbook: BudgetEstimates.xlsx)

After creating PivotTable report you might want to create a chart so as to make your presentation simple and superb. Chart will concise your PivotTable report and present summary reports in picture format.

Create a PivotChart using BudgetEstimates.xlsx PivotTable report. Click any cell in the PivotTable, from PivotTable Tools – Options click on PivotChart button, Insert Chart window is displayed. Select any chart type of your choice and click OK. Chart along with PivotChart Filter Pane is displayed on screen. Close the PivotChart Filter Pane and move Chart to prominent position.

Now click the list arrow on row labels and uncheck Select All option and select years 2008, 2009, and 2010. PivotChart displays only three years data.

After creating the chart you can edit it using various options available in Design, Layout, and Format tabs.

Design tab is used to change the Chart Type, Chart Layout, and Chart Styles. Click the PivotChart and click Design Tab on Menu bar. Design options buttons appear. To change chart type, click Change Chart Type button, select chart type and click OK. Similarly you change chart styles also.

Layout tab is used to add Chart Title, Axis Titles, Legend, Data Labels etc. To add a title to your PivotChart, click on Chart Title button, from options available select Above Chart. Chart title is applied to your PivotChart. Enter the chart title. In the same manner you can add axis titles also.

Format tab is used to alter Shape Styles, WordArt Styles, and Shape and Text Effects. To apply Shape Styles, click on the Format tab on Menu bar and select Shape Styles that matches your PivotChart