

Create PivotTable and PivotChart together (Workbook: BudgetEstimates.xlsx).

You can build PivotChart along with PivotTable. To do this you need to start from the scratch. Place cursor anywhere on the source data (BudgetEstimates.xlsx). Click Insert tab on Menu bar, click the list arrow on PivotTable button, it displays two options PivotTable and PivotChart, click PivotChart, **Create PivotTable with PivotChart** dialogue box is displayed. See whether source data is properly selected, choose New Worksheet to place your PivotTable and PivotChart, and click OK.

PivotTable and PivotChart template appears on screen. Close PivotChart Filter Pane by clicking the cross mark. Now from fields list, drag **Year** to Axis Fields, Receipts 2, Outlays 2, and Surplus and Deficits (-) 2 to Values box. The PivotTable and PivotChart is created together.

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