

Change
Chart Type

Type

Switch Row/
Column

Data

Select
DataAdd Chart
Element

Chart Layouts

Quick
LayoutChange
Colors

Chart Styles

Move
Chart

Location

G18



	A	B	C	D	E	F	G	H
1	Office Supplies	Date	Expense					
2	Internet Charges	18-Nov	\$ 4,000					
3	Travel	8-Aug	\$ 3,500					
4	Hotel	1-Jan	\$ 2,890					
5	Air	10-Oct	\$ 2,890					
6	Cab	18-Nov	\$ 5,195					
7	Team Dinner	8-Jan	\$ 4,580					
8	Hotel	11-Apr	\$ 9,850					
9	Air	1-Jan	\$ 4,000					
10	Internet Charges	18-Nov	\$ 7,625					
11	Travel	8-Aug	\$ 6,675					
12	Hotel	8-Aug	\$ 3,920					
13	Air	10-Oct	\$ 7,625					
14								