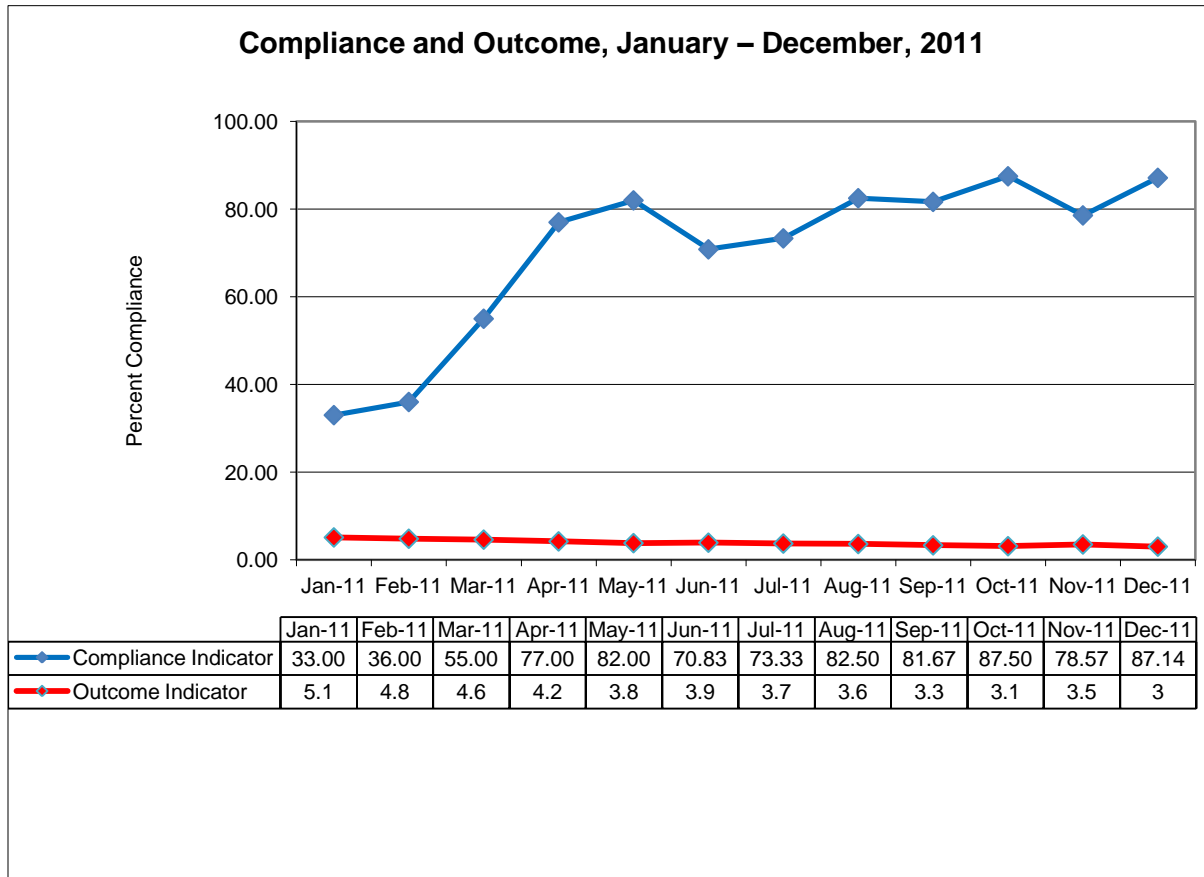




## How to use the Secondary Axis on a chart in Excel

Sometimes when you chart more than one data set in Excel, if the ranges of the data sets are very different, the chart may be difficult to read. Also, the two data sets are different types of data, it would be incorrect to use the same axis (such as a percentage and a count). For example, below is a run chart of two indicators, one of compliance data that ranges from around 30% to 90%, and another of an outcome in cases per thousand.

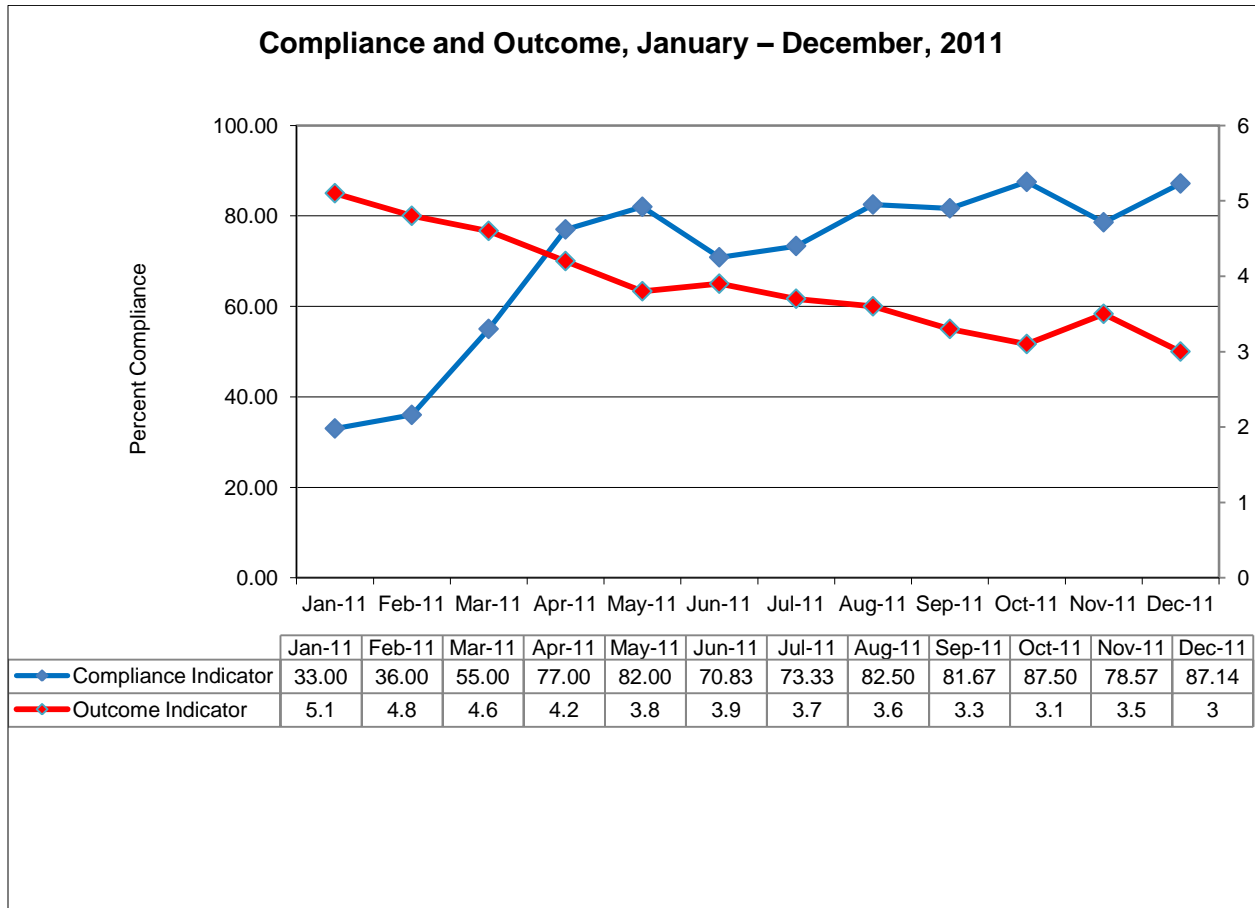


- 1) Right-click on the line that should be changed to secondary axis and choose **"Format Data Series..."** from the menu.
- 2) In the "Series Options" menu that appears, select the option to plot the series on the **"Secondary Axis"**.

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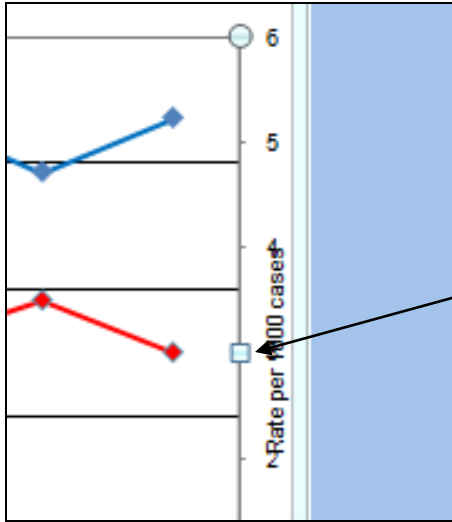
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Your chart should now look like this:



To finish the job, the secondary axis will need a title:

- 3) Select the chart by clicking on it. This should bring up the **"layout"** tab in the ribbon.
- 4) Click on **"Axis titles"** in the ribbon, and select **"Secondary Vertical Axis Title"** and then **"Rotated Title"** A text box for the secondary axis title will appear with the words "Axis Title" in it.
- 5) Select the text in the box and change the title as appropriate.
- 6) Unfortunately, it is very likely that Excel will place the title box for the secondary axis in a position that covers some of the values for the axis. If you need to reposition your chart, click on the chart and use the sizing handle:



Usually moving this sizing handle on the right is sufficient.

You'll end up with a chart that looks like this:

