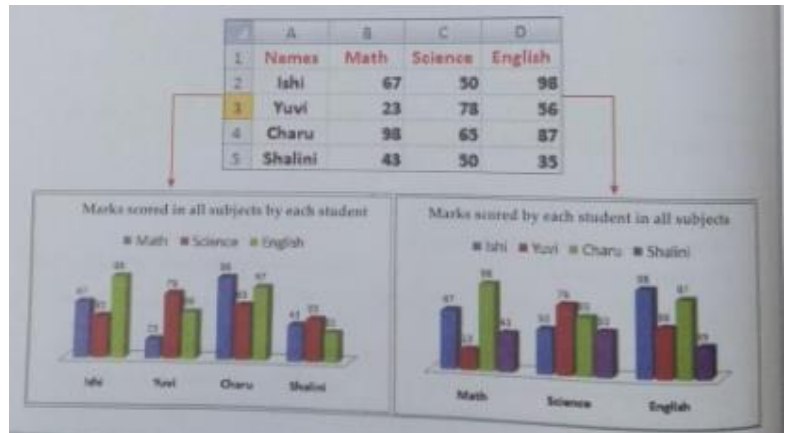


Lesson 3: Charts in Excel

In MS-Excel, you can represent data graphically in the form of charts, thus making the information more interesting, and easier to understand. It makes the information simpler.

For example-

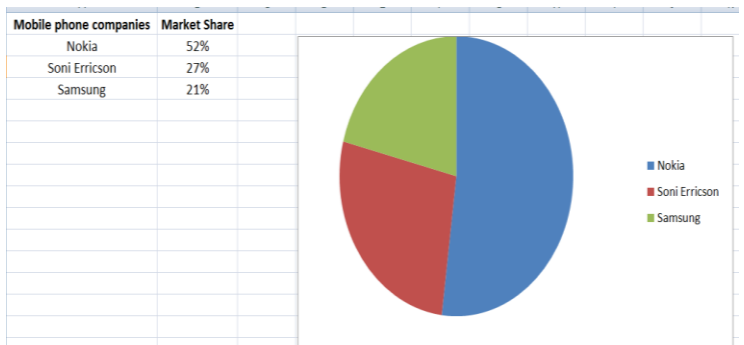
The class teacher of class 7th decided to analyze the marks obtained by some students in three subjects (Maths, Science and English). She used Excel to do entries in the Worksheet and also prepared a chart for it by using the Chart feature of Excel. When you represent Data in the form of charts, comparisons are much easier to understand even for a layman.



Pie Chart

A pie chart shows the proportional size of the items included in a single data series.

This type of chart is generally used when you want to find out and graphically



represent how much share each value of data series occupies in the whole.

Bar Chart

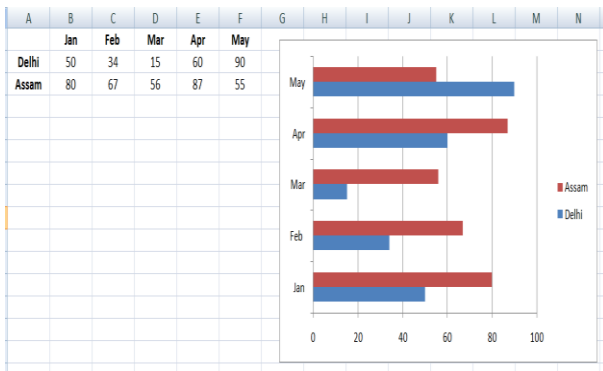
Bar charts are very similar to Column charts; the only difference is that bars are horizontal. Bar chart types are the best types for comparing multiple set of values. Given alongside is the rainfall comparison in two different cities i.e.; Delhi and Assam.

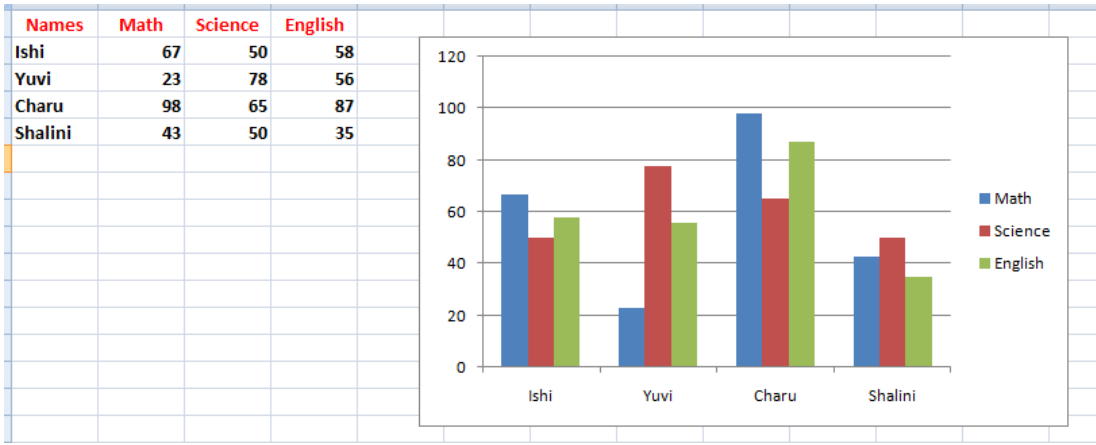
Steps to create charts

Activity 1 To create a Column Chart

- Select the data from which you want to create the chart.
- Click on the Insert tab.
- Click on the Chart type (here, column) button. A list of chart subtypes will be displayed.
- Click on the chart subtype.

You just need to click on the Insert tab and then select the chart type and sub type.





Editing of charts- You can also edit the chart type or format the chart according to your requirements.

Activity 2 To change the chart type

1. Click anywhere in the chart.
2. Click on the Chart Tools contextual tab.
3. Click on the Change Chart Type button.
4. The Change Chart Type dialog box opens.
5. In the left pane, select the chart type and in the right pane select the chart subtype.
6. Click on the OK button.

The Chart type will change.

Changing the chart layout-The same chart can be presented in various layouts like Legend on the left, or at the bottom, with or without titles, etc. It can be presented with data points and even with the data table.

Homework – Try and perform all the 3 activities.

Activity 3 To change the chart layout

1. Click anywhere in the chart. You will see the Chart Tools contextual tab.
2. Click on the Chart Tools contextual tab.
3. In the Chart Layouts group, click on the More button. The various layouts will be displayed. Select the required layout.
4. Select the chart style from the Chart Styles Gallery.

That layout and chart style will be applied to the selected chart.