

Advanced Computer Applications



Microsoft Excel Chapter 5 Notes




Charts


Purpose:

- helps present & summarize data
- makes data easier to understand

Chart button found on the Insert tab

Before a chart can be created, data must be entered onto a worksheet; may or may not need to select chart to be charted (depends on the complexity)





Types of charts:


column – compares values from different categories (height of columns)


line – used to show trends and changes over time

pie – compares relative values of different categories to the whole (percents)

bar – compares values from different categories (length of bars)

area – similar to a line chart but the area below the line contains a fill color







XY (scatter) – shows the patterns between
2 or more sets of values

doughnut – similar to a pie chart except
can display multiple sets of data


bubble – similar to XY chart except the size
of the data marker

radar – compares a collection of values
from several different data sets





Creating charts

1. Data needs to be selected or active cell placed in data to be used for the chart
 2. Choose type of chart from the Insert tab
 3. Chart automatically created and placed on the worksheet as an embedded chart
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Placement of charts:

Embedded chart – chart placed directly on the worksheet page as an object

Chart sheet – chart is a separate worksheet tab; default name is Chart1; chart sheet is placed in front of worksheet from where the embedded chart was

To change placement of chart: Chart Tools: Design tab, Location Group, Move Chart button








Chart Objects


Definition: graphical element added to a chart that you can manipulate by moving, resizing or reformatting



Chart objects can be found on the Chart Tools: Layout tab








Examples of chart objects:


- a. Chart title – used to name the chart
 - b. Axis titles – used to name the axis' of the chart
 - horizontal – the axis going from left to right
 - vertical – the axis going from bottom to top
 - c. Legend – used to identify the colors assigned to categories in a chart; not needed in all charts
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- d. Data labels – used to show the actual data represented by the data series on the chart
 - e. Data table – displays the actual data used to create the chart
 - f. Horizontal (category) axis – the axis along which you normally plot categories of data (x-axis)
 - g. Vertical (value) axis – the axis along which you plot values associated with various categories of data (y or z axis)
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- h. Gridlines – used to help identify the value of a data point (major and minor)
 - i. Data point – the numerical data in a worksheet; refers to 1 point
 - j. Data series – represents all related data points in a set; many points
 - k. Plot area – the area including only the chart itself
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To format chart objects:

1. Right-click chart object, choose Format _____
 2. Select chart object, Layout/Format tab, Current Selection group, Format Selection button
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Deleting charts


To delete an embedded chart:

1. Select the chart
2. Delete key

To delete a chart sheet:

Right-click worksheet tab, choose Delete





Printing charts

To print an embedded chart with the data on the worksheet:

Verify the chart isn't covering up any data, place active cell in the data, open Print dialog box

To print an embedded chart without the data on the worksheet:

Select the chart and open the print dialog box

To print a chart sheet:

Make the chart sheet visible, open the print dialog box

