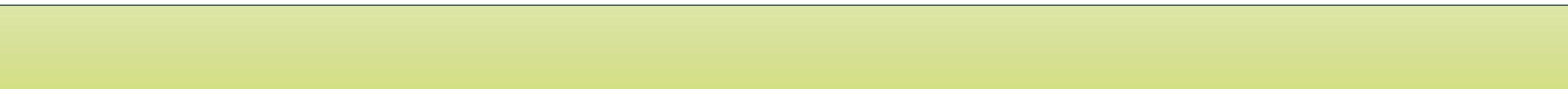




Spreadsheets: Charts Tutorial

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Charts

Within the next few pages we will look at:

Producing Charts

Non-contiguous data

Updating Charts

Other Charts

Using Charts for illustration

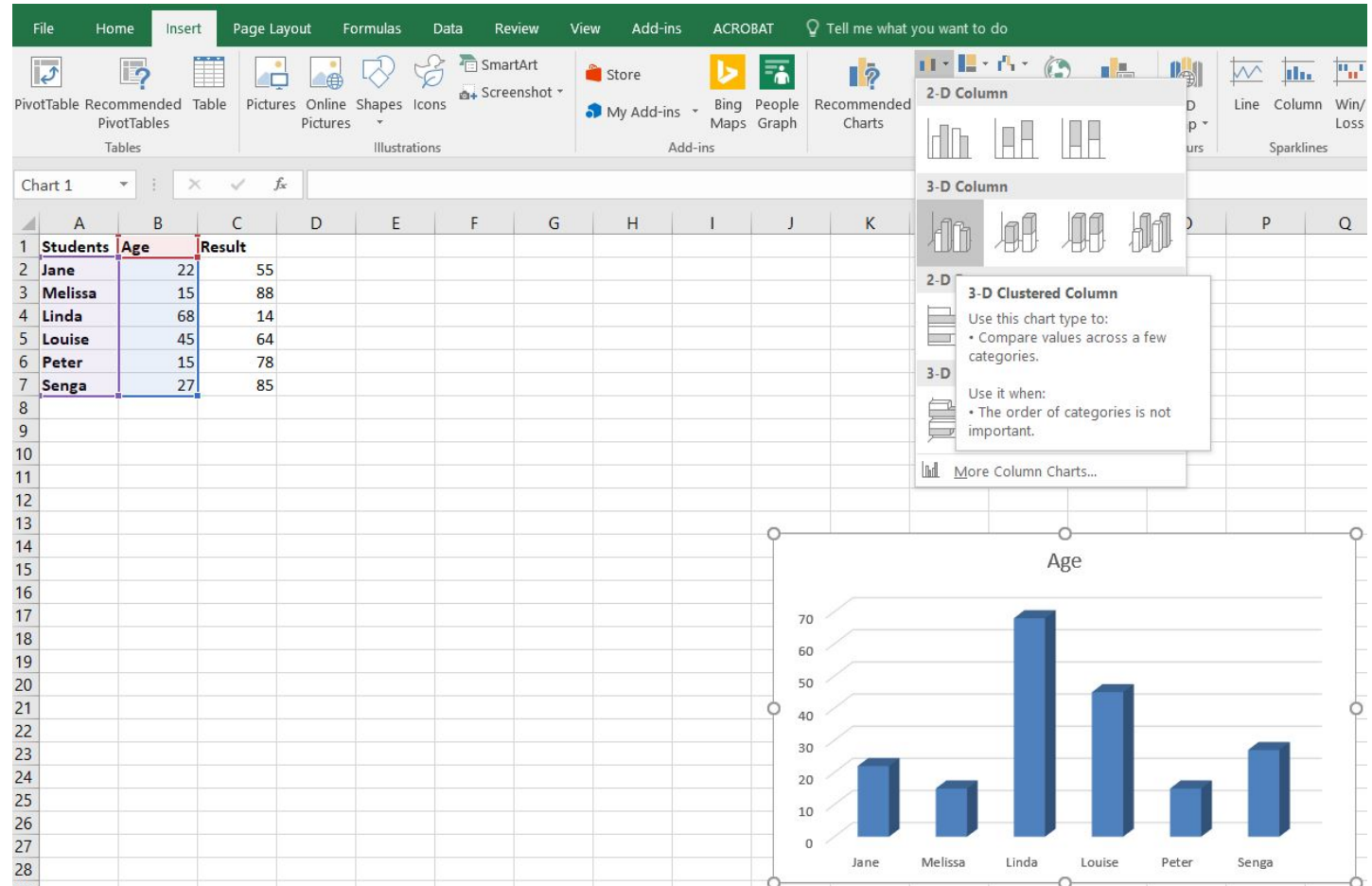


Producing Charts

- Select the data, including labels (click on the first cell, hold mouse button, move over all the required data including any headings that can be used within the chart to identify a range of data by name)
- Click on the Insert menu
- Insert Ribbon > Charts grouping
- Locate a type of chart, using drop-downs and recommendations where required, preview might be available prior to committing to the chart type
- Click on chart of choice
- The chart should be inserted as an object that can be dragged so as not to block the view of any data on the spreadsheet
- Process complete – Chart done!

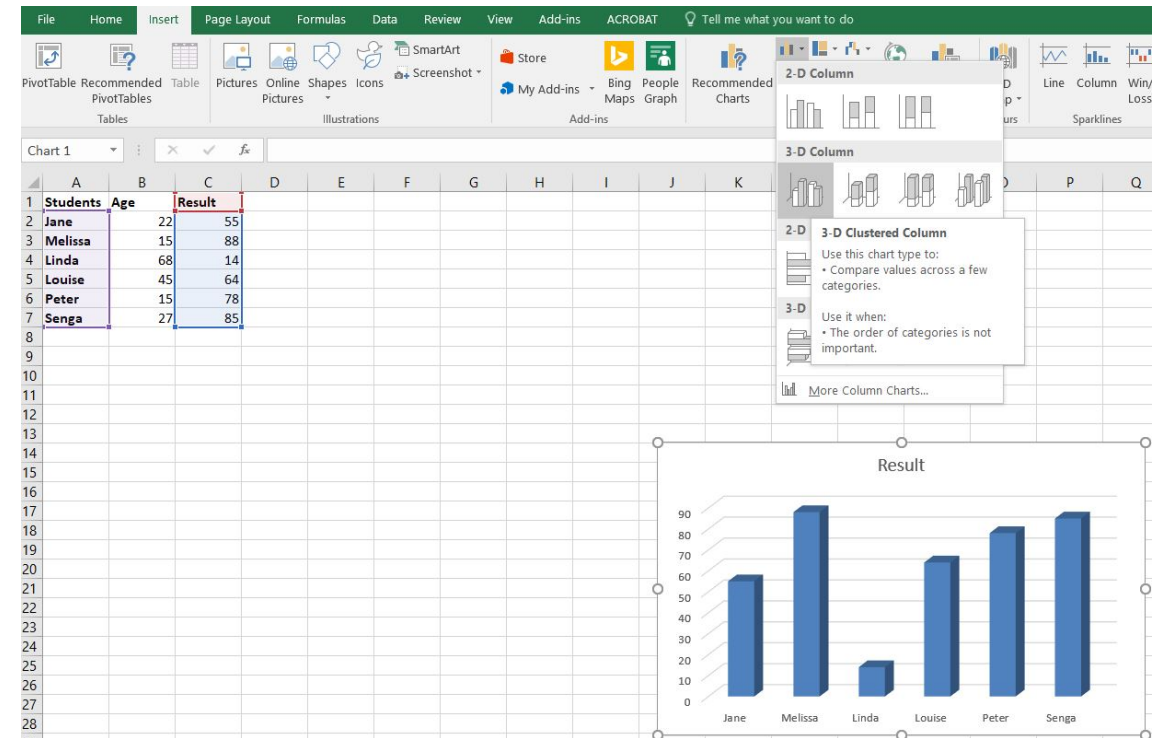
so, to simplify and confirm:

- **Select data**
- **Insert > Chart**



Non-contiguous data

- The previous example image shows the selection of a list of names and their age along with the labels of Students and Age
- To select data that is from two different ranges:
- Click on the top left cell, hold mouse button and move mouse pointer to the last cell in that particular range, release mouse button to have selection stand
- Hold in the 'Ctrl' key on keyboard and select the next require range
- The example opposite shows the selection of Students list and Results including labels
- As previous, Insert ribbon > Charts group and click on the chart of choice
- Move the chart to ensure spreadsheet data is not obscured, if required
- Process complete – chart done!



Updating Charts

- When data is changed within a spreadsheet, all other data or formulae dependant upon that particular data change will automatically change
- Updates are in real time
- So, the chart should automatically update as soon as the enter key has been hit following any change of data
- Try out a wee list of data yourself, insert a chart, save the workbook file and change the data
- Check the chart for changes and try again to ensure everything is working as it should



Other Charts

- **Column**

- commonly used within presentations, great for comparing values to each other

- **Bar charts**

- similar to column charts but instead of being vertical columns, bar charts use horizontal bars

- **Pie**

- as the name suggests, shaped like a pie and are best used to show the amount of larger quantities to smaller quantities

- **Line**

- commonly used for plotting a series over a progression of time, can also be used for any other series of x and y values to show a trend or up/down set of figures

- **Area**

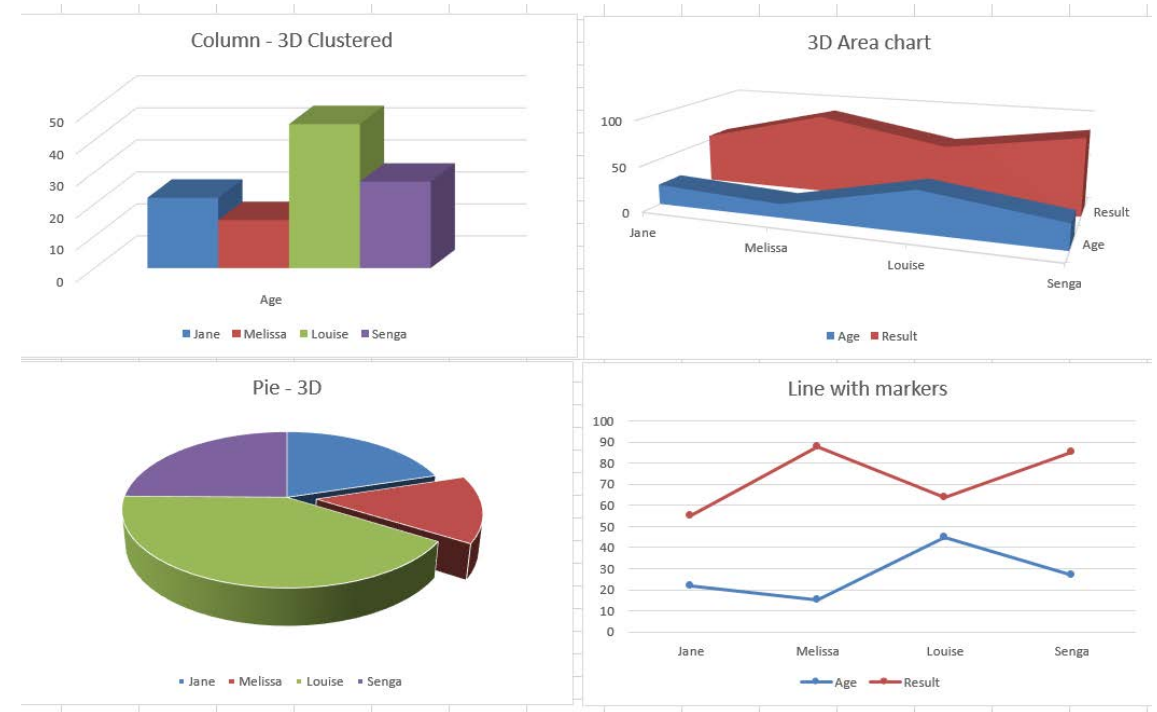
- identical to line charts but the area underneath the line is filled in. Whilst line charts focus is on change, the focus of an area chart is normally to show a trend

- **Scatter (XY)**

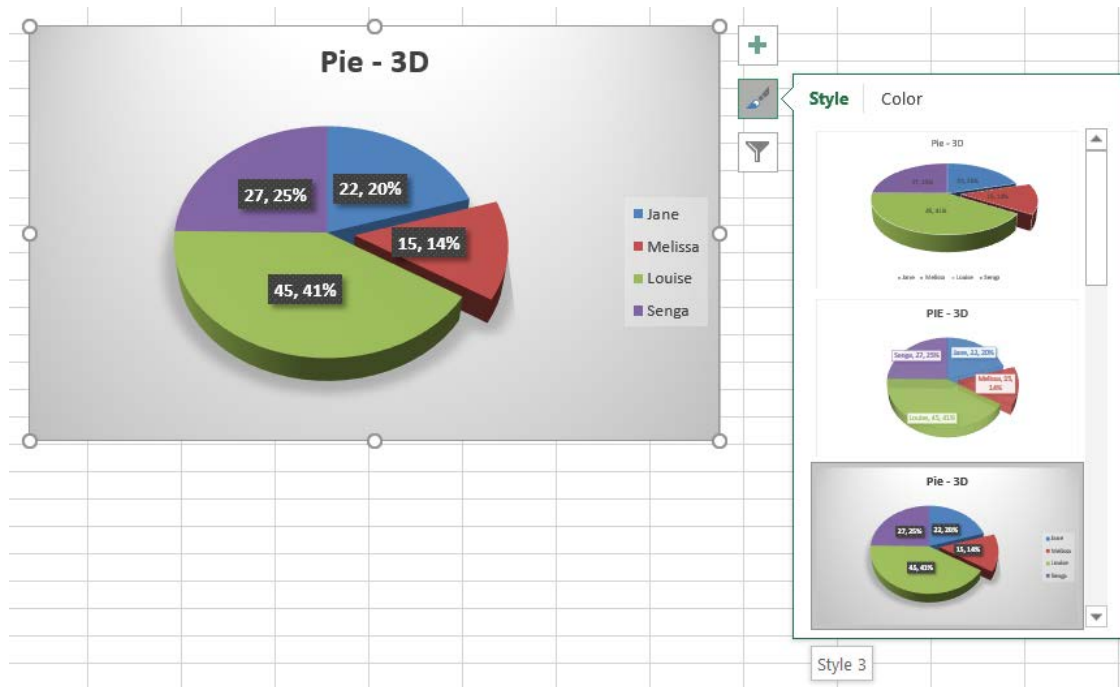
- a favourite of scientists and statisticians, showing plotted data points that are intended to show correlations or patterns

- **Doughnut (variant of pie – each chart type has variants)**

- expression of 'part-to-whole' relationship of data where all pieces together total 100%, best used to display a small number of categories



Options



- Chart elements can be selected, deselected and options can be altered by clicking on the chart area and using the provided buttons or via the chart tools ribbon sets (Design, Format etc.)
- Chart titles, data labels, legend, colours and borders along with other options are available
- Depending upon the chart, various options can enhance the illustration and tell a story, for example, if a pie chart is used then a segment can be clicked upon (individually selected) and moved out from the pie to highlight
- Percentages for 100% chart types can automatically be applied without further calculation. Pre-set styles can alter many options all at the same time
- Have a try with different charts and their options, notice how some charts and options are better suited to certain data

Using charts as illustrations in other applications

A chart can be copied and pasted into another application such as Microsoft Word or Microsoft PowerPoint to illustrate figures or a point being made within a report or presentation.

The chart can also be linked to the original chart within a spreadsheet.

When pasted into a Word document, the 'Wrap Text' command button located within the Layout ribbon or Chart Tools Layout ribbon is very useful for exact placement around text.

Charts into PowerPoint presentation files is a little easier, it can be placed as an object.

