

ADVANCE FEATURES OF EXCEL 2016

CLASS VII CH3 PD-1

CHANGING YOUR TOMORROW



LEARNING OUT COMES OF THIS CLASS

- *Learn the definitions of chart*
- *Learn about various components of chart*
- *Learn what are the commonly used chart types*
- *Learn the steps to create chart*

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WHAT IS CHART

Chart is an effective way to display data in a pictorial form. Charts make it easier to draw comparison and analyse the growth, relationship, and trends among the values in a range. Charts provide more accurate analysis of information.

When you insert a chart, the data is displayed in a special window called **Datasheet**. Chart is updated automatically with the change in data.

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COMPONENTS OF CHART

CHART AREA: The chart area includes all objects and elements in a chart.

CATEGORY AXIS: Category axis or X-axis is the horizontal axis of a chart.

VALUE AXIS: Value axis or Y-axis is the vertical axis used to plot the values.

DATA SERIES: A data series is a related set of data values.

AXIS TITLES: These are the headings given to X-axis and Y-axis. The titles help in understanding what is being depicted on the axes.

PLOT AREA: The plot area is a window within a Chart area. It contains the actual chart and includes the plotted data, data series, category, and value axis.

LEGEND: It depicts the colours, patterns, and symbols assigned to a data series.

CHART TITLE: It describes the aim and contents of the chart.

GRIDLINES: These can either be horizontal or vertical lines depending on the selected chart type. They extend across the chart area.

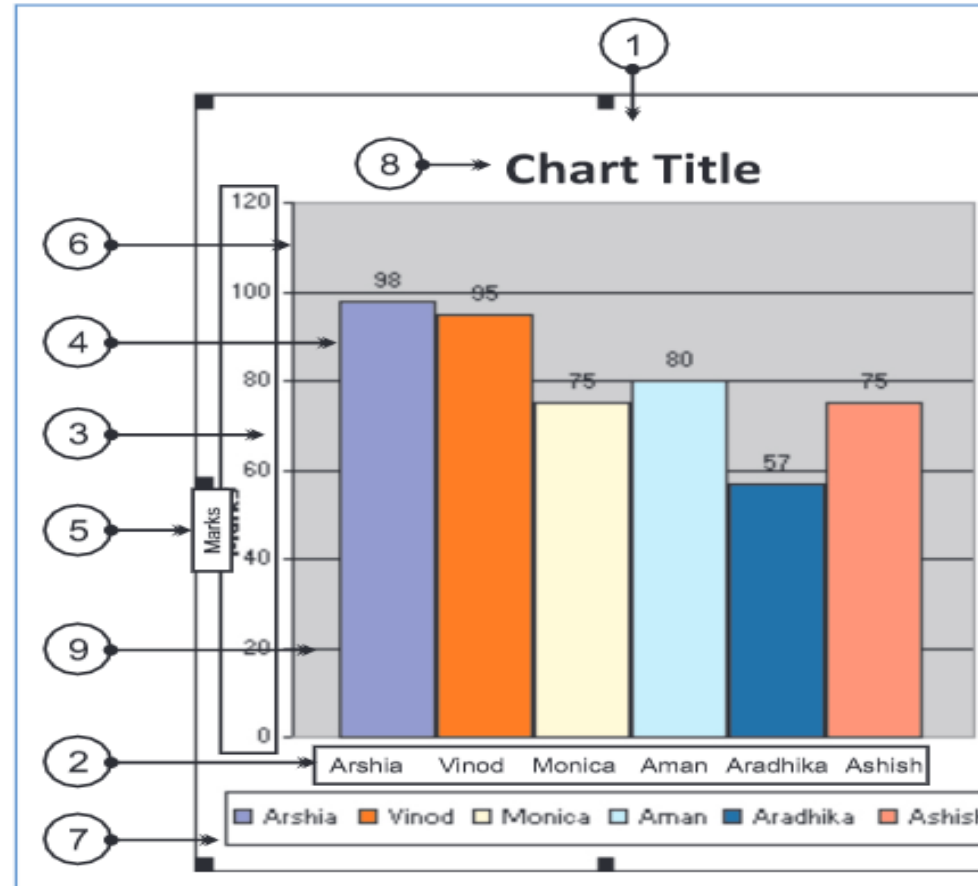


Figure 3.1: Components of a Chart

COMMONLY USED CHART TYPE



Column Chart

- A **column chart** is commonly used chart type to display data in the form of vertical bars.



Bar Chart

- The chart display data in the form of long rectangular rods also called bars, that are placed vertically or horizontally in the chart area.



Line Chart

- The Line chart is in the form of lines.it is very similar to plotting a graph on graph paper.



Pie Chart

- It is a circular chart divided in to sectors where each sectors shows the relative size of each value.



Doughnut

- This chart shows the relationship part to a whole.

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CREATING A CHART

It is quite simple to create a chart in Excel. Follow these steps to create a chart:

- Create a new worksheet with the data as shown in Figure 3.2.
- Select the range (A2:B7) including column headings and row labels to be displayed in the chart.
- Click on the **Insert** tab. In the **Charts** group, select the Column drop-down menu.
- Click on **Clustered Column** in the drop-down list. The chart gets displayed in the center of the worksheet.
- The two tabs named as **Design** and **Format** appear under the **Chart Tools** category on the Ribbon. These tabs contain options for editing and formatting the chart.

	A	B
1		
2	Name	Marks
3	Kabir	86
4	Rajan	78
5	Ridhima	95
6	Anika	89
7	Vijay	98

Figure 3.2: Selecting Range for a Chart

HOME ASSIGNMENT

- What is chart?
- What are the components of chart?
- What is legend?
- What is pi chart?
- What are the procedure to create a chart?

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THANKING YOU

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