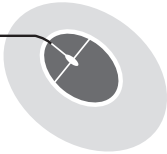




# Creating Charts in MS Excel 2013



## LEARNING OUTCOMES

**After the lesson, students will be able to:**

- » Define charts in MS Excel.
- » List the types of charts in Excel.
- » Label the components of charts.
- » Create a chart.
- » Choose a recommended chart.
- » Move and resize a chart.
- » Choose and change the layout of a chart.
- » Add title to a chart.
- » Insert SmartArt in a chart.

## WARM UP

Can you think of some examples of data that can be best represented on a chart?

**Ans.** Marks of students in a class test, number of boys and girls in a class, sales of a company in a particular month, year, etc. Students can discuss and give more examples with help of the teacher, if required.

## CHAPTER NOTES

- » Data can be represented in a pictorial format using charts.
- » Microsoft Excel has various charts which help you to represent data in a pictorial format.

- » There are over 12 types of charts available in Excel along with their subtypes.
- » It is easy to compare numbers in a chart and make instant decisions.
- » Charts help us analyse and evaluate the worksheets.
- » Charts also provide an attractive and appealing way to represent data.
- » Excel has many options like pie chart, bar chart, etc., which are available in the Insert tab.
- » Data series is also known as the foundation of a chart. In the sheet, it is the content of a group of related cells.
- » Data object is a variety of elements of which the charts are made of.
- » You can make various changes to a chart in Excel from formatting the text to typing, which collectively come under customisation.
- » Charts are easy to understand.
- » A chart is an effective way of comparing data.
- » Column Charts: The data in these charts is represented in the form of vertical bars.
- » Bar Charts: These charts are represented in a tabular format as well as in the form of columns.
- » Line Charts: These are used to display continuous data over any time.
- » Area Charts: Used for showing the magnitude of change over time.
- » Pie Charts: Data in a pie chart is represented in form of a pie.
- » Doughnut Charts: These charts consist of more than one data series, each represented by a ring.
- » Scatter Charts: These charts are similar to the line chart, the only difference being that instead of connecting lines, the scatter chart uses a scribble line to display data.
- » Radar Charts: The data in a radar chart is placed in the form of irregular concentric circles.
- » 3D Surface Charts: The data in these charts is represented in three-dimensional form.
- » Stock Charts: These charts are generally used for tracking stock market activity.

- » X Axis: This is the horizontal axis of the chart and is also known as category axis.
- » Y Axis: This is the vertical axis and is known as value axis.
- » Data series: The group of data from which a chart is derived is known as data series.
- » Chart Area: It is the area where the components of a chart are enclosed.
- » Plot Area: This is the area where the chart is plotted.
- » Chart Title: The chart title is mentioned at the top of the chart in text form and tells us what the chart is about.
- » Axes Titles: These are the titles given to the two axes of a chart.
- » Gridlines: The horizontal and vertical lines on the plot area are defined as gridlines.
- » Legend: Mentioned to the right of a chart, the legend denotes each data series with a unique colour.
- » Data Label: This text label is used to provide additional information on the data points.
- » It is possible to create a recommended chart in Excel by selecting one of the chart configurations suggested by the software.
- » Excel studies your data and provides the option which will suit the data representation, thus saving your time.

## **DEMONSTRATION**

- » Create a chart
- » Choose a recommended chart
- » Move and resize a chart
- » Choose and change the layout of a chart
- » Add title to a chart
- » Insert SmartArt in a chart

## LAB ACTIVITIES

The table below shows the sales figures of a certain company in the years 2014, 2015 and 2016, achieved by certain salespersons whose IDs have been given:

**SALES ANALYSIS**

<b>SALESPERSON ID</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
321	23,110	24460	25220
322	22340	23450	24650
323	24630	25780	26580
324	26580	27640	28430

Study the table and do the following:

1. Show the sales for the three years by creating a chart.
2. Show the sales for the three years by creating a column chart.
3. Show the performance of salesperson 323 for the three years by creating a pie chart.

## ASSESSMENT

**Teacher can assess students by quizzing them on different aspects of the charts available in Excel.**