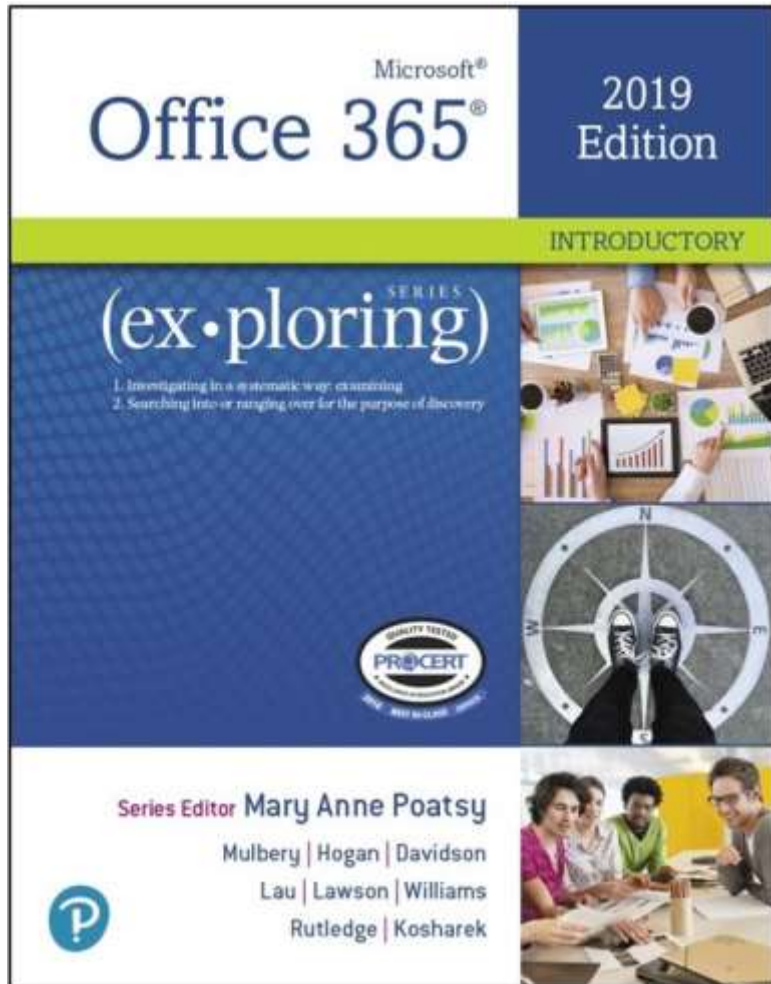


Exploring Microsoft Office 365

Introductory



Chapter 3

Charts

Learning Objectives

- 3.1** Create a Basic Chart
- 3.2** Use Other Methods to Create a Chart
- 3.3** Create Other Charts
- 3.4** Add and Format Chart Elements
- 3.5** Apply a Chart Style and Colors
- 3.6** Modify the Data Source
- 3.7** Create and Customize Sparklines

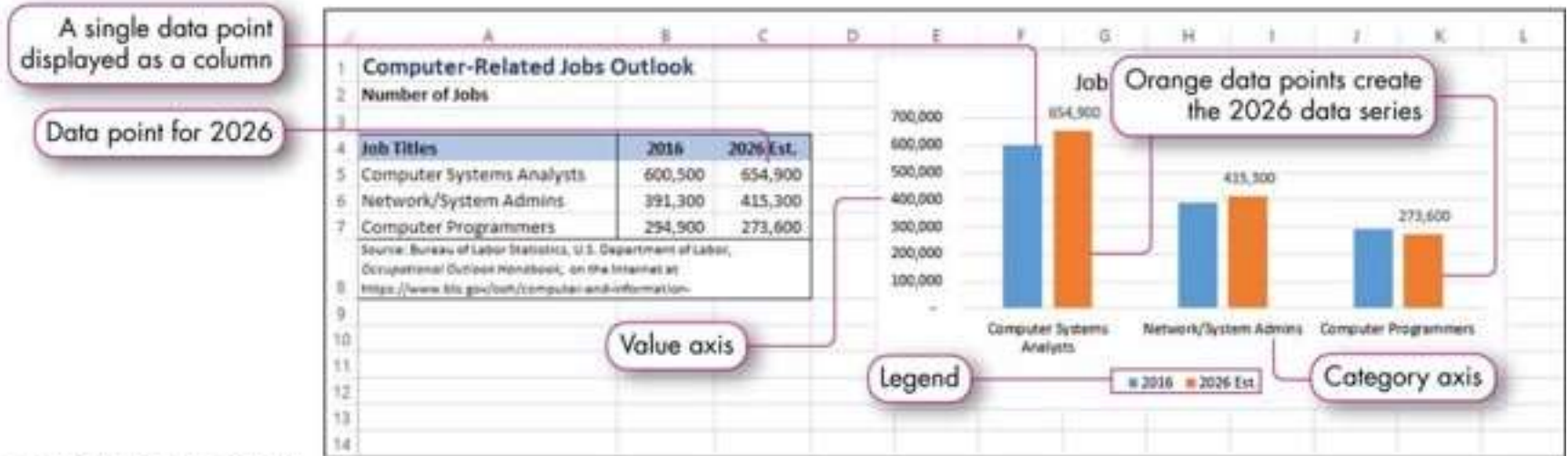
Chart Basics

Chart Type	Description
Column chart	Displays values in vertical columns where the height represents the value; the taller the column, the larger the value. Categories display along the horizontal (category) axis.
Bar chart	Displays values in horizontal bars where the length represents the value; the longer the bar, the larger the value. Categories display along the vertical (category) axis.
Pie chart	Shows proportion of individual data points to the total or whole of all those data points.
Line chart	Displays category data on the horizontal axis and value data on the vertical axis. Appropriate to show continuous data to depict trends over time, such as months, years, or decades.
Combo	Combines two chart types (such as column and line) to plot different data types (such as values and percentages).

Creating a Basic Chart (1 of 10)

- Data point—individual value in a cell that is plotted in a chart
- Data series—group of related data points
- Data are plotted on two axes:
 - Horizontal x-axis—provides a frame of reference for measuring data left to right in a chart
 - Vertical y-axis—provides a frame of reference for measuring data up and down in a chart
 - Category axis—displays descriptive labels for the data points
 - Value axis—displays incremental numbers to identify the approximate values of data points

Creating a Basic Chart (2 of 10)

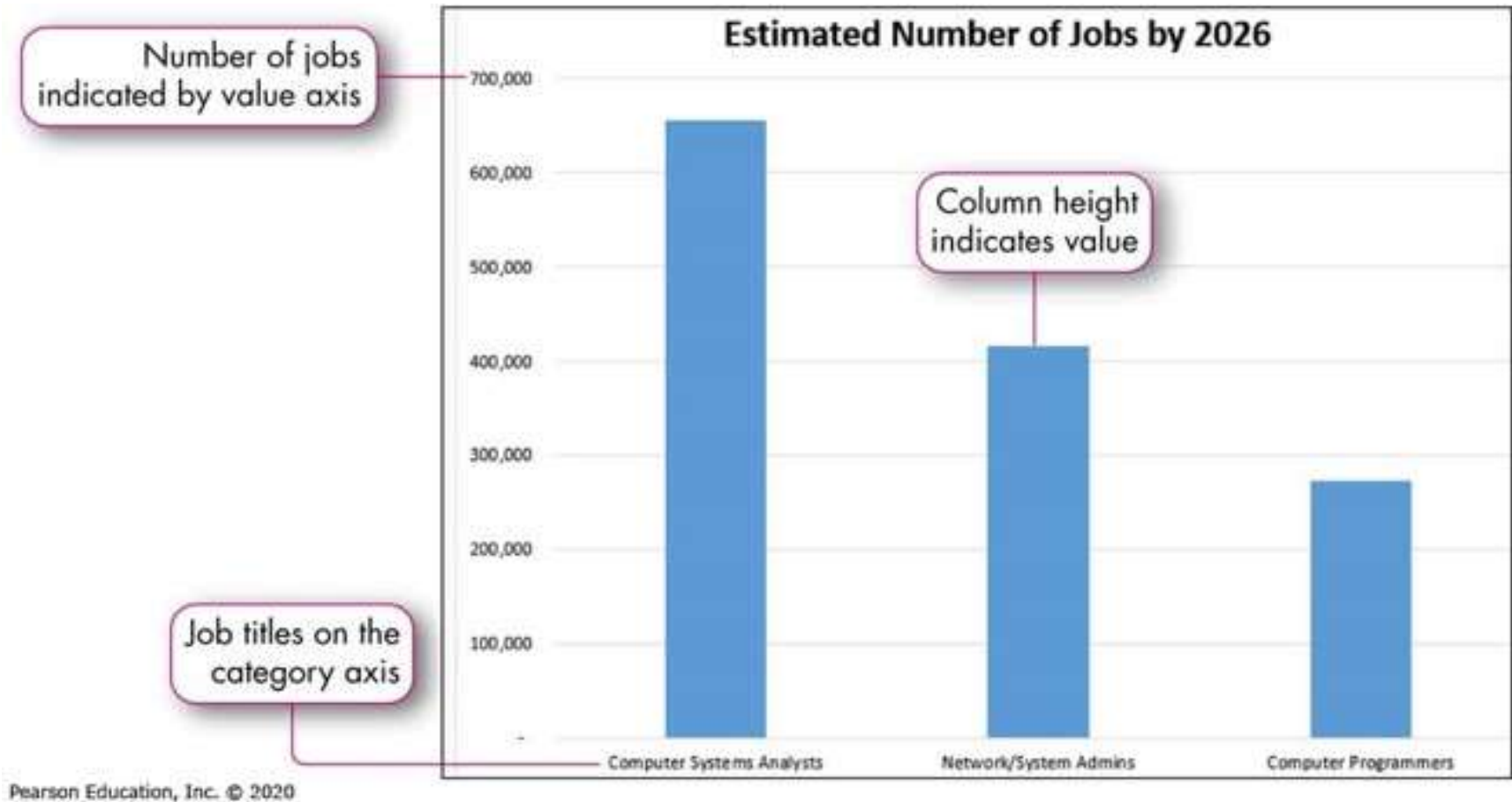


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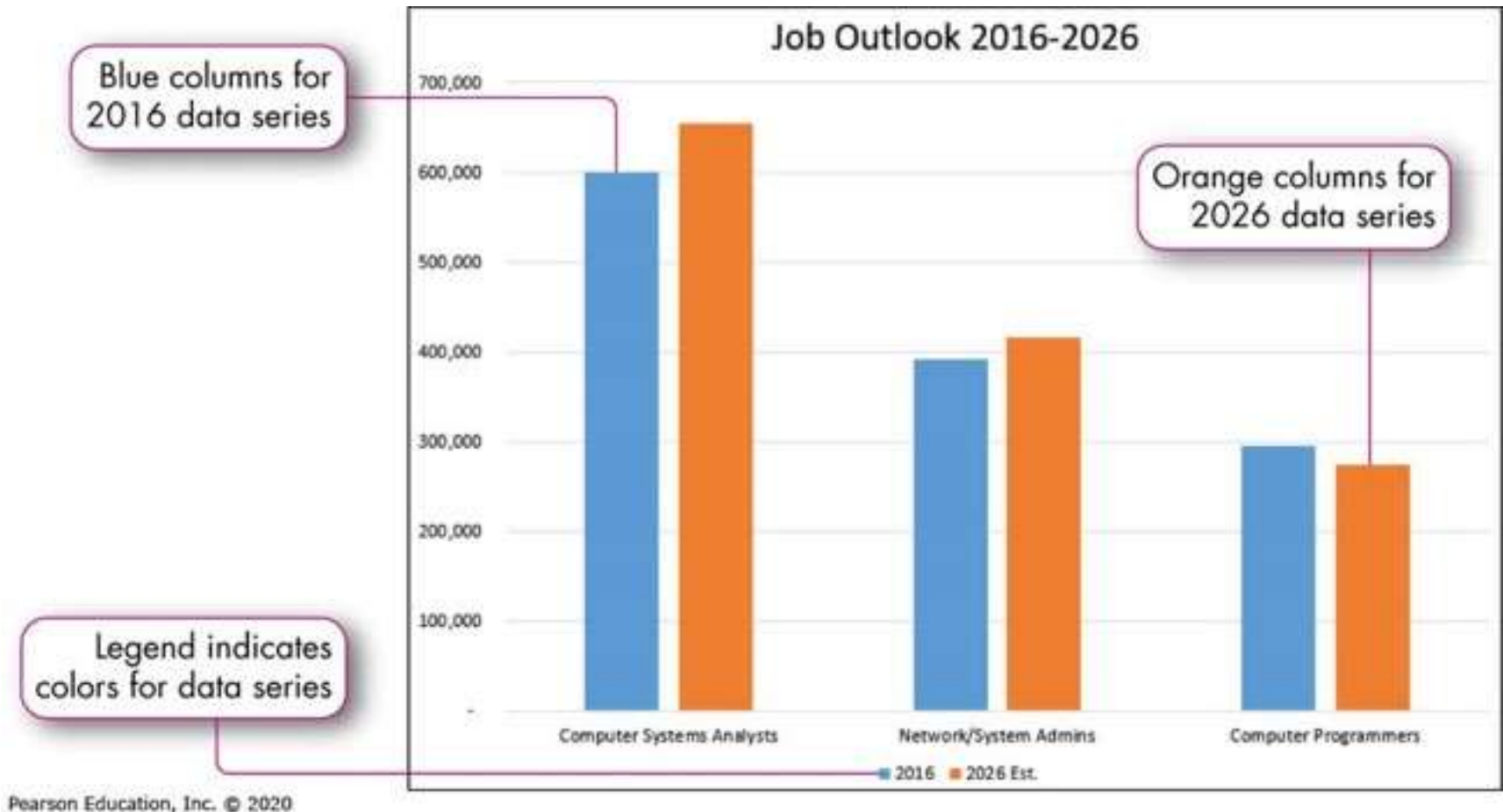
Creating a Basic Chart (3 of 10)



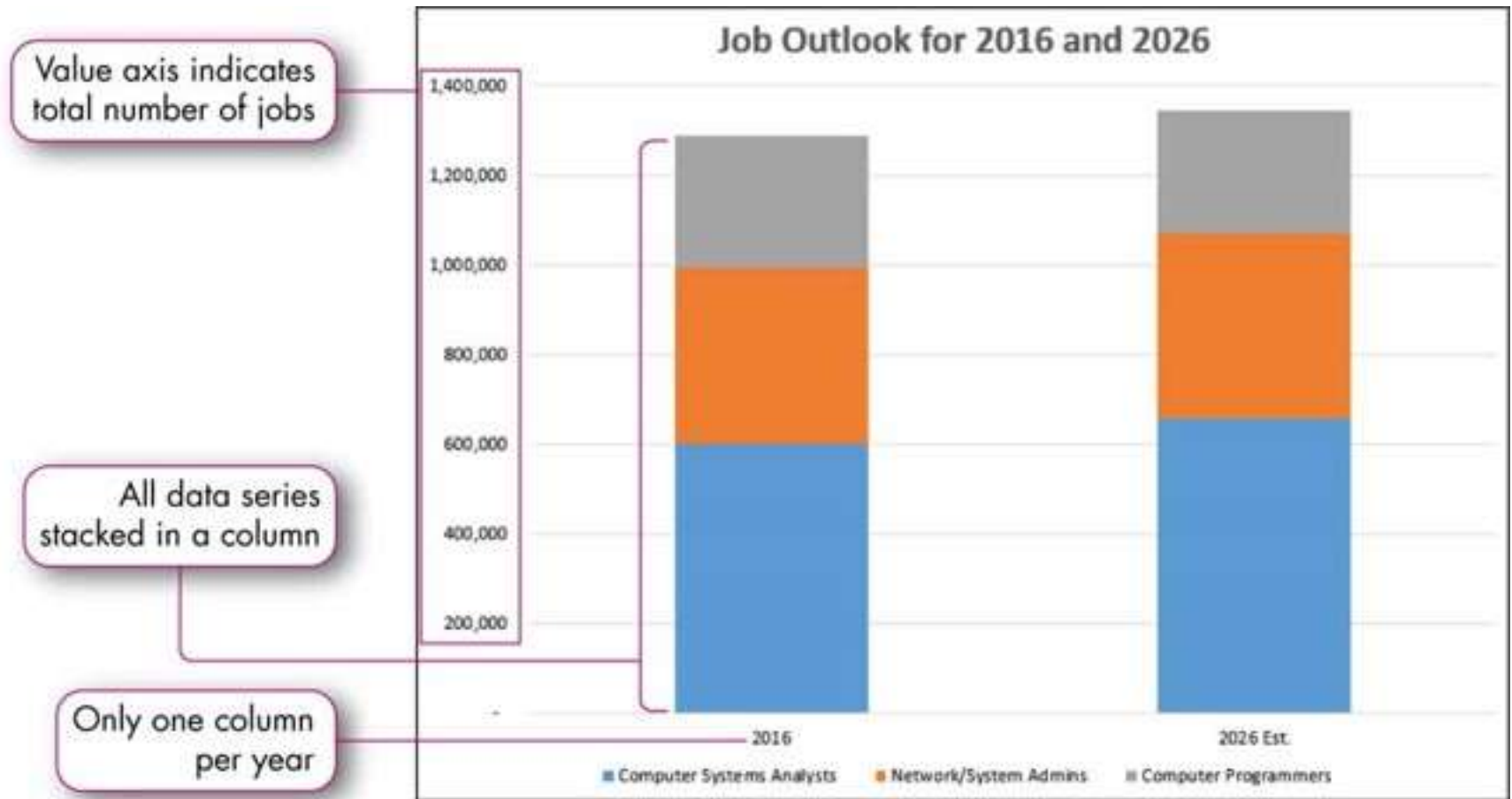
Creating a Basic Chart (4 of 10)



Creating a Basic Chart (5 of 10)

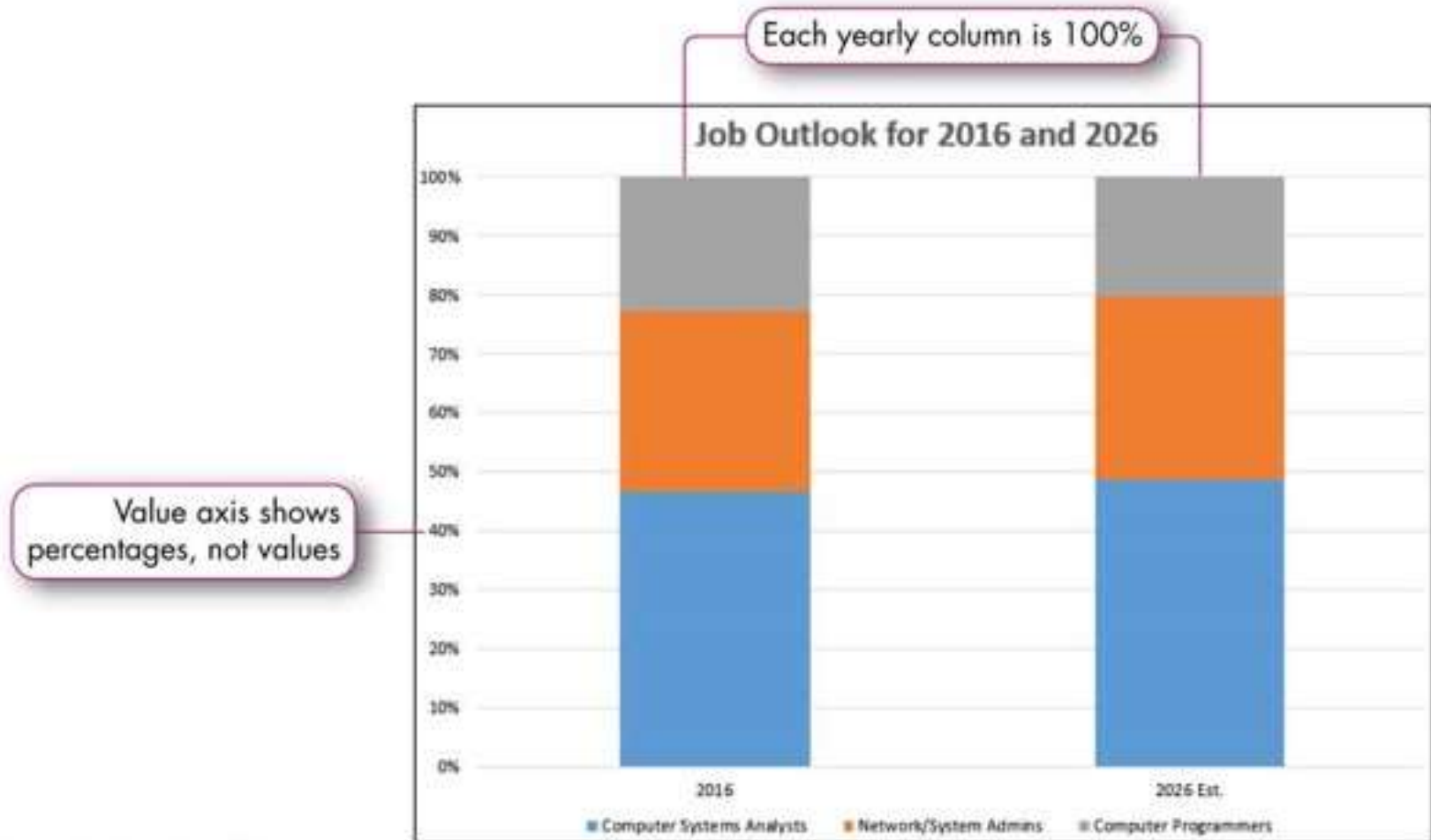


Creating a Basic Chart (6 of 10)



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Creating a Basic Chart (7 of 10)



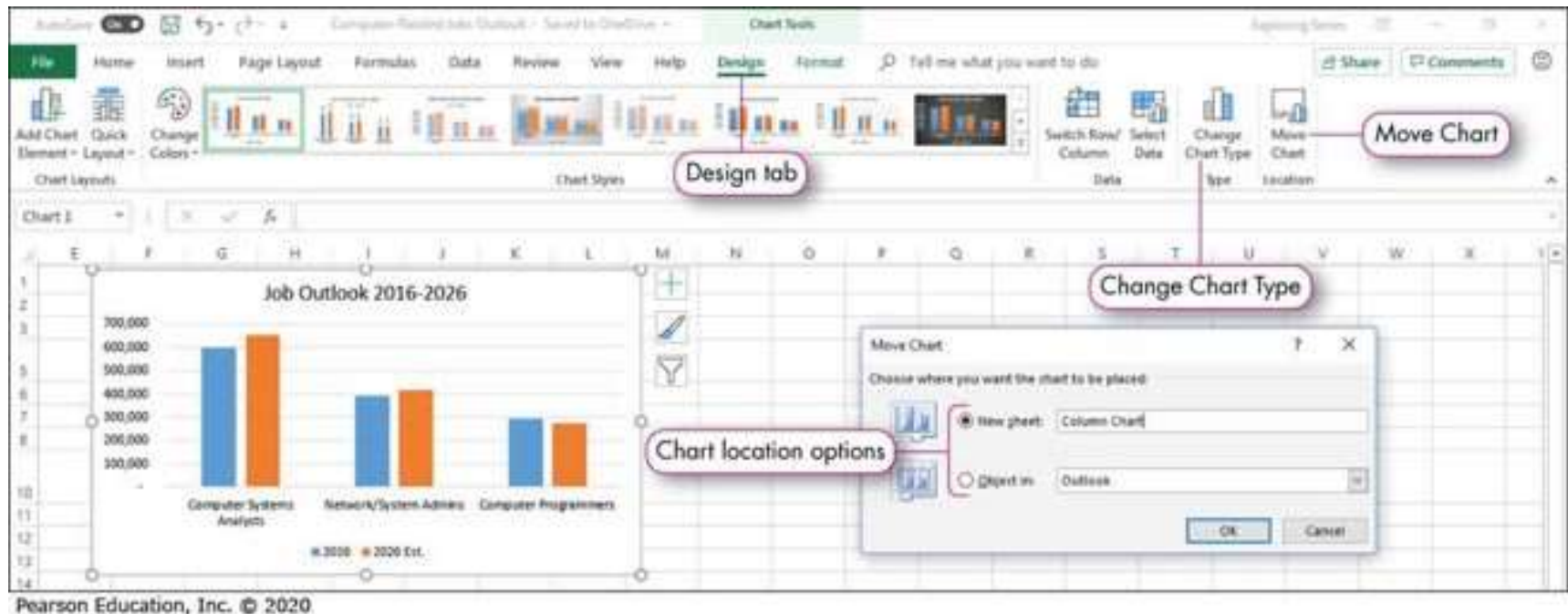
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Creating a Basic Chart (8 of 10)

Moving a chart

- Use the Cut and Paste commands
- Drag the chart to a different location
- Move to a chart sheet

Creating a Basic Chart (9 of 10)

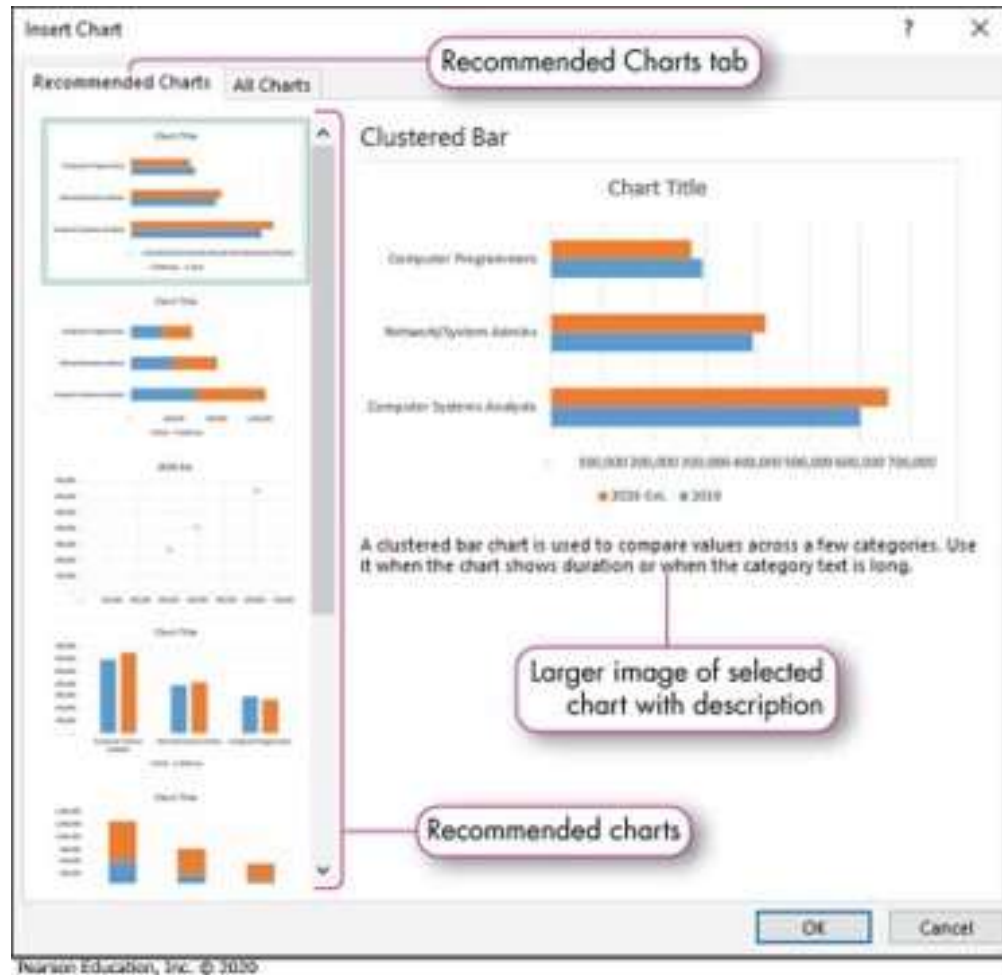


Creating a Basic Chart (10 of 10)

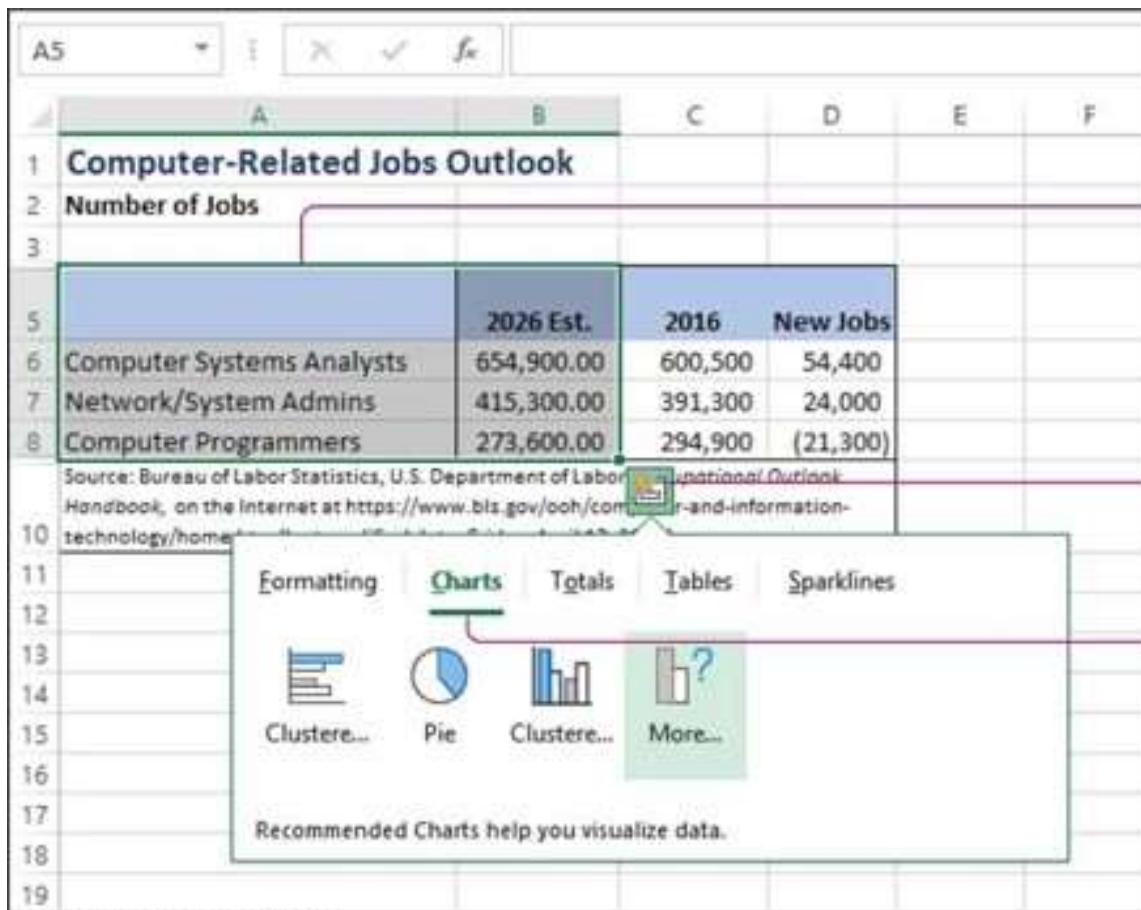


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Using Other Methods to Create Charts (1 of 3)



Using Other Methods to Create Charts (2 of 3)

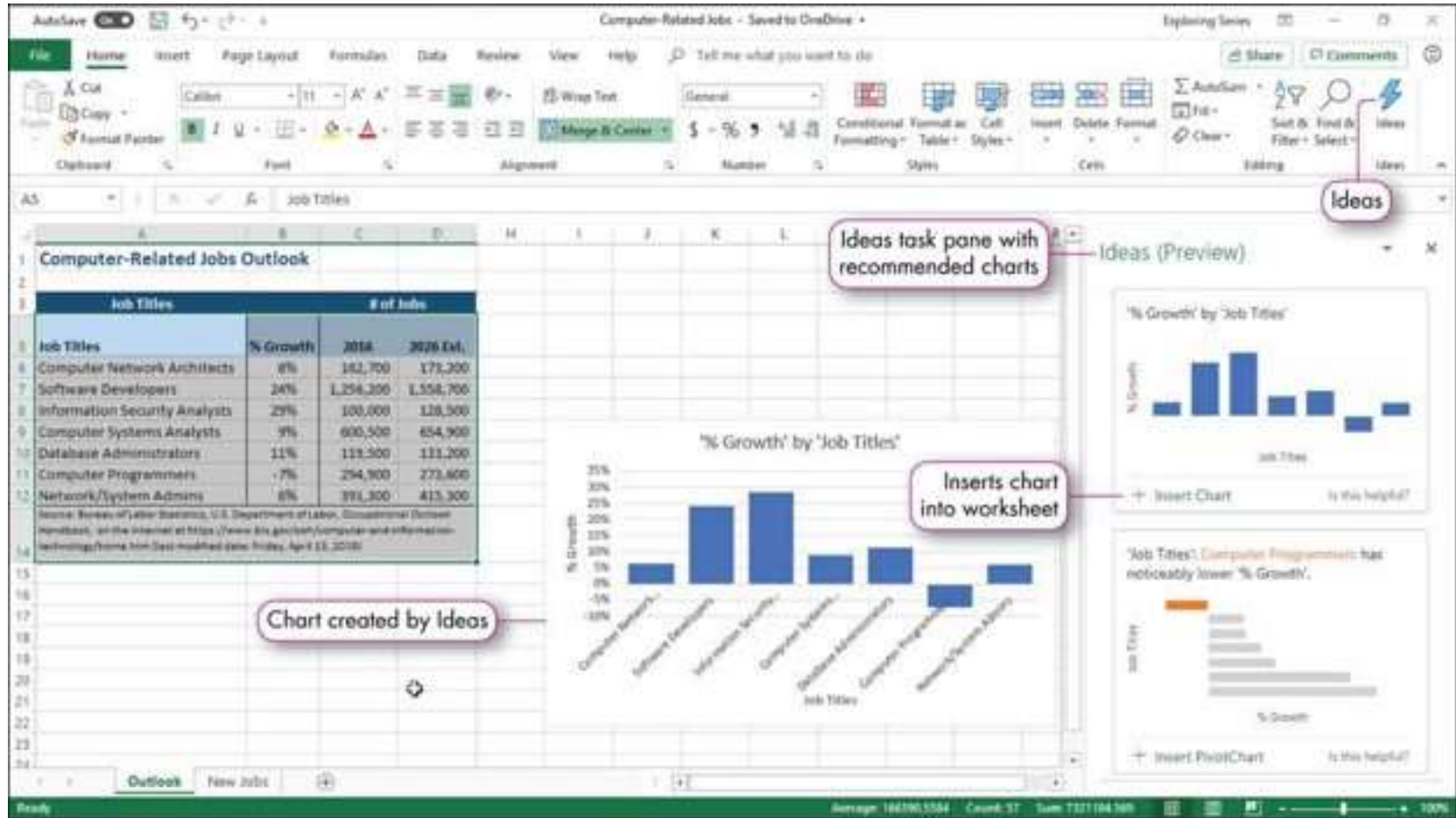


Selected range

Quick Analysis

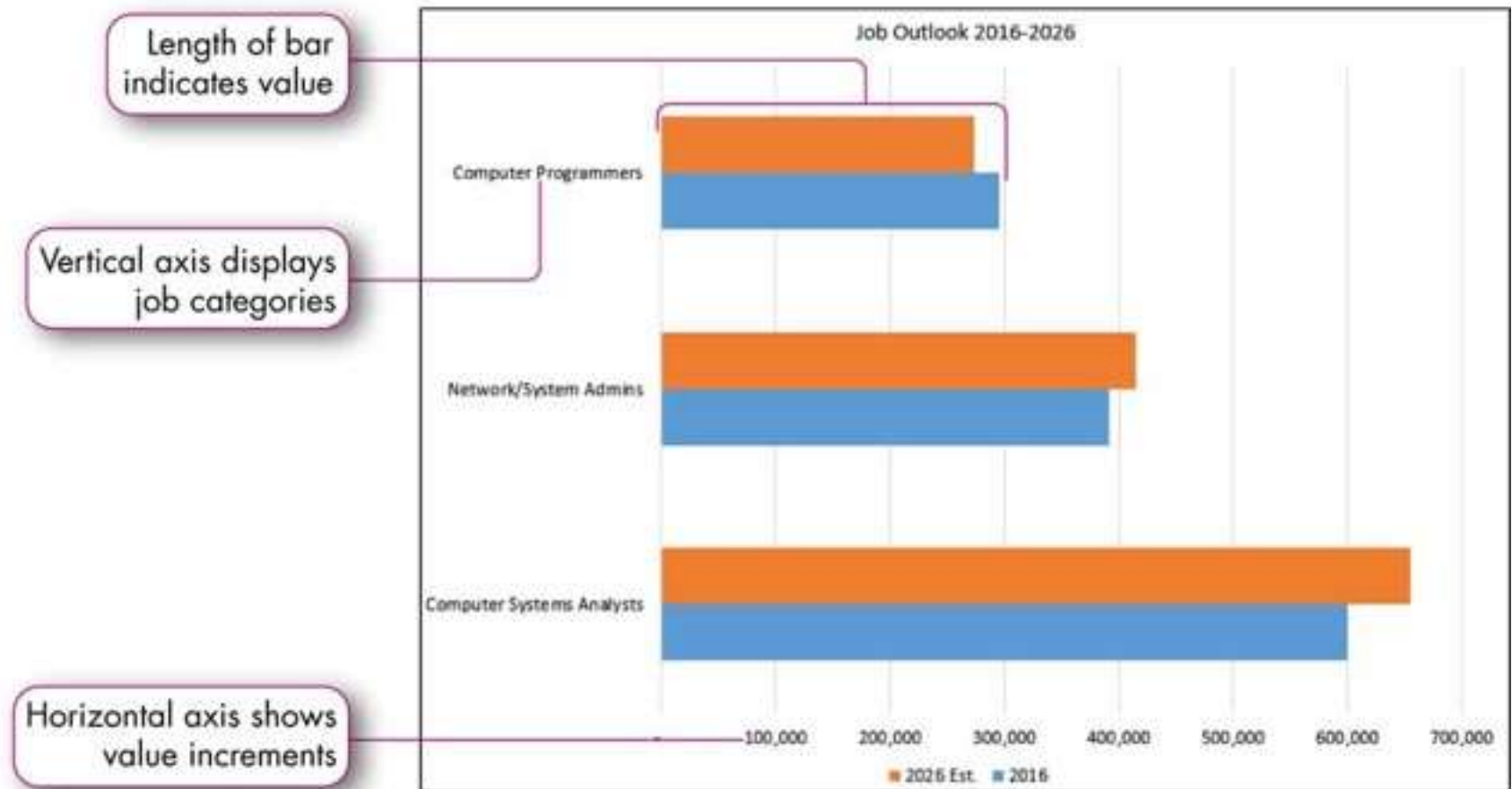
Displays recommended charts

Using Other Methods to Create Charts (3 of 3)



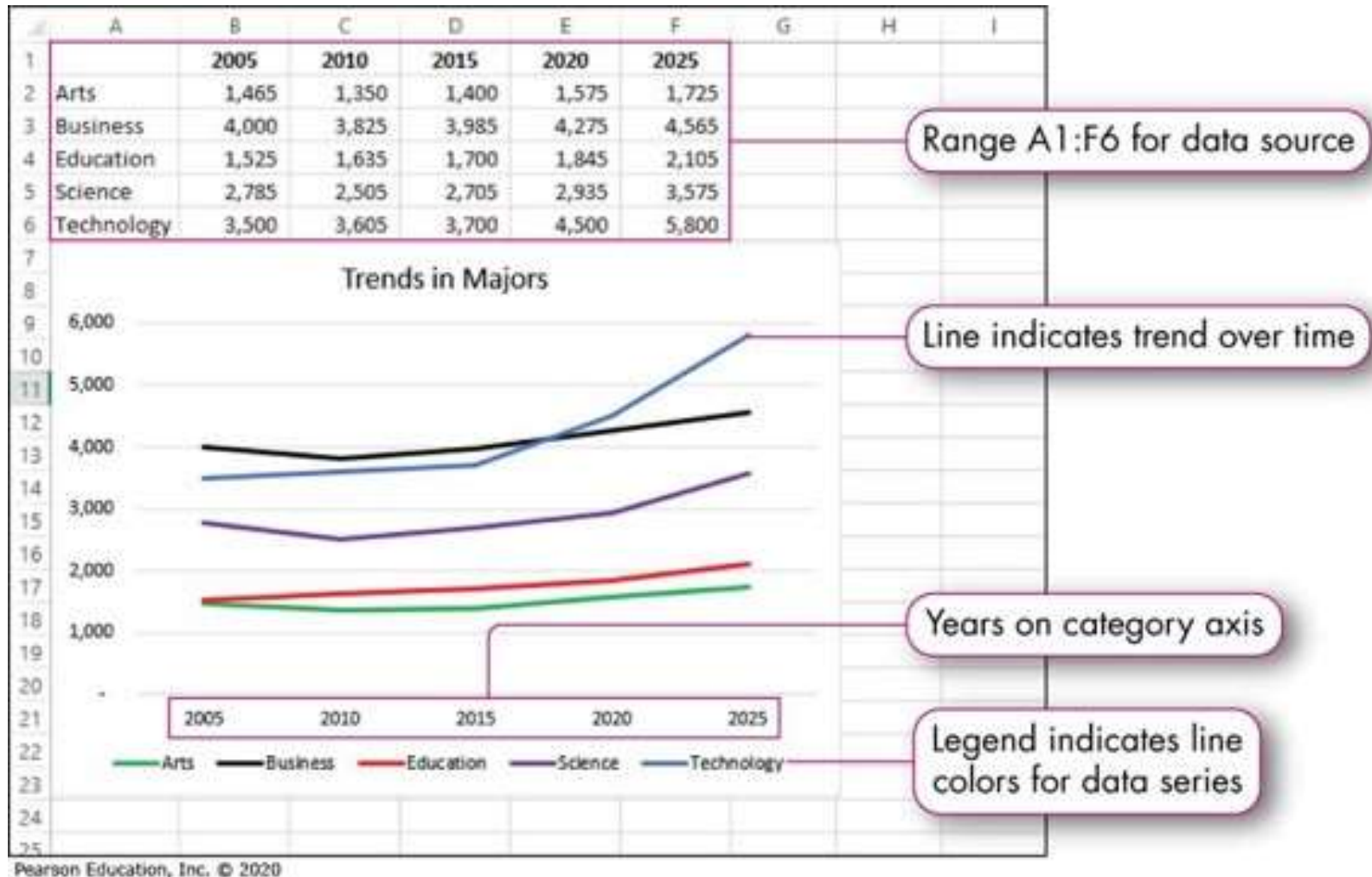
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Creating Other Charts (1 of 6)

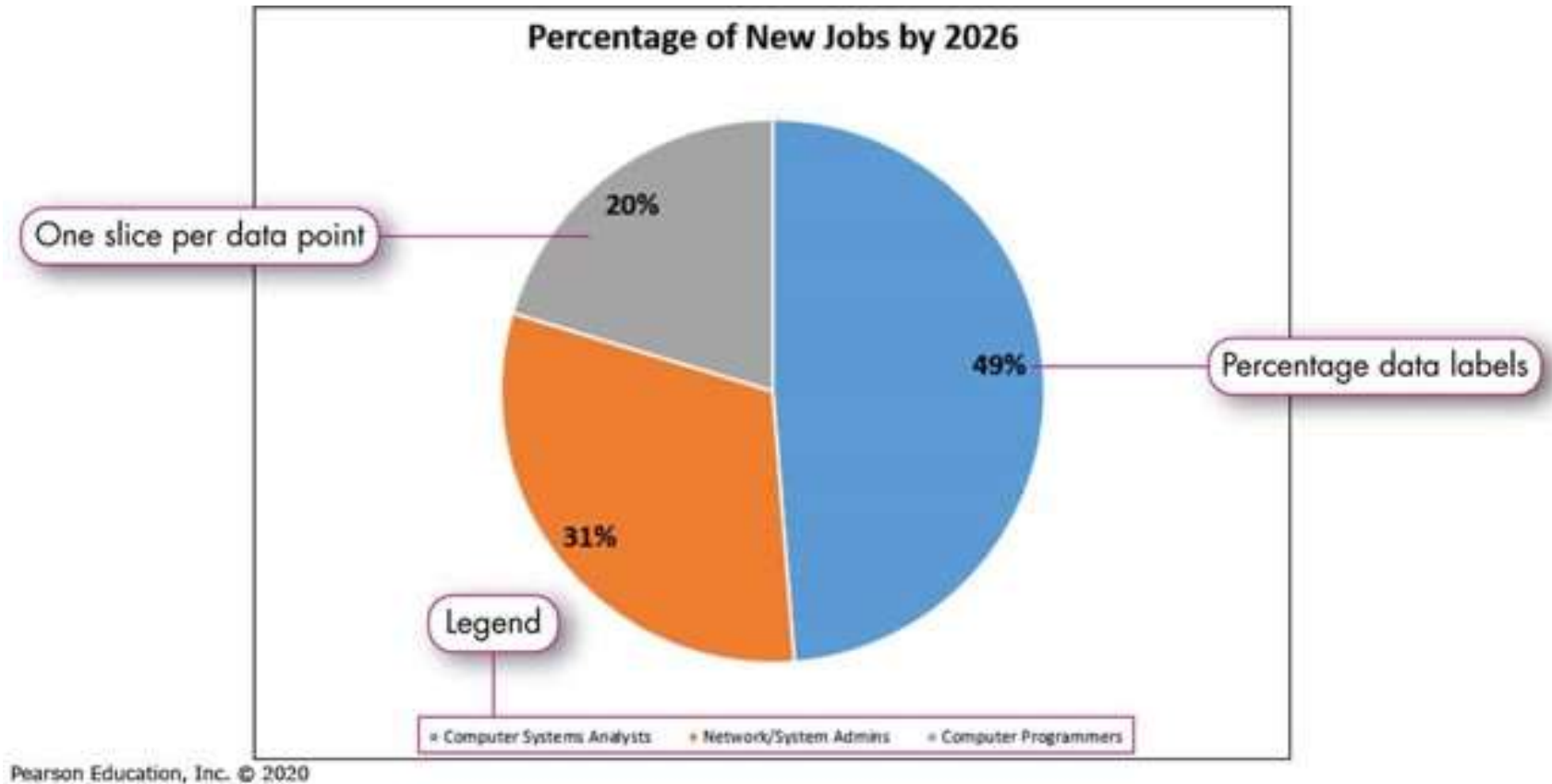


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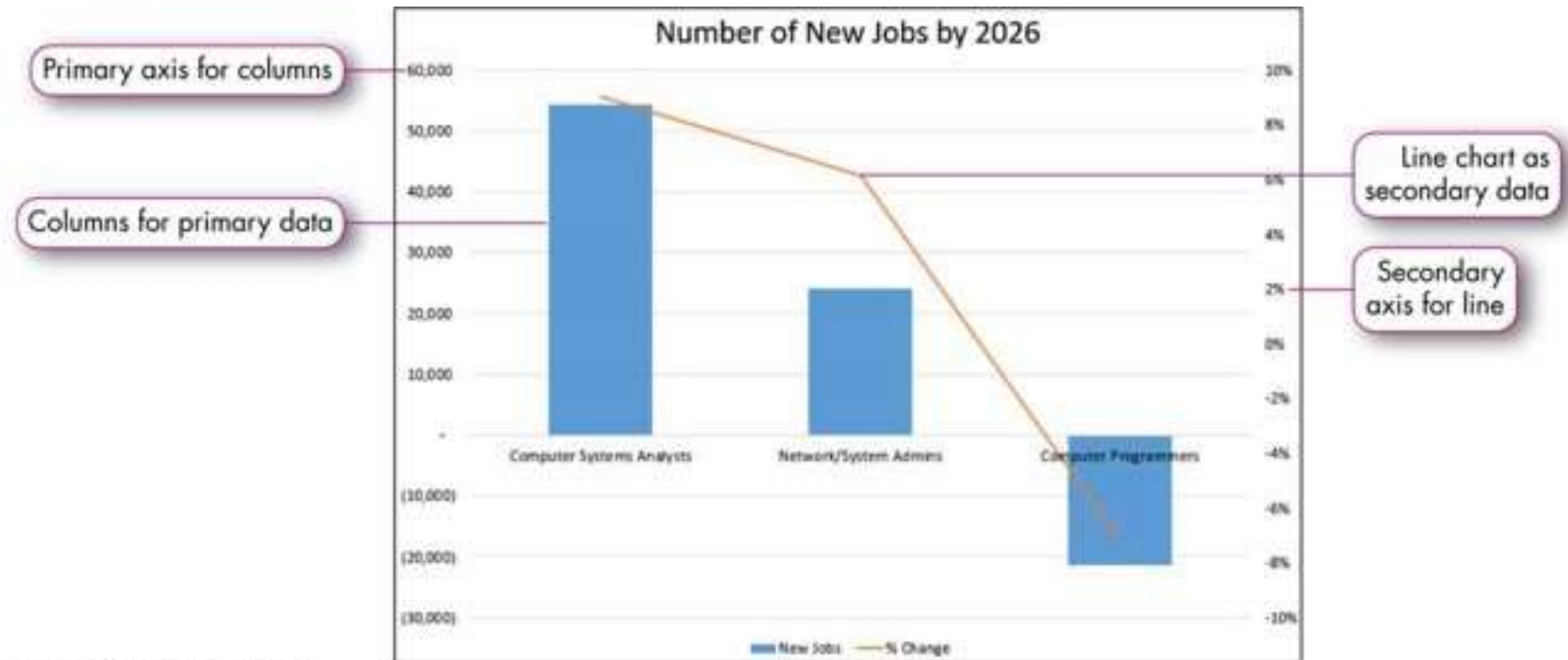
Creating Other Charts (2 of 6)



Creating Other Charts (3 of 6)

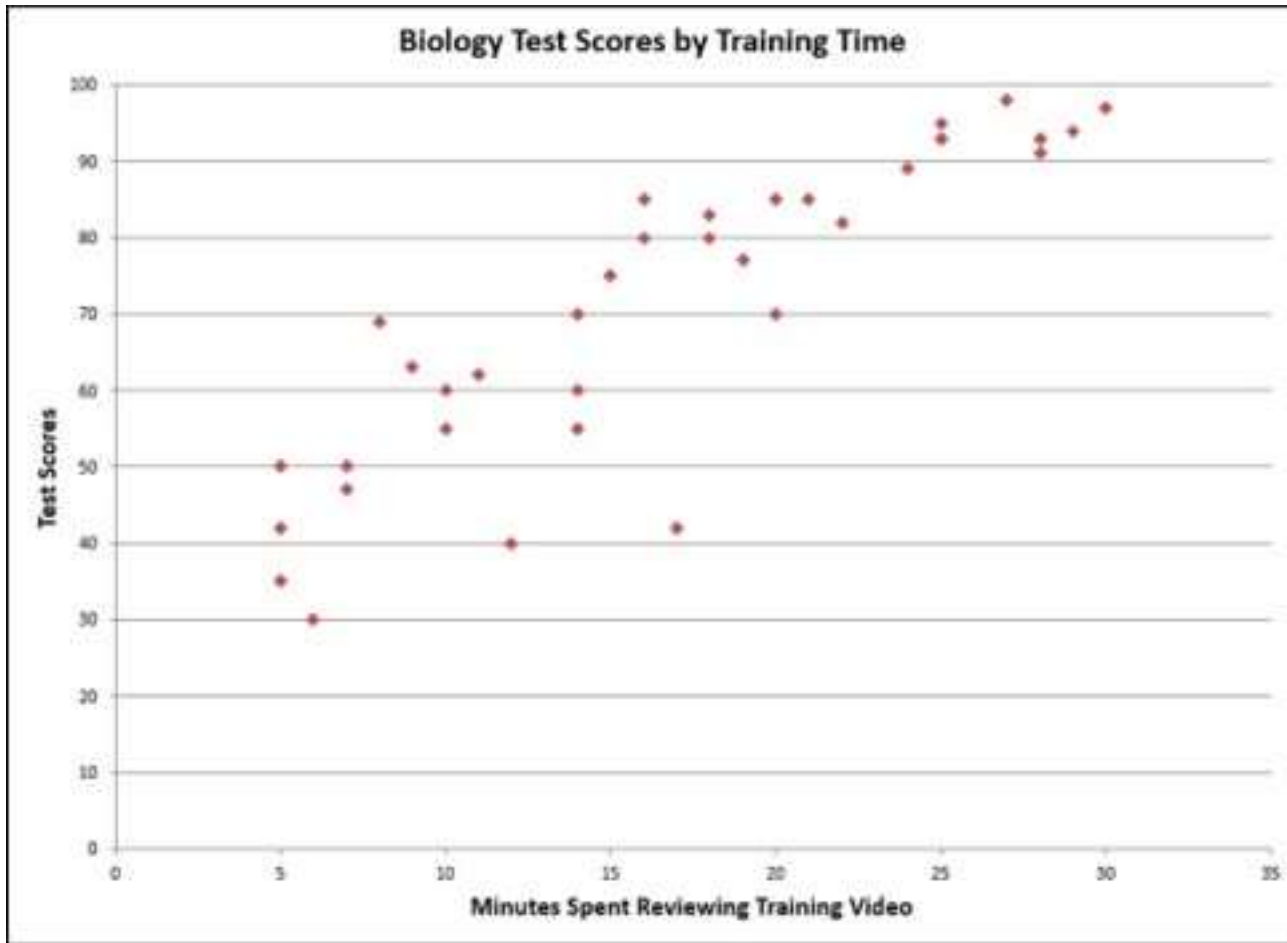


Creating Other Charts (4 of 6)



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Creating Other Charts (5 of 6)



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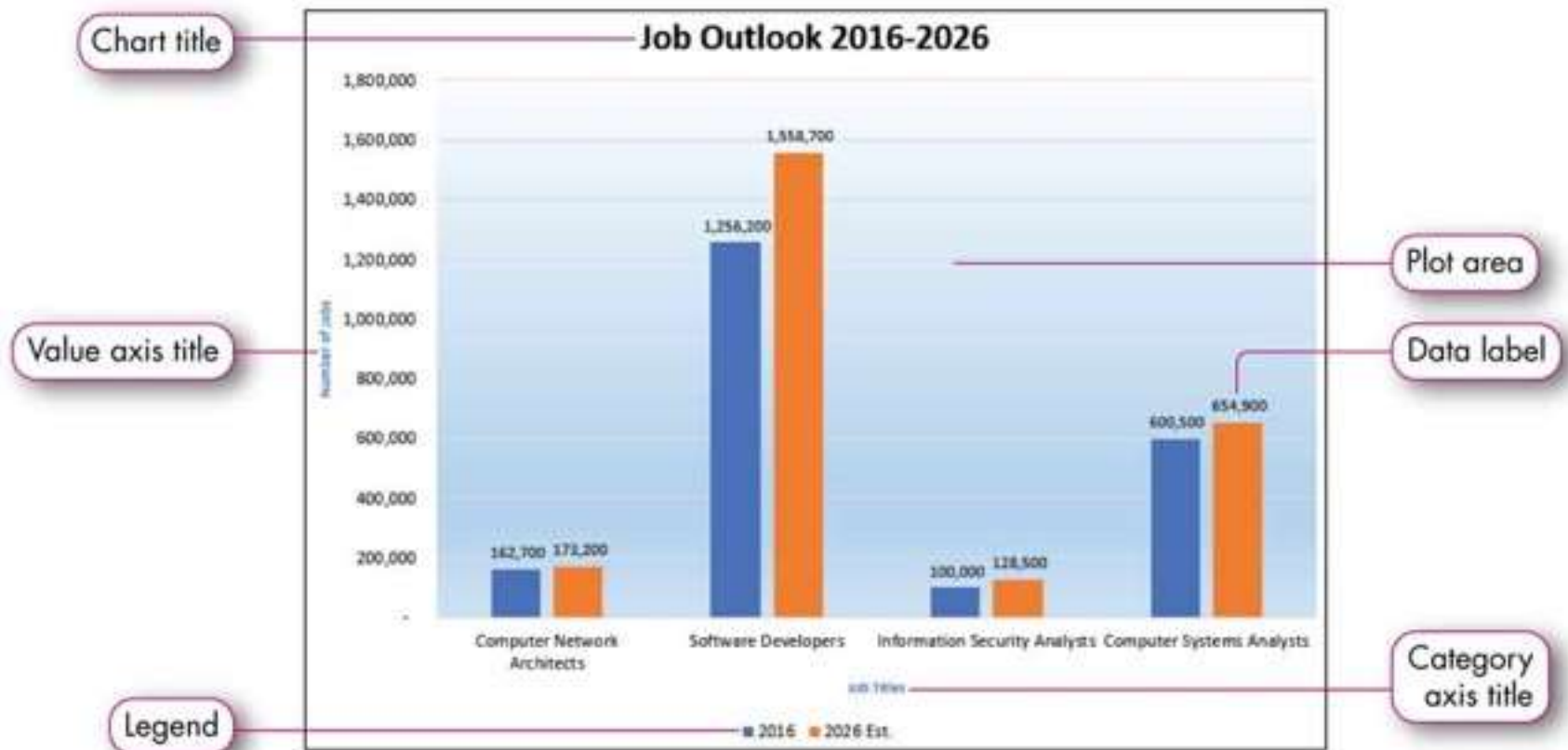
Creating Other Charts (6 of 6)

Chart Type	Description
Area	Similar to a line chart in that it shows trends over time; however, the area chart displays colors between the lines to help illustrate the magnitude of changes.
Surface	Represents numeric data and numeric categories. Displays trends using two dimensions on a continuous curve.
Radar	Uses each category as a spoke radiating from the center point to the outer edges of the chart. Each spoke represents each data series, and lines connect the data points between spokes, similar to a spider web. A radar chart compares aggregate values for several data series.
Histogram	A histogram is similar to a column chart. The category axis shows bin ranges (intervals) where data is aggregated into bins, and the vertical axis shows frequencies.

Chart Elements Introduction (1 of 2)

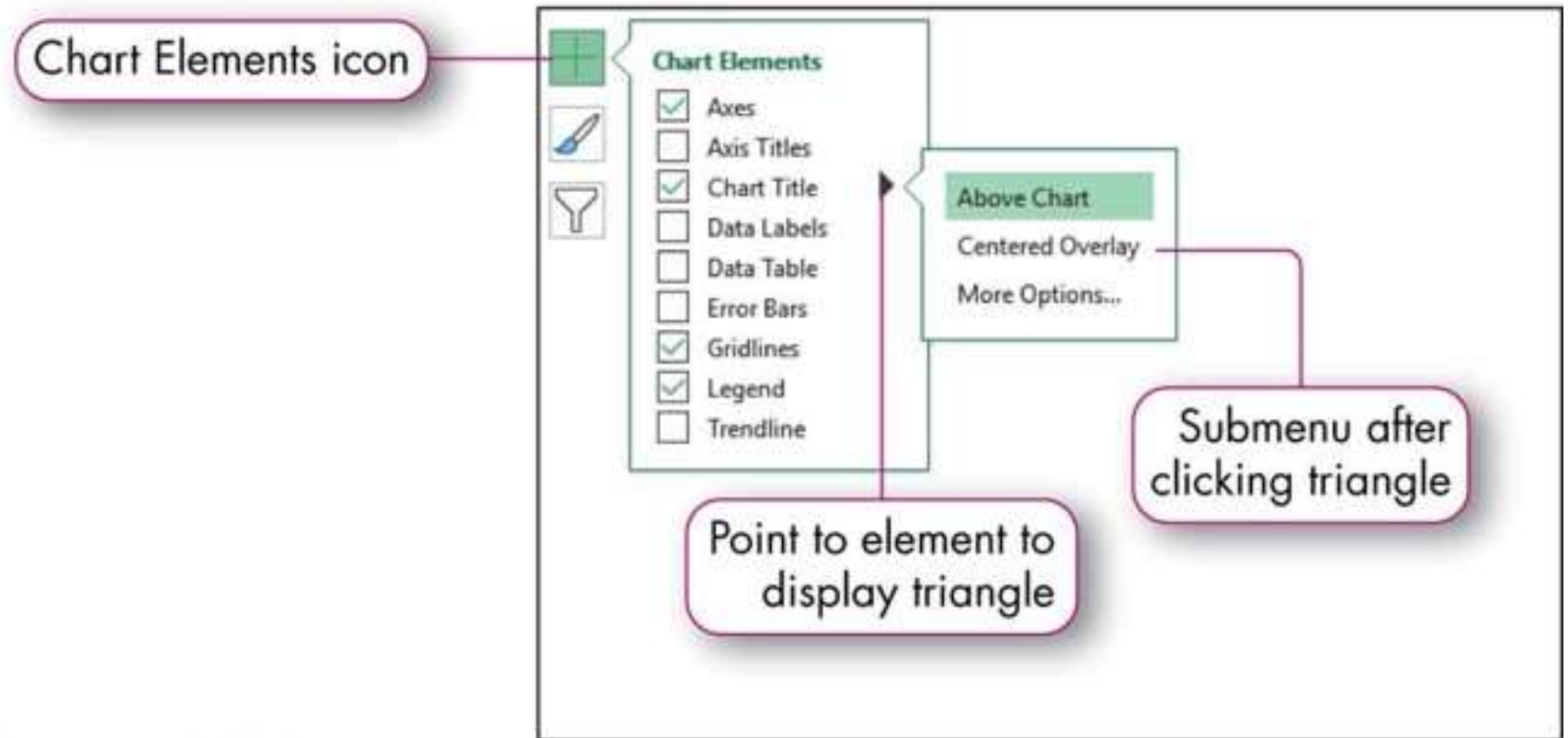
Element	Description
Axis title	Label that describes the category or value axes, such as In Millions of Dollars, to clarify the axis.
Chart area	Container for the entire chart and its elements.
Chart title	Heading that describes the entire chart.
Data label	Descriptive label that shows the exact value or name of a data point.
Data table	Grid that contains the data source values and labels; useful when the chart is on a different sheet from the data source.
Error bars	Visuals that indicate the standard error amount, a percentage, or a standard deviation for a data point or marker.
Gridlines	Horizontal or vertical lines that extend from the tick marks on the value axis across the plot area to guide the reader's eyes across the chart to identify values.
Legend	Box that contains a key to identify the color or pattern assigned to each data series.
Plot area	Region containing the graphical representation of the values in the data series; surrounded by two axes.
Trendline	Line that depicts trends or helps forecast future data, such as estimating future sales or number of births in a region. Add a trendline to column, bar, line, stock, scatter, and bubble charts. Excel analyzes the trends and displays a line indicating future values.

Chart Elements Introduction (2 of 2)



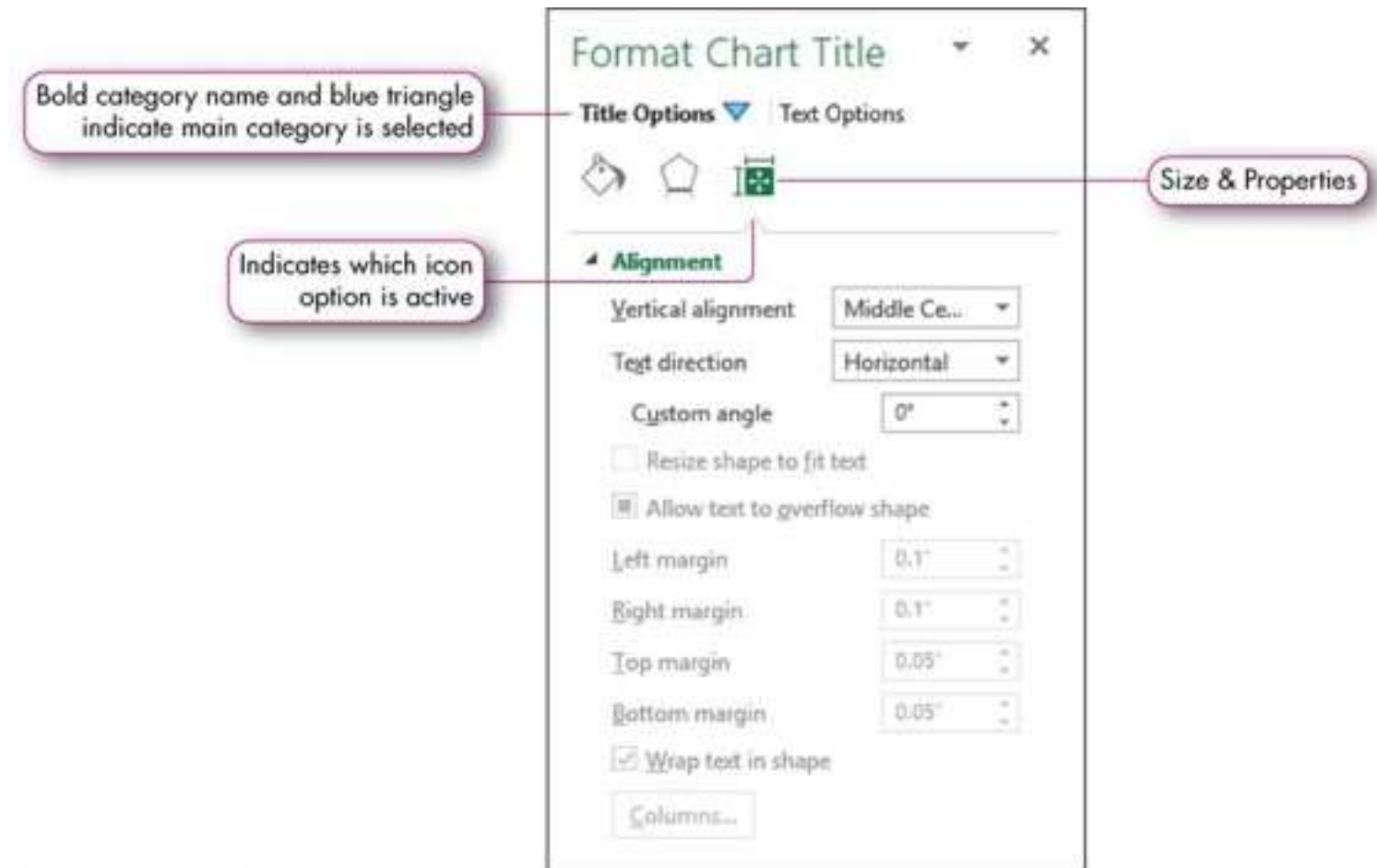
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Adding and Formatting Chart Elements (1 of 8)



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Adding and Formatting Chart Elements (2 of 8)



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Adding and Formatting Chart Elements (3 of 8)

The screenshot displays the 'Quick Layout' command interface. At the top, there are three main buttons: 'Add Chart Element', 'Quick Layout', and 'Change Colors'. The 'Quick Layout' button is highlighted with a green border. Below these buttons is a grid of 12 chart layout thumbnails. A mouse cursor is hovering over the thumbnail in the second row, third column. To the right of this thumbnail, a tooltip box titled 'Layout 3' is displayed, listing the chart elements it includes: Chart Title, Legend (Bottom), Horizontal Axis, Vertical Axis, and Major Gridlines. The background of the application window shows a spreadsheet with rows 32 through 39 visible.

Quick layout command

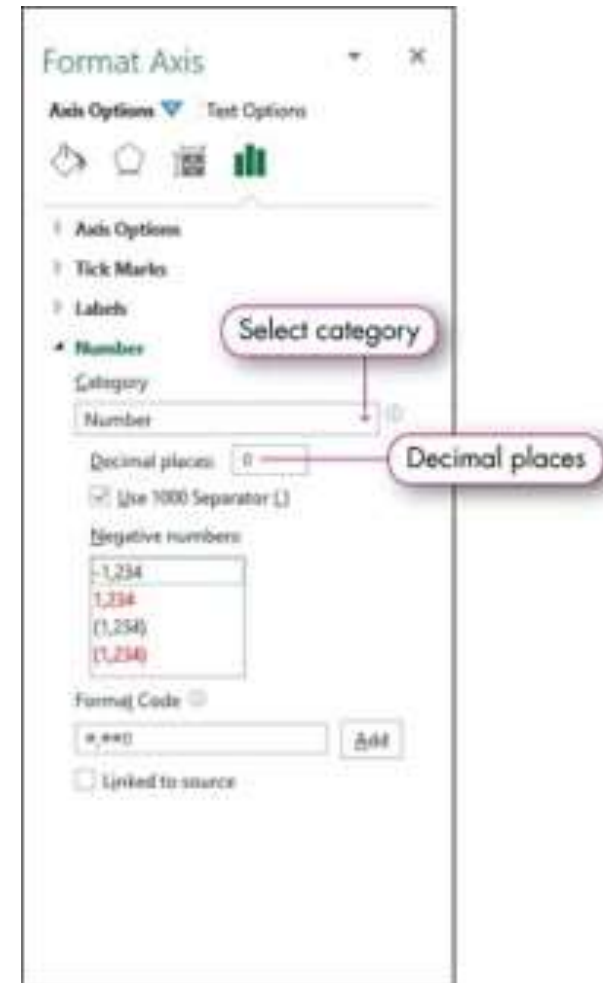
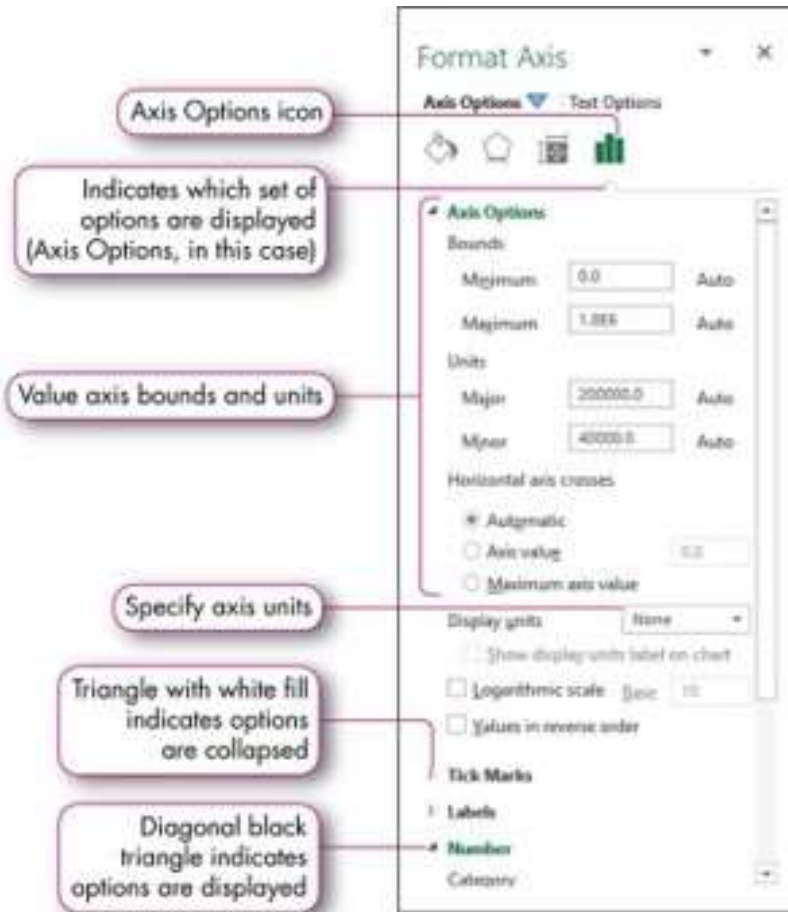
Point to a layout thumbnail

Description of layout

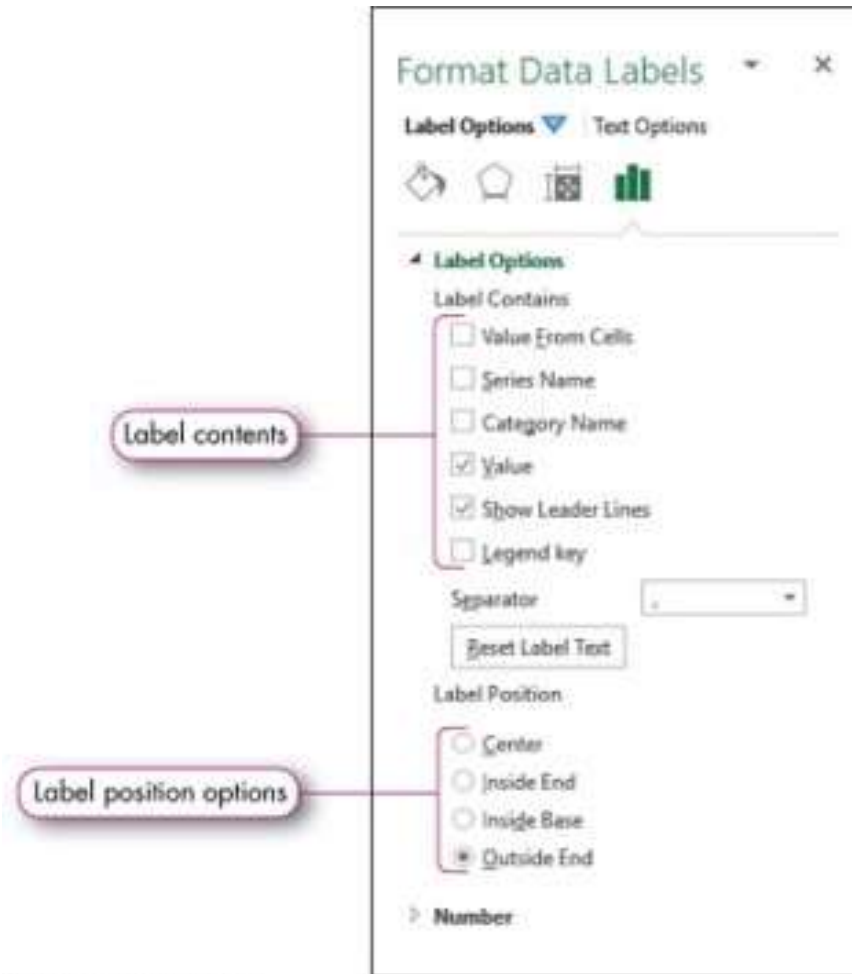
Layout 3
Shows the following chart elements:
- Chart Title
- Legend (Bottom)
- Horizontal Axis
- Vertical Axis
- Major Gridlines

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Adding and Formatting Chart Elements (4 of 8)

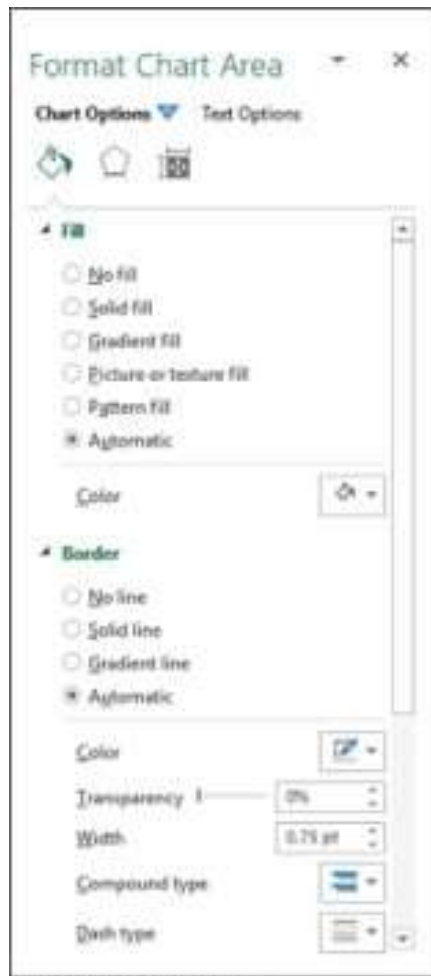


Adding and Formatting Chart Elements (5 of 8)

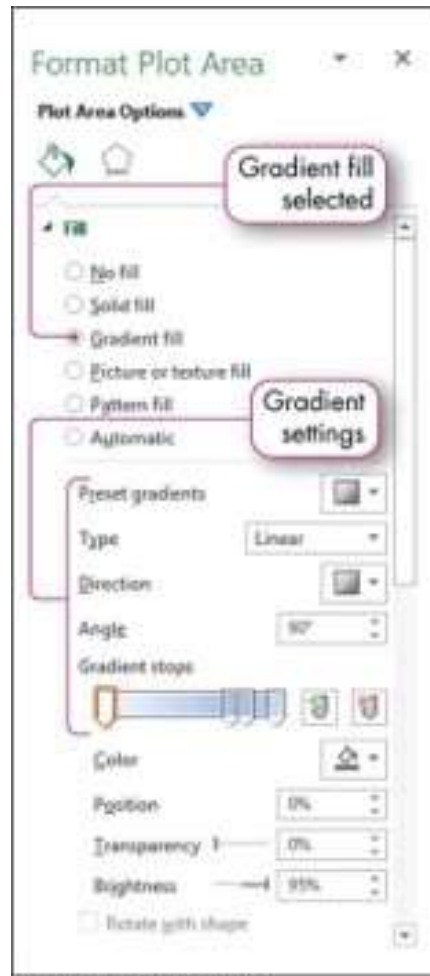


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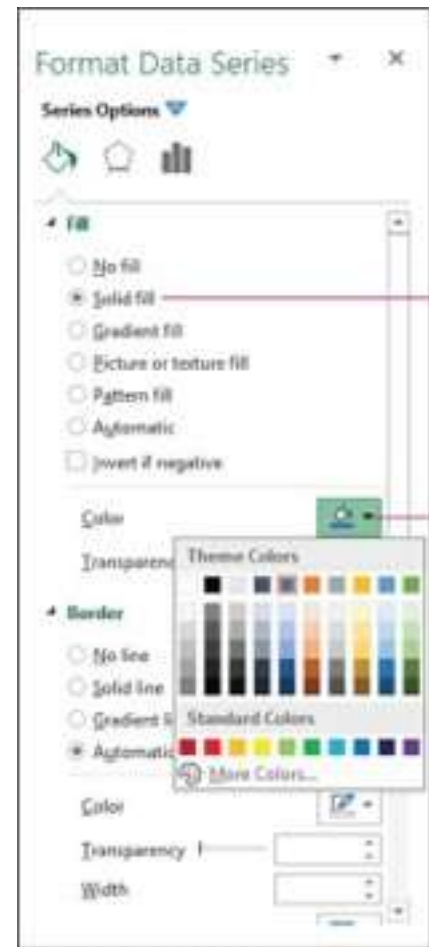
Adding and Formatting Chart Elements (6 of 8)



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Adding and Formatting Chart Elements (7 of 8)

Alt Text

How would you describe this object and its context to someone who is blind?

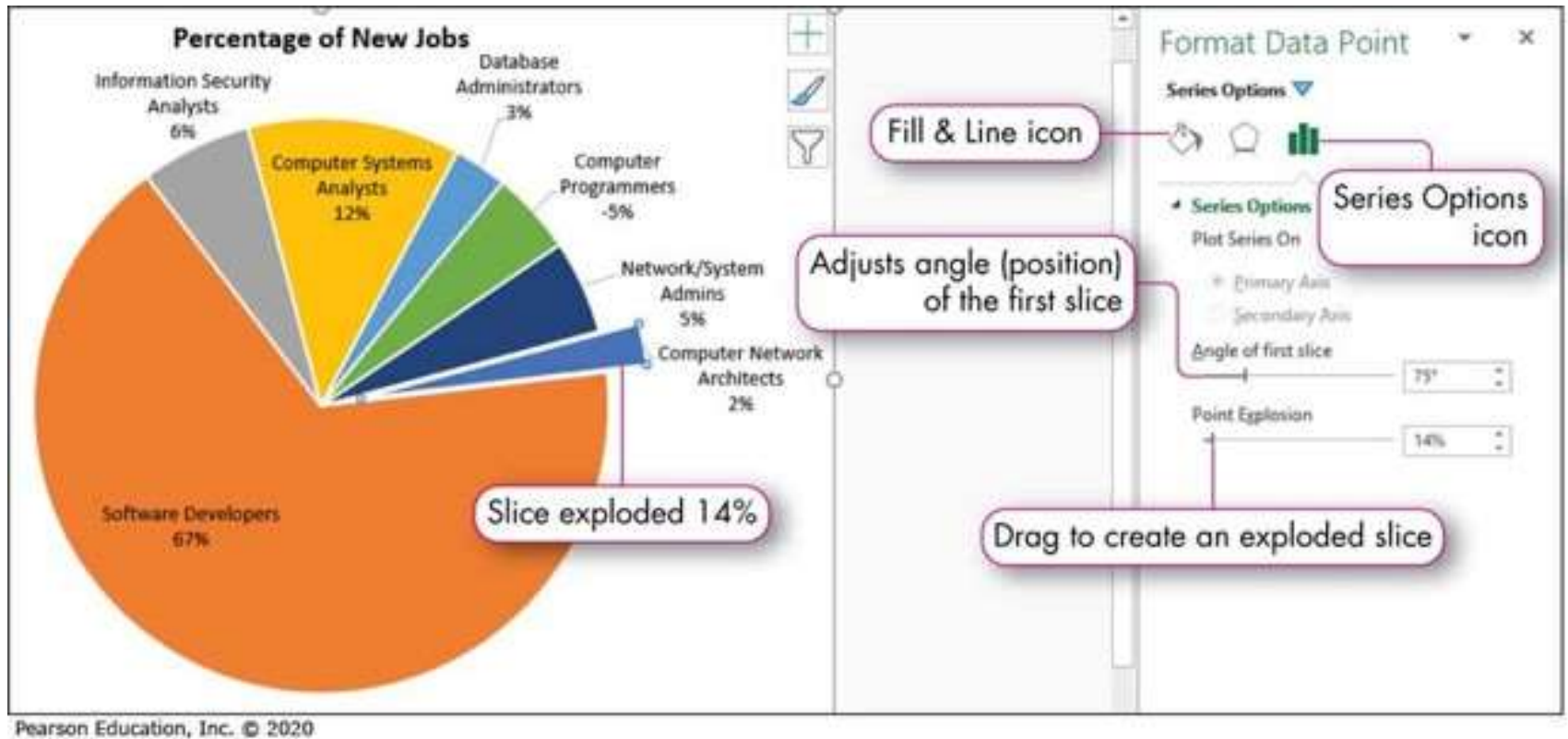
(1-2 sentences recommended)

The chart compares the number of jobs by job title for 2016 and 2026.

☐ Mark as decorative ⓘ

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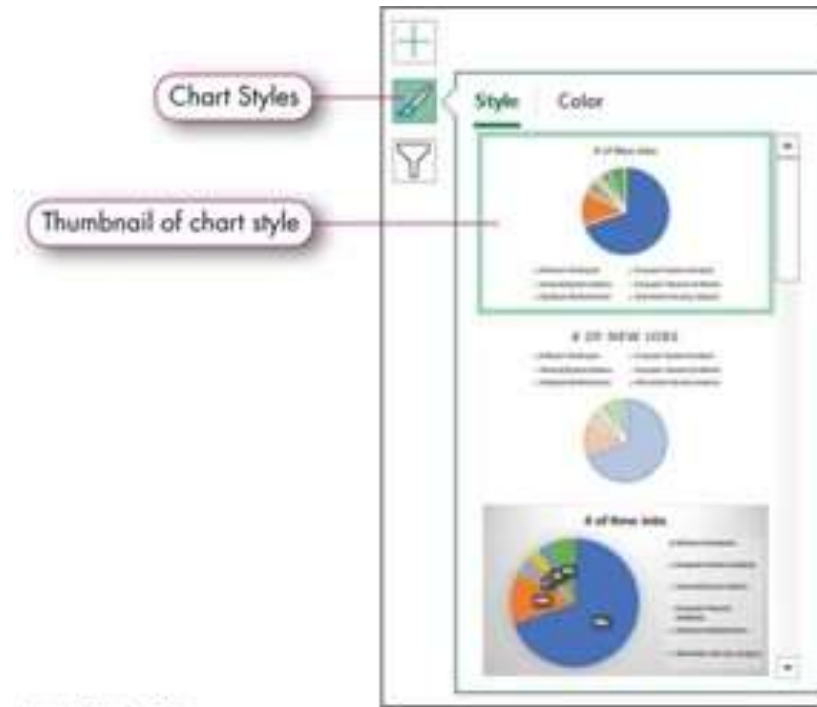
Adding and Formatting Chart Elements (8 of 8)



Applying a Chart Style and Colors (1 of 2)

- Chart style—collection of formatting that controls the colors of:
 - Chart area
 - Plot area
 - Data series
 - Title fonts and font sizes

Applying a Chart Style and Colors (2 of 2)

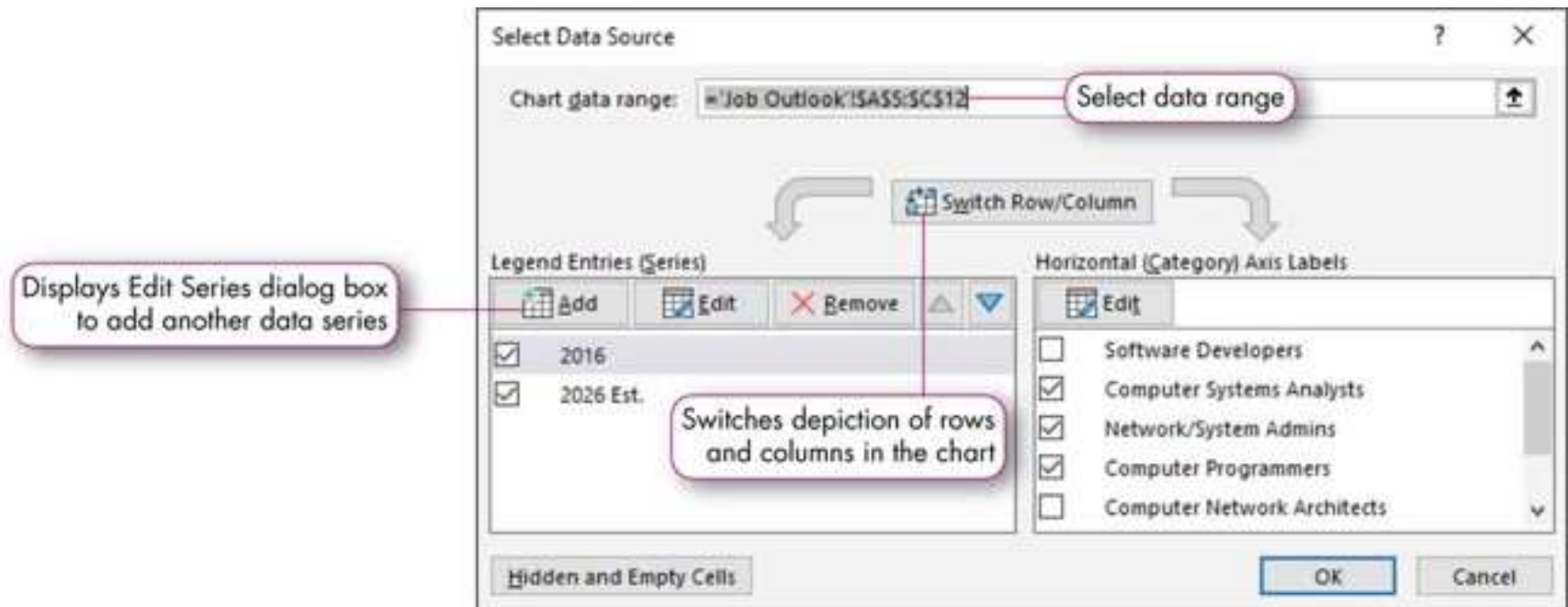


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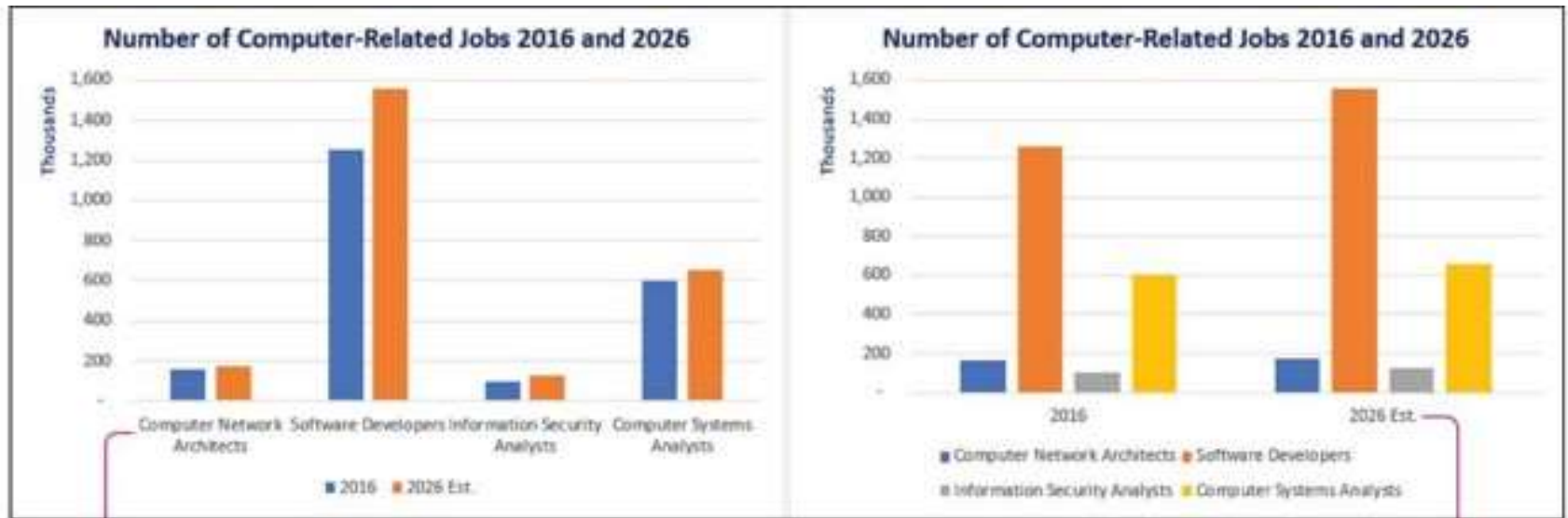
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Modifying the Data Source (1 of 3)



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Modifying the Data Source (2 of 3)

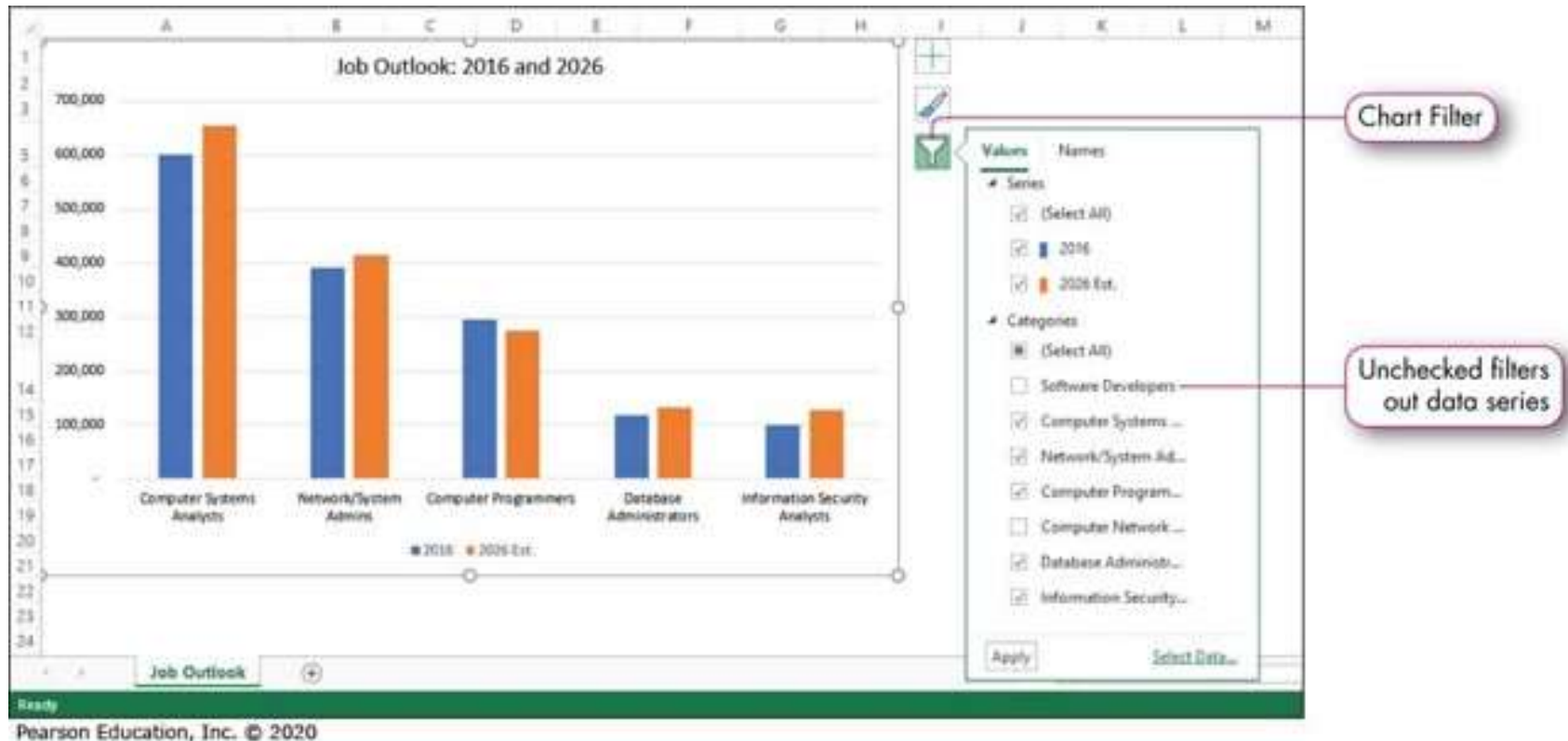


Job titles on category axis; years as data series and in legend

Years on category axis; job titles as data series and in legend

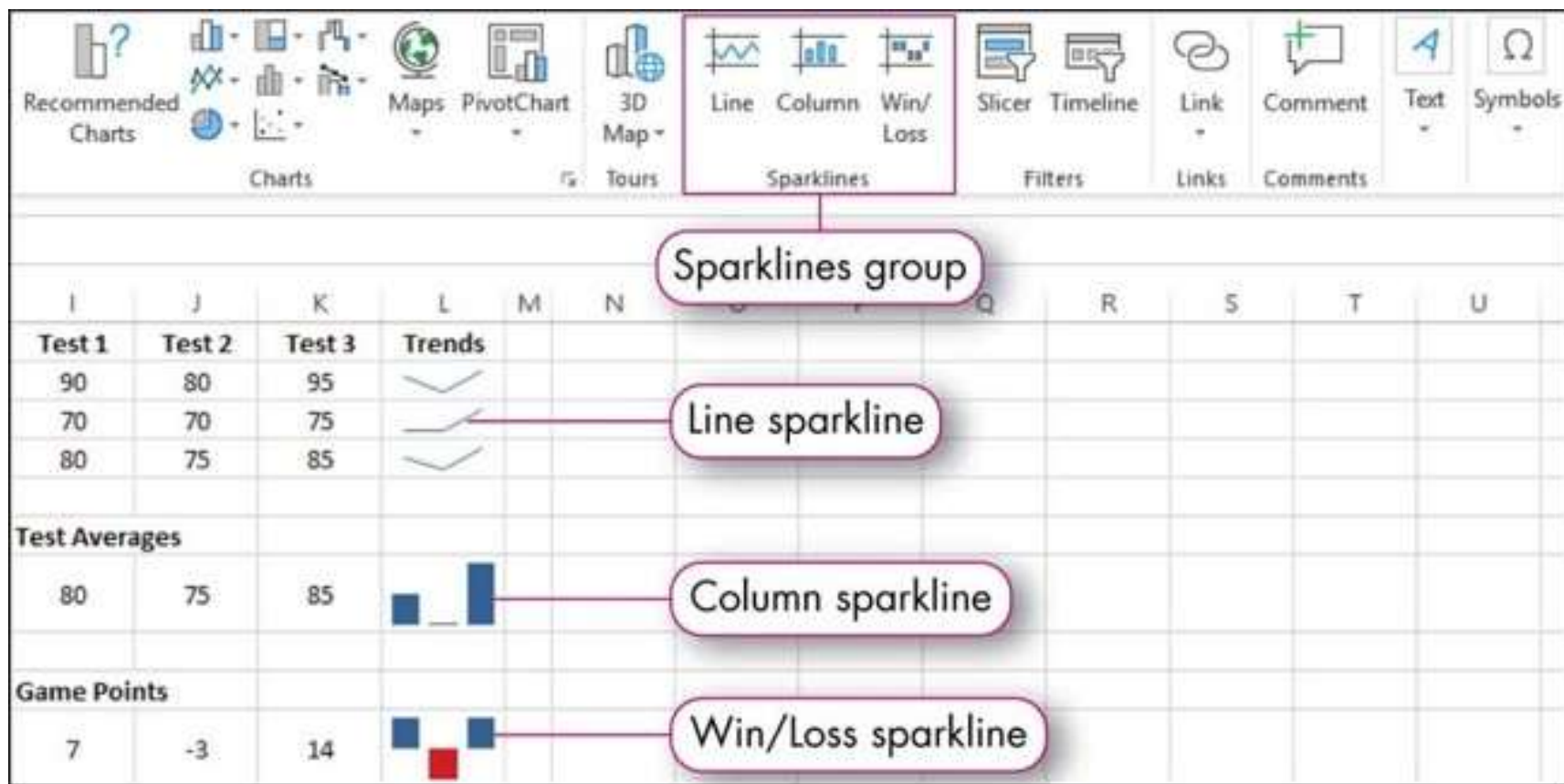
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Modifying the Data Source (3 of 3)



Creating and Customizing Sparklines

(1 of 3)



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Creating and Customizing Sparklines

(2 of 3)

Create Sparklines

Choose the data that you want

Data Range: I2:K4

Choose where you want the sparklines to be placed

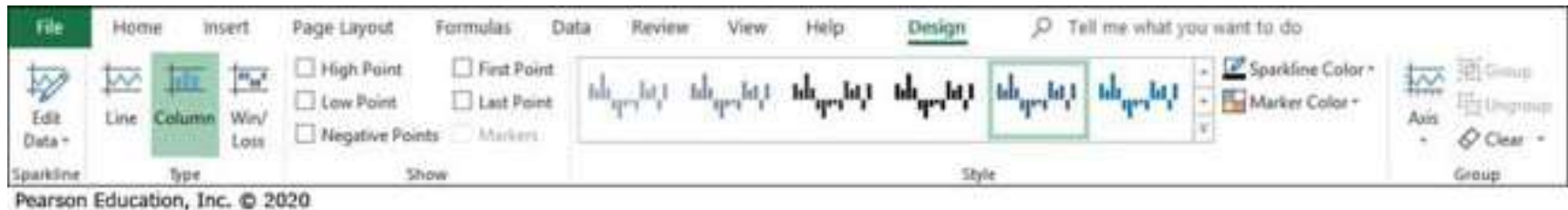
Location Range: SLS2:SLS4

OK Cancel

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Creating and Customizing Sparklines

(3 of 3)



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