

Experiment No.1.4

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Subject Name: Business Analytics

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1. Aim/Overview of the practical:

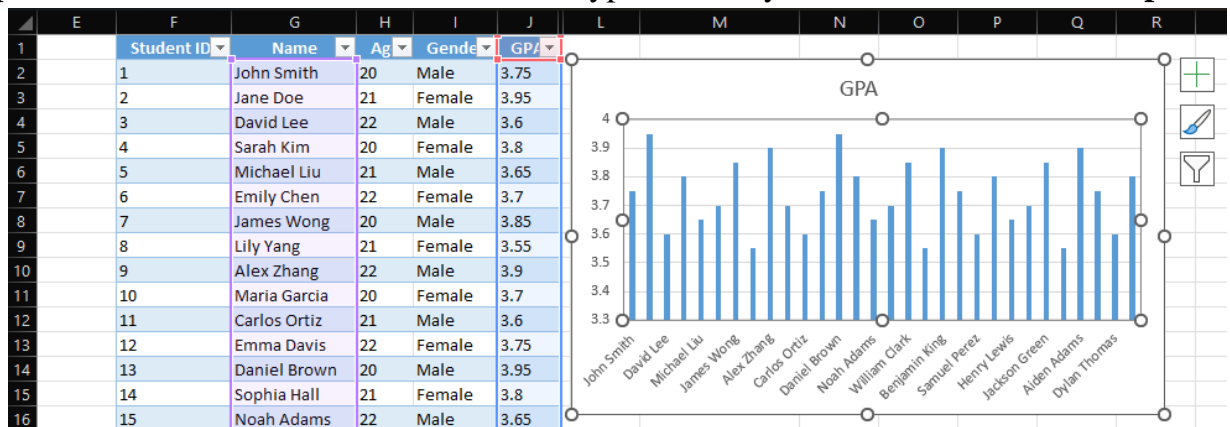
- Analysis using charts and graphs, chart styles.
- Changing Chart layouts, add labels, axis options, chart title, legends, data labels.
- Sharing worksheets and Workbooks using freezing panes.

2. Code for practical: (a)

Step 1 : Open Excel and add data on which you want to apply operations.

Step 2 : Select the columns or range for which you want to create a chart.

Step 3 : Go to the **Insert tab** and select the type of chart you need from the **charts option**.



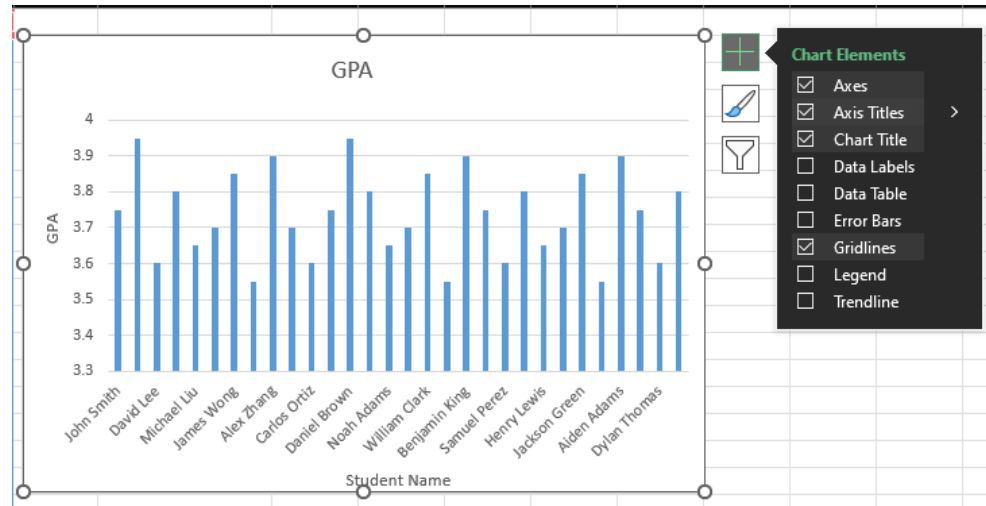
Step 4 : Now, a chart will appear on the sheet you can further customize it.

Code for practical: (b)

Step 1 : To modify click on chart a new “+” label will appear you can modify most of the things of charts using that.

Step 2 : A new menu will appear to add an axis option select **Axis Tiles** option and edit the appear x and y axis label.

Step 3 : From that menu you can also add **Legend, Data label** and many more options.

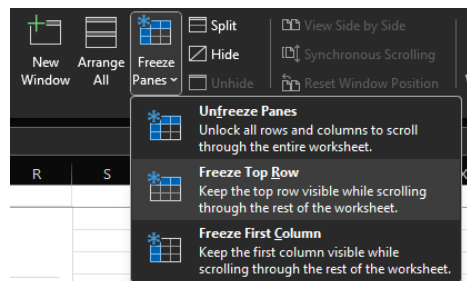


Code for practical: (c)

Step 1 : To share worksheets and Workbooks with freezing panes. First apply the freezing pane on the worksheet.

Step 2 : Go to **View tab** under **window group** click on **Freeze Panes**.

Step 3 : A drop-down menu will appear select the row, column, and row & column option to freeze the panes.



Step 4 : Now, the select pane will freeze even if you scroll the whole page but the desire pane will always be on the top or left as applied.

Step 5 : Now to **share the worksheet**, Go to **File tab** a new window will appear click on share.

Step 6 : And another window will appear with share options. Select the desired share option. You can either **email** the worksheet or can share worksheet with **People** on drive.

