

Type/Description	Encoding Methods	Example																																							
Nominal Comparison A simple comparison of the categorical subdivisions of one or more measures in no particular order	<ul style="list-style-type: none">Bars only (horizontal or vertical)	 <p>Q1 2003 Calls by Region</p> <table><thead><tr><th>Region</th><th>Calls</th></tr></thead><tbody><tr><td>North</td><td>3,000</td></tr><tr><td>East</td><td>4,400</td></tr><tr><td>South</td><td>2,200</td></tr><tr><td>West</td><td>4,800</td></tr></tbody></table>	Region	Calls	North	3,000	East	4,400	South	2,200	West	4,800																													
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Time Series Multiple instances of one or more measures taken at equidistant points in time	<ul style="list-style-type: none">Lines to emphasize overall patternBars to emphasize individual valuesPoints connected by lines to slightly emphasize individual values while still highlighting the overall patternAlways place time on the horizontal axis	 <p>2003 Sales</p> <table><thead><tr><th>Month</th><th>Category 1 (Grey)</th><th>Category 2 (Orange)</th></tr></thead><tbody><tr><td>Jan</td><td>2,200</td><td>900</td></tr><tr><td>Feb</td><td>2,500</td><td>1,000</td></tr><tr><td>Mar</td><td>2,800</td><td>1,000</td></tr><tr><td>Apr</td><td>2,500</td><td>900</td></tr><tr><td>May</td><td>3,000</td><td>1,000</td></tr><tr><td>Jun</td><td>3,000</td><td>1,000</td></tr><tr><td>Jul</td><td>2,500</td><td>900</td></tr><tr><td>Aug</td><td>2,800</td><td>500</td></tr><tr><td>Sep</td><td>3,100</td><td>900</td></tr><tr><td>Oct</td><td>2,900</td><td>900</td></tr><tr><td>Nov</td><td>3,200</td><td>900</td></tr><tr><td>Dec</td><td>3,600</td><td>1,000</td></tr></tbody></table>	Month	Category 1 (Grey)	Category 2 (Orange)	Jan	2,200	900	Feb	2,500	1,000	Mar	2,800	1,000	Apr	2,500	900	May	3,000	1,000	Jun	3,000	1,000	Jul	2,500	900	Aug	2,800	500	Sep	3,100	900	Oct	2,900	900	Nov	3,200	900	Dec	3,600	1,000
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Ranking Categorical subdivisions of a measure ordered by size (either descending or ascending)	<ul style="list-style-type: none">Bars only (horizontal or vertical)To highlight high values, sort in descending orderTo highlight low values, sort in ascending order	 <p>Headcount</p> <table><thead><tr><th>Department</th><th>Headcount</th></tr></thead><tbody><tr><td>Manufacturing</td><td>240</td></tr><tr><td>Sales</td><td>160</td></tr><tr><td>Engineering</td><td>50</td></tr><tr><td>Operations</td><td>45</td></tr><tr><td>Finance</td><td>40</td></tr><tr><td>Info Systems</td><td>40</td></tr><tr><td>Legal</td><td>20</td></tr><tr><td>Marketing</td><td>10</td></tr></tbody></table>	Department	Headcount	Manufacturing	240	Sales	160	Engineering	50	Operations	45	Finance	40	Info Systems	40	Legal	20	Marketing	10																					
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Part-to-Whole Measures of individual categorical subdivisions as ratios to the whole	<ul style="list-style-type: none">Bars only (horizontal or vertical)Use stacked bars only when you must display measures of the whole as well as the parts	 <p>Regional % of Total Expenses</p> <table><thead><tr><th>Region</th><th>% of Total Expenses</th></tr></thead><tbody><tr><td>West</td><td>34%</td></tr><tr><td>East</td><td>31%</td></tr><tr><td>North</td><td>21%</td></tr><tr><td>South</td><td>15%</td></tr></tbody></table>	Region	% of Total Expenses	West	34%	East	31%	North	21%	South	15%																													
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<p>Deviation</p> <p>Categorical subdivisions of a measure compared to a reference measure, expressed as the differences between them</p>	<ul style="list-style-type: none">• Lines to emphasize the overall pattern only when displaying deviation and time-series relationships together• Points connected by lines to slightly emphasize individual data points while also highlighting the overall pattern when displaying deviation and time-series relationships together• Bars to emphasize individual values, but limit to vertical bars when a time-series relationship is included• Always include a reference line to compare the measures of deviation against	<p>Actual to Plan Variance</p> <table><thead><tr><th>Department</th><th>Variance</th></tr></thead><tbody><tr><td>Sales</td><td>8</td></tr><tr><td>Marketing</td><td>-7</td></tr><tr><td>Systems</td><td>-2</td></tr><tr><td>HR</td><td>-18</td></tr><tr><td>Finance</td><td>5</td></tr></tbody></table>	Department	Variance	Sales	8	Marketing	-7	Systems	-2	HR	-18	Finance	5
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<p>Frequency Distribution</p> <p>Counts of something per categorical subdivisions (intervals) of a quantitative range</p>	<ul style="list-style-type: none">• Vertical bars to emphasize individual values (called a <i>histogram</i>)• Lines to emphasize the overall pattern (called a <i>frequency polygon</i>)	<p>Order Count by Order Size</p> <table><thead><tr><th>Order Size Range</th><th>Order Count</th></tr></thead><tbody><tr><td>< \$10</td><td>5000</td></tr><tr><td>>= \$10 & < \$20</td><td>1500</td></tr><tr><td>>= \$20 & < \$30</td><td>1000</td></tr><tr><td>>= \$30 & < \$40</td><td>500</td></tr><tr><td>>= \$40 & < \$50</td><td>200</td></tr></tbody></table>	Order Size Range	Order Count	< \$10	5000	>= \$10 & < \$20	1500	>= \$20 & < \$30	1000	>= \$30 & < \$40	500	>= \$40 & < \$50	200
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<p>Correlation</p> <p>Comparisons of two paired sets of measures to determine if as one set goes up the other set goes either up or down in a corresponding manner, and if so, how strongly</p>	<ul style="list-style-type: none">• Points and a trend line in the form of a scatter plot• Bars may be used, arranged as a <i>paired bar graph</i> or a <i>correlation bar graph</i>, if scatter plots are unfamiliar• (Note: For descriptions of these graphs, see my book <i>Show Me the Numbers</i>.)	<p>Correlation of Employee Heights and Salaries</p>												

By understanding these seven types of quantitative relationships and the graphical methods that present them most effectively, you've already won half the battle. Knowing the best means to present data is the first big step; knowing how to design the separate components of a graph to communicate your message clearly, powerfully, and without distraction is the other big step, which we'll examine in the next article of this series.

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