

Objective: This exercise will demonstrate how to change the display from one chart type to another

Figure 1 shows a bar chart for the sum of Sales by Region and Category.

Figure 1

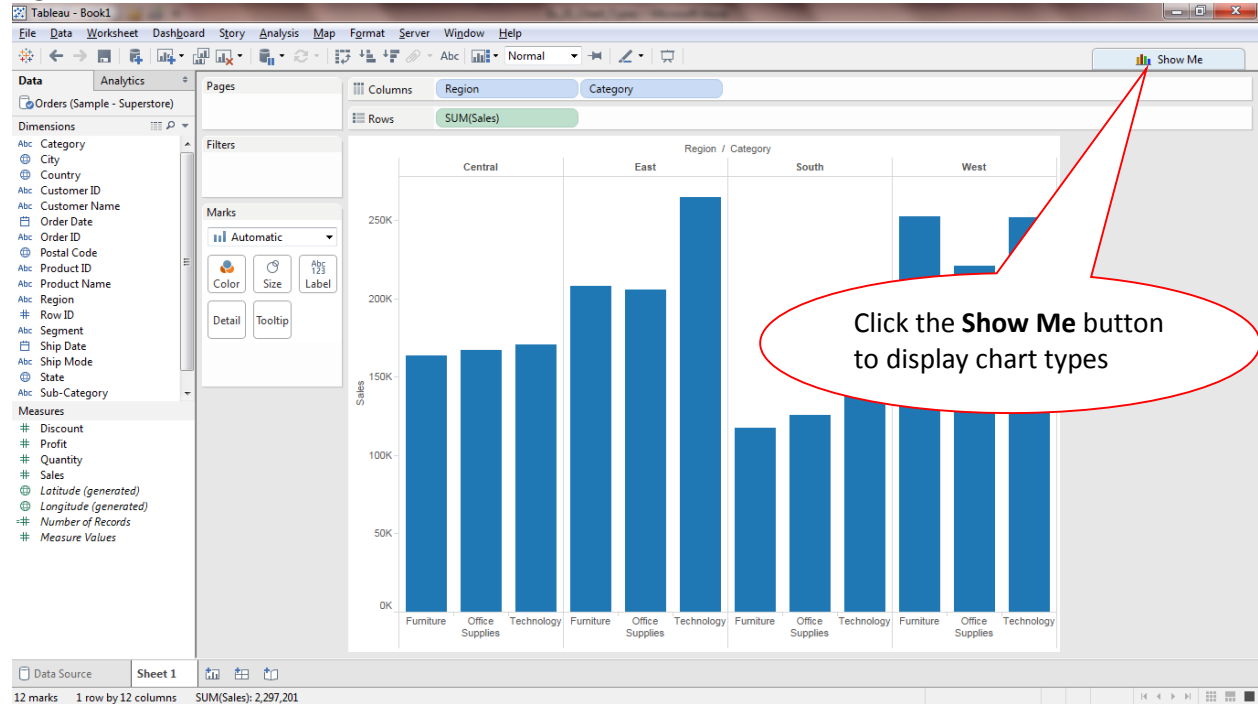
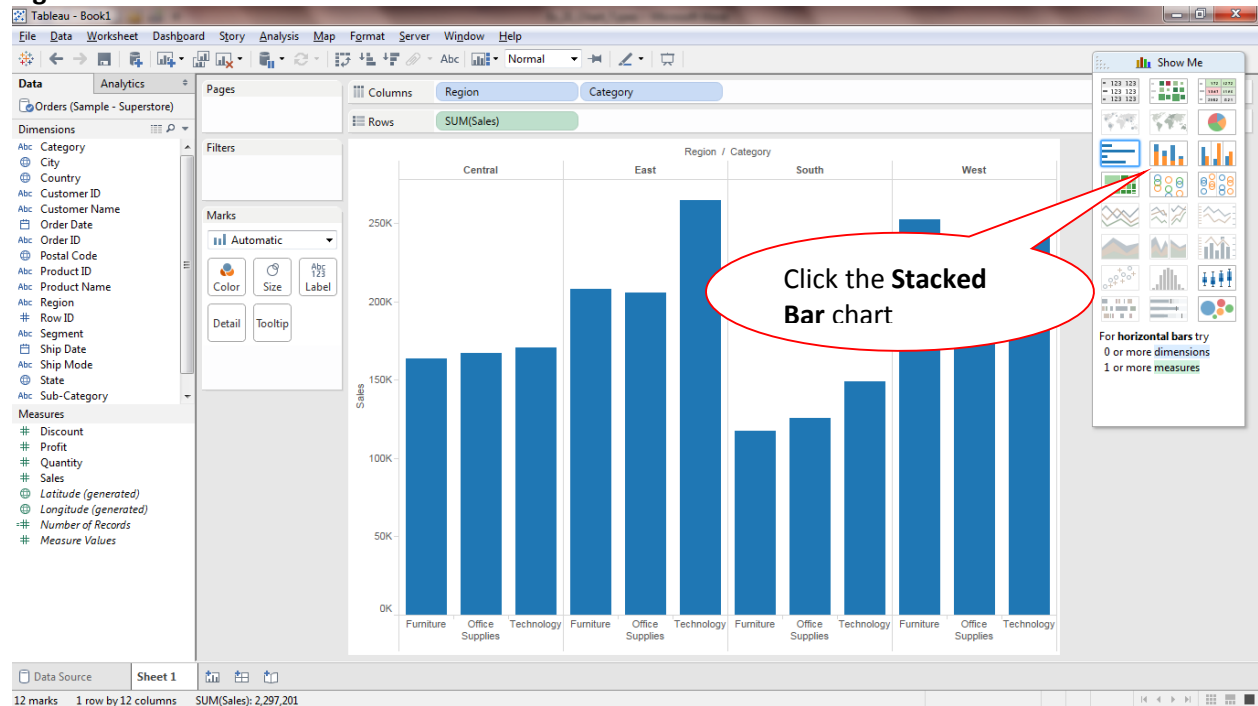


Figure 1 shows the **Show Me** button which can be used to suggest the appropriate chart based on the selected data or change the type of chart that is displayed. While **Show Me** displays many chart types, it only highlights the ones that can be used with the underlying data. If a chart cannot be used, it is not highlighted.

To change the displayed chart type:

- Click the **Show Me** button as shown on Figure 1, which will lead to Figure 2 where the various chart options are displayed

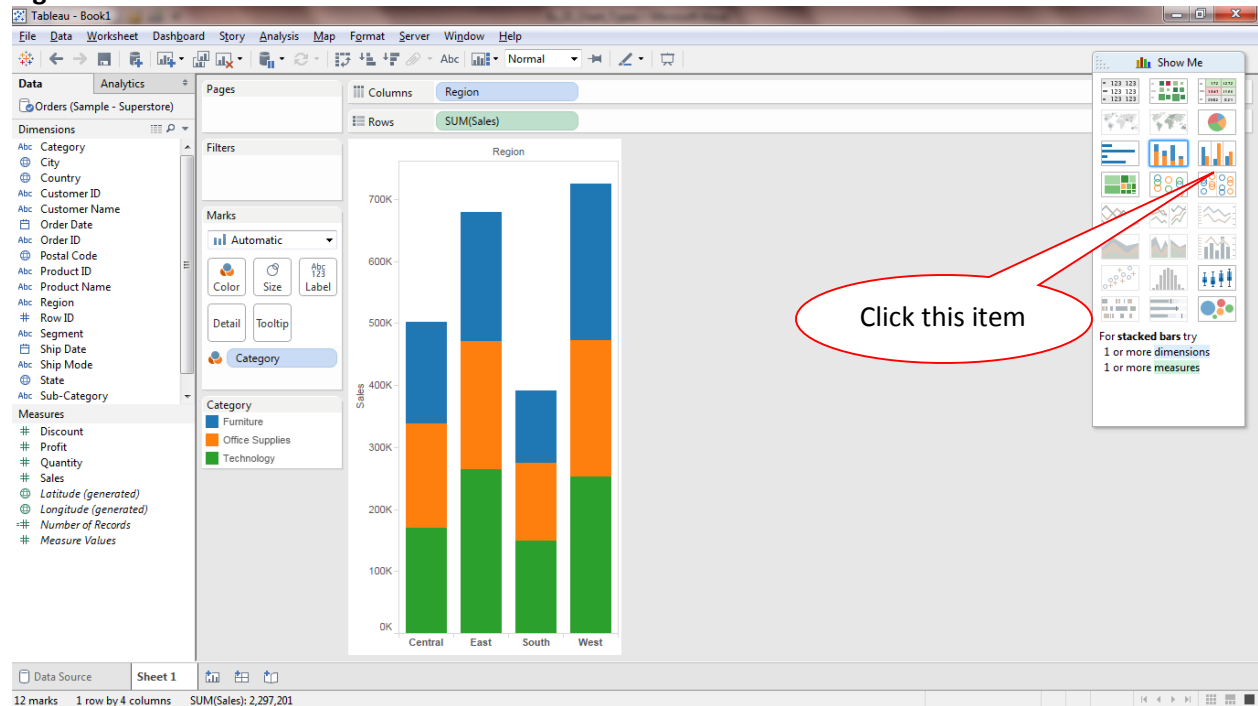
Figure 2



On the **Show Me** window on Figure 2, only the highlighted charts can be used. They support the underlying data and, hence, are highlighted while the remaining ones are subdued. One of the chart types highlighted on Figure 2 is the stacked bar chart.

- Click the **Stacked Bar** chart icon as shown on Figure 2, which will lead to the display on Figure 3

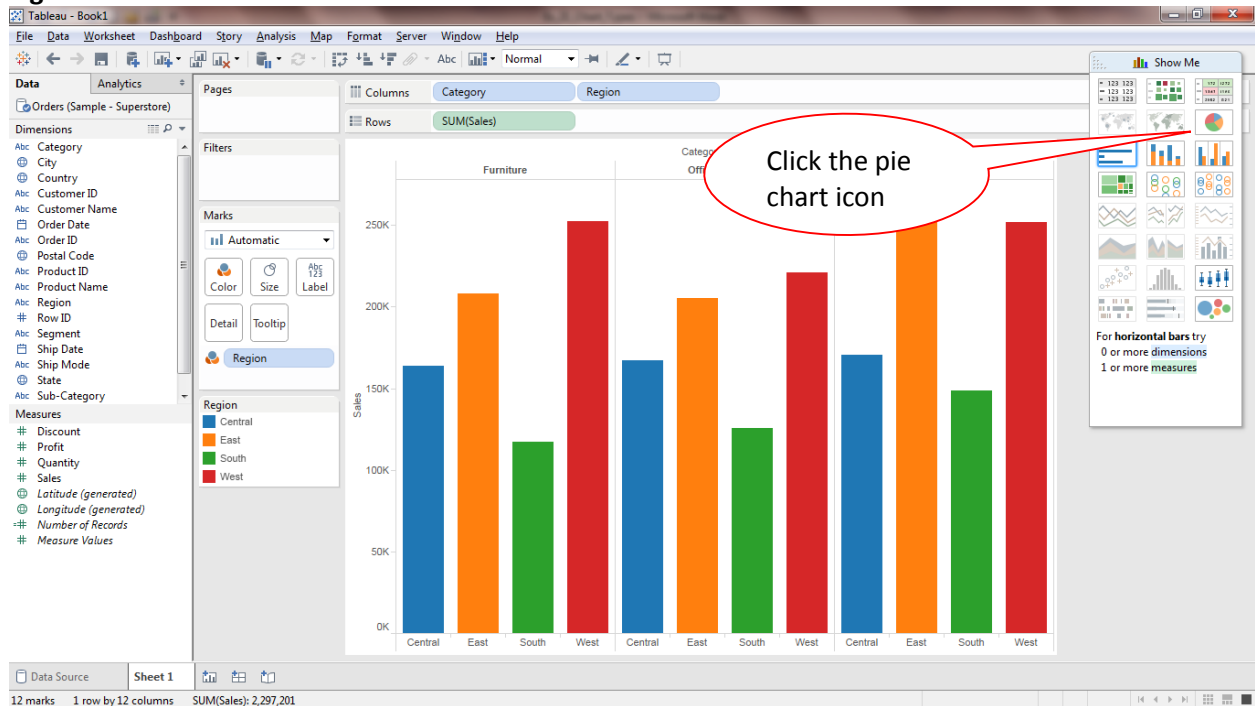
Figure 3



To change the chart type, all you will need to do is click on the desired chart in the **Show Me** window.

- Click on the chart icon as shown on Figure 3, which will lead to the chart displayed on Figure 4

Figure 4



To display the data as a pie chart:

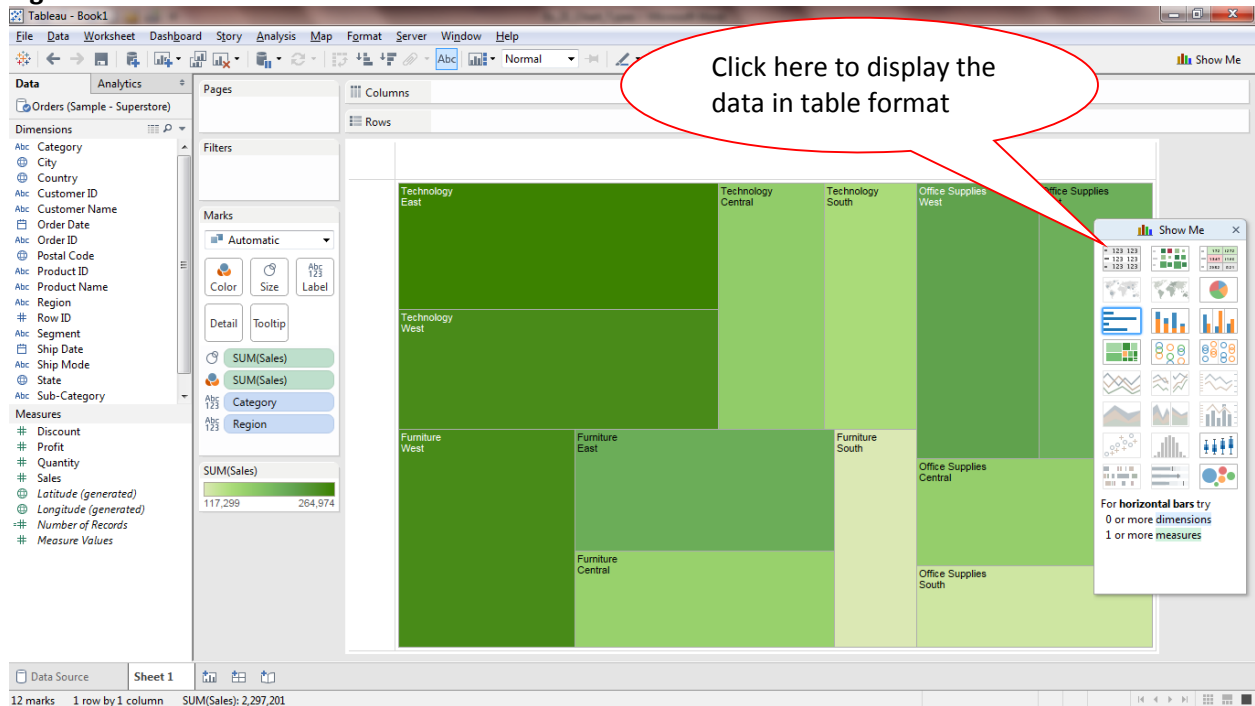
- Click the pie chart icon as shown on Figure 4, which will lead to the display on Figure 5

[illegible]

To display the data as a Tree Map:

- Click the Tree Map icon as shown on Figure 5, which will lead to the display on Figure 6

Figure 6



To display the data in table format:

- Click the **Text Table** icon as shown on Figure 6, which will lead to Figure 7 where the data is displayed in a table format

Figure 7

