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NAAC GRADE A+ ACCREDITED UNIVERSITY

Experiment No. 1.4

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Subject Name: Business Analytics
Subject Code: 22CAH-703

1. Aim/Overview of the practical:

a) Analysis using charts and graphs, chart styles.

b) Changing Chart layouts, add labels, axis options, chart title, legends, data labels.

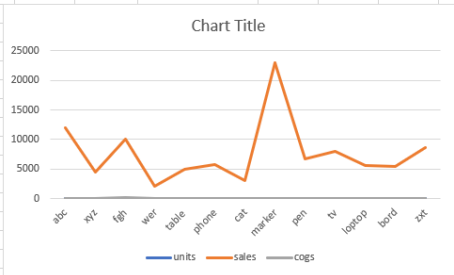
c) Sharing worksheets and Workbooks using freezing panes.

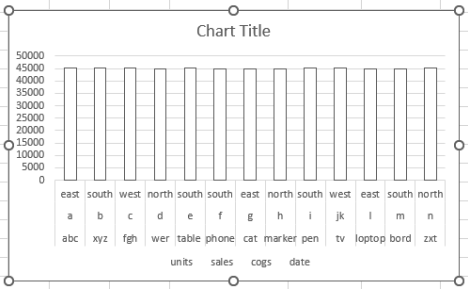
2. Code for practical:

A.)

- Open a worksheet with any data.
- Go to the "Insert" tab on the Excel ribbon.
- Click on the type of chart or graph you want to create (e.g., bar chart, line chart, pie chart).
- After inserting the chart, Excel will create a default chart using your selected data.
- You can customize your chart by right-clicking on various elements (bars, axes, titles) and choosing format options or using the "Chart Elements" button on the chart.

4	name	product	region	units	sales	cogs	date
5	abc	a	east	12	12000	23.45	13-10-23
6	xyz	b	south	56	4500	67.9	01-10-23
7	fgh	c	west	45	10000	239	16-07-23
8	wer	d	north	1	2000	67	13-10-22
9	table	e	south	23	5000	7.09	13-10-23
10	phone	f	south	12	5690	34.6	13-10-22
11	cat	g	east	4	3000	56.89	13-10-22
12	marker	h	north	6	23000	12.7	12-10-22
13	pen	i	south	77	6700	0.89	13-10-23
14	tv	jk	west	45	8000	56.07	13-10-23
15	loptop	l	east	56	5600	31.09	12-10-22
16	bord	m	south	34	5400	12.8	27-03-23
17	zxt	n	north	56	8700	13.8	23-09-23

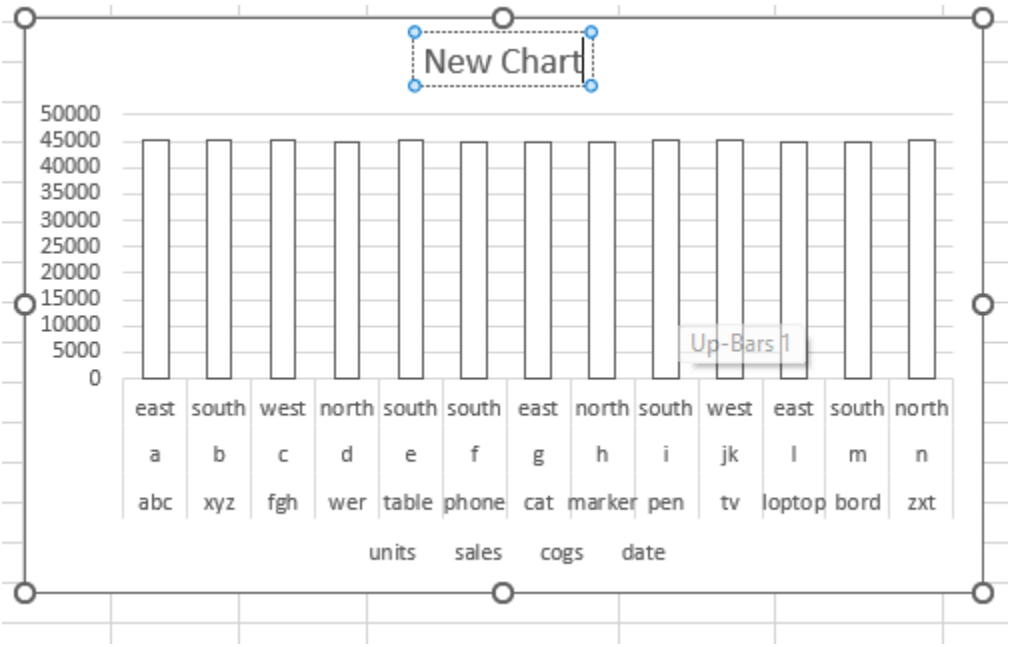




- You can add a title to your chart by clicking on the chart title and typing your desired title.
- Click on the chart to select it.
- In the "Chart Styles" group on the Chart Design tab, you can choose from different pre-defined styles to change the appearance of your chart. These styles affect the colors, fonts, and other visual elements.

B.)

- Click on the chart you want to modify. This should make the Chart Tools tabs appear on the Excel ribbon.
- Click on the "Chart Design" tab on the ribbon.
- In the "Chart Layouts" group, you can choose different chart layouts by clicking on the layout thumbnails. These layouts may include different combinations of titles, legends, and data labels.
- To add or edit a chart title, click on the chart title area, which is usually at the top of the chart.



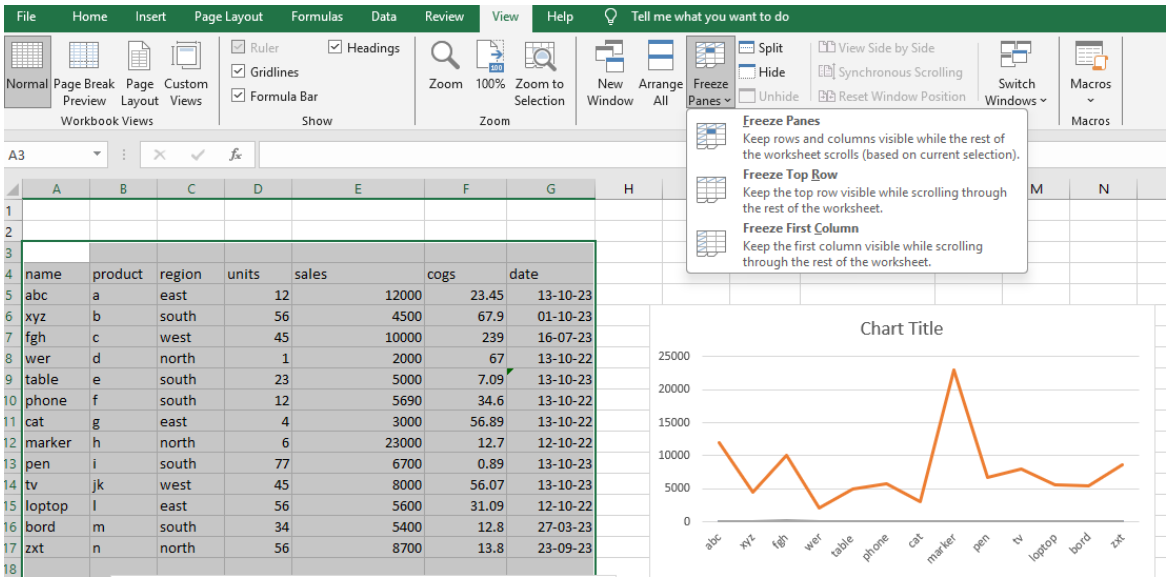
- Start typing your desired title.
- Select the data series (e.g., bars, lines, pie slices) you want to label within the chart.
- Right-click on the data series, then choose "Add Data Labels" or "Data Labels" from the context menu.
- Data labels will appear on the selected data points.

C.)

Sharing a Worksheet:

- Open your Excel workbook containing the worksheet you want to share.
- Go to the "View" tab on the Excel ribbon.
- In the "Window" group, click on "Freeze Panes."
- A drop-down menu will appear with three options:
- "Freeze Panes" will freeze the selected rows and columns, keeping them visible while scrolling.
- "Freeze Top Row" will only freeze the top row.

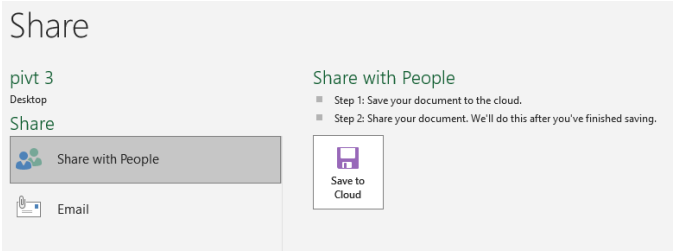
- "Freeze First Column" will only freeze the first column.
- Select the desired option based on what you want to freeze. For example, if you want to keep the top row and the first column visible, select "Freeze Panes."



- The selected rows and columns will be frozen, and you can scroll through the rest of the worksheet while keeping these areas visible.

Sharing a Workbook

- Open your Excel workbook.
- Go to the "File" tab.
- Click on "Share" in the left-hand menu.
- You can choose to share the workbook via email, cloud storage services, or by generating a sharing link. Select the option that suits your needs.
- Follow the prompts to share the workbook, whether by entering email addresses, setting permissions, or creating a link.



- You can also set up sharing preferences, including whether others can edit or only view the workbook.
- Once shared, collaborators can access the workbook and make edits simultaneously.
- To protect the workbook and control who can edit it, you can use Excel's sharing and protection settings in the "Share" and "Review" tabs.

********** **THE END** **********