

Visualizations in spreadsheets and Tableau

This reading summarizes the seven primary chart types: column, line, pie, horizontal bar, area, scatter, and combo. Then, it describes how visualizations in spreadsheets compare to those in Tableau.

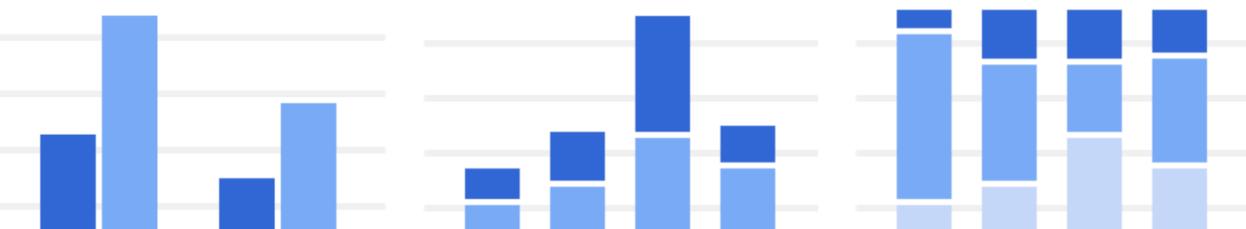
Primary chart types in spreadsheets

In spreadsheets, **charts** are graphical representations of data from one or more sheets. Although there are many variations to choose from, we will focus on the most broadly applicable charts to give you a sense of what is possible in a spreadsheet. As you review these examples, keep in mind that these are meant to give you an overview of visualizations rather than a detailed tutorial. Another reading in this program will describe the applicable steps and process to create a chart more specifically. When you are in an application, you can always select **Help** from the menu bar for more information.

- To create a chart in Google Sheets, select the data cells, click **Insert** from the main menu, and then select **Chart**. You can set up and customize the chart in the dialog box on the right.
- To create a chart in Microsoft Excel, select the data cells, click **Insert** from the main menu, and then select the chart type. Tip: You can optionally click **Recommended Charts** to view Excel's recommendations for the data you selected and then select the chart you like from those shown.

These are the primary chart types available:

- **Column (vertical bar):** a column chart allows you to display and compare multiple categories of data by their values.



- **Line:** a line chart showcases trends in your data over a period of time. The last line chart