**Assignment 9**

**Graphs**

To display the data in large quantity by visually you can use the graphs ,which is very hepful sometimes like for financial statements.

Create a graph-

You have many option for graph like you have nine different graph ,from which you can select any one you need .After that either you just select the area where you want to draw a graph or click on the art-board and specify the width and height.Enter the data in the graph data window by choosing the cell and enter the value or select the graph according to data. You can also import or copy paste the data in the graph data window. The first icon in the graph window allow you to import the data and second icon allow you to reverse the data. By clicking on Object/graph /data ,you can see the data of existing graph.

Labels

Labels are helpful to adjust the values using number or text.first cell of each row and column ,known as group and value respectively.Object /graph,attribute option will help you to adjust the appereance of the elements in the graph.

Adding symbols

You can edit the graphs by images or symbols.first select the image or choose the new symbol ,after that select the graph ,right click and choose the bar to apply the symbol in the value bar.In the bar window select the symbol and you can also repeat or stretch the symbol by drop-down menu option