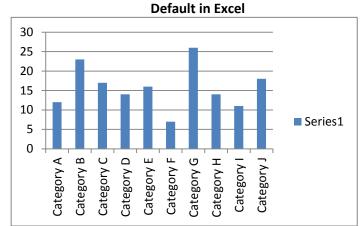
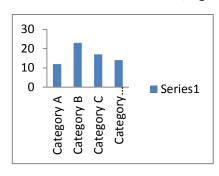
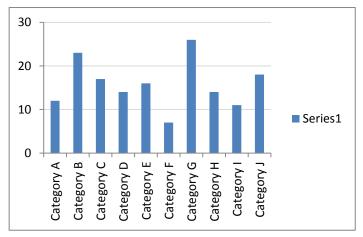
Default in Excel

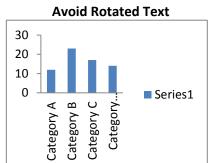
25
20
15
10
5
0
Series1

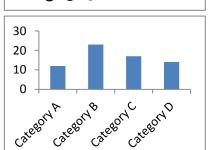


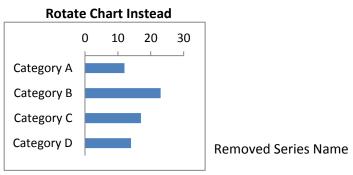
Remove/Lighten Gridlines and lower # of Y-Axis Tick Marks

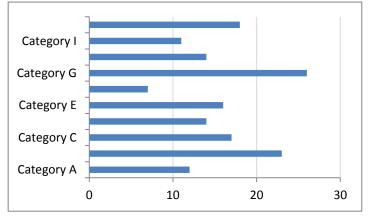






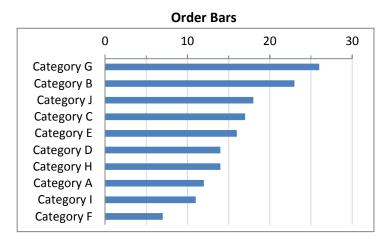






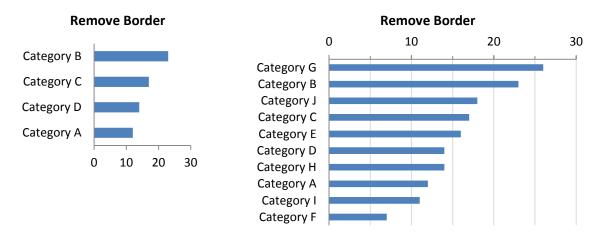
Category B Category C Category D Category A 0 10 20 30

Removed tick marks on y-axis

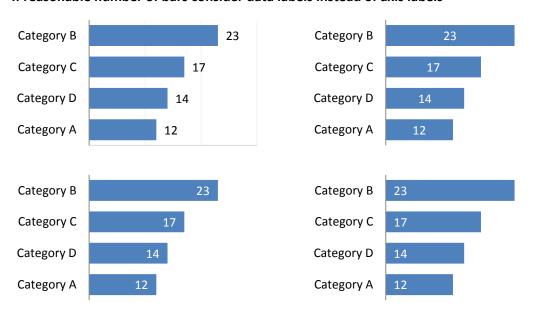


Note - Labels in units of 10 with gridlines. Added minor gridlines and minor ticks in units of 5.

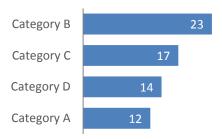
Ordering Data adds context unless a specific order is required. Ex. North, South, East, West (save alphabetical order for reference tables)



If reasonable number of bars consider data labels instead of axis labels



Fine Tune Colors (ex. Dark Gray vs. Black)

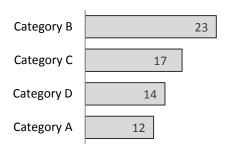


Add Context - Ex. add Target Line, Expected Value or Average

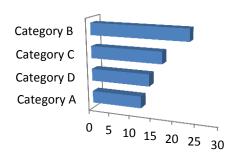


Tip - Add target lines and text at last step to avoid reformatting of chart. Using a dotted line or different color will help contrast the target line vs. a gridline.

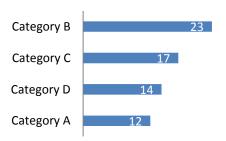
Avoid Stark Borders on Bars



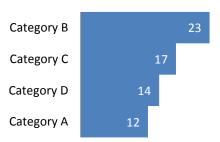
Avoid 3D Bars



Avoid Narrow Bars



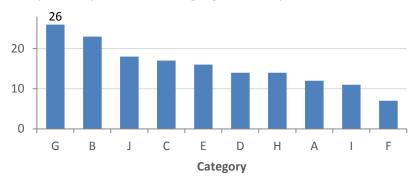
Avoid Connected Bars (unless distribution)



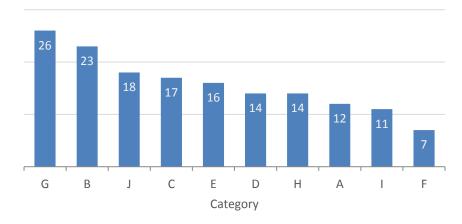
Note - distributions are typically graphed as vertical bars, connected and with a border.

Avoid Repeated Text. Example, if "Category" were truly repeated vs. unique names.

Example with y-axis and one highlighted data point. 3 labels vs. 10 Data points.



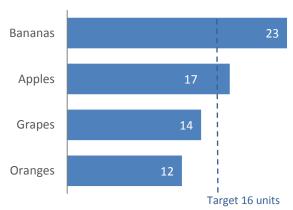
Example with 10 data points and no y-axis.



Add Title (tell the story)

Include Labels (\$, # or %), Data Source, Date, Author, etc.

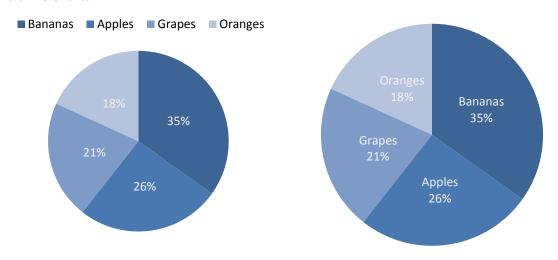




Source - 2011 Actual Sales from BI Tool Created by Jeffrey A. Shaffer

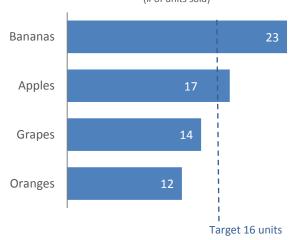
2/17/2011

Sometimes it's necessary to show a % of a total. Example, Bananas as a % of total fruit. Avoid Pie Charts



Use bar charts for easier comparison and 100% stacked-bar chart for part to whole

Bananas exceeded target by 7 units in 2011 (# of units sold)



Bananas represent 35% of total unit sales

Bananas	Apples	Grapes	Oranges
35%	26%	21%	18%

Source - 2011 Actual Sales from BI Tool Created by Jeffrey A. Shaffer 2/17/2011

Here is an excellent example of these practices in use taken from: TDWI Best Practices Report entitled "Transforming Finance" by Wayne Eckerson

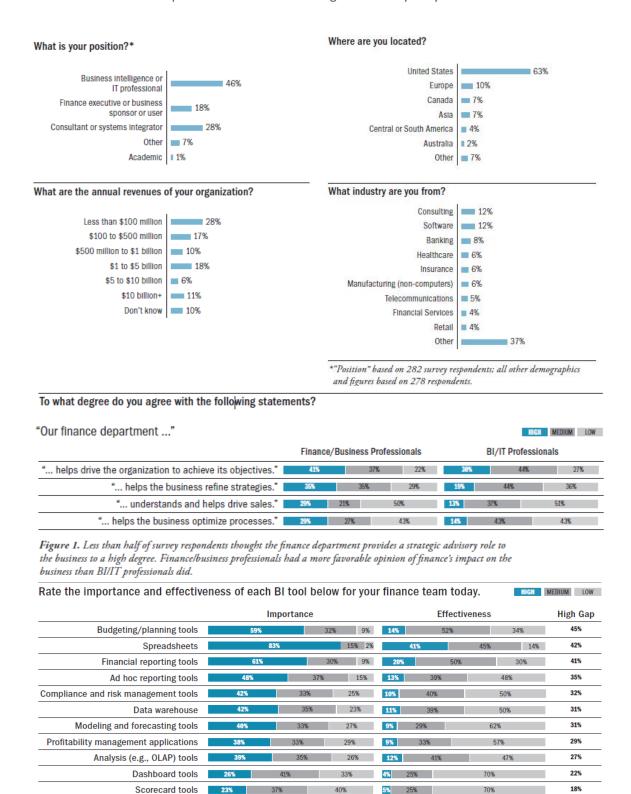


Figure 7. The finance department values many BI tools but is not very effective at implementing them, largely because a majority have yet to do so (except for financial reports and spreadsheets).

Data mining tools

14%