

Charting Data with Excel

CHOOSING, CREATING, AND CHANGING CHART TYPES



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Overview



Common chart types

- Bar
- Column
- Line
- Area
- Pie

Inserting new charts

Changing chart types



Scenario





SALES REPORT

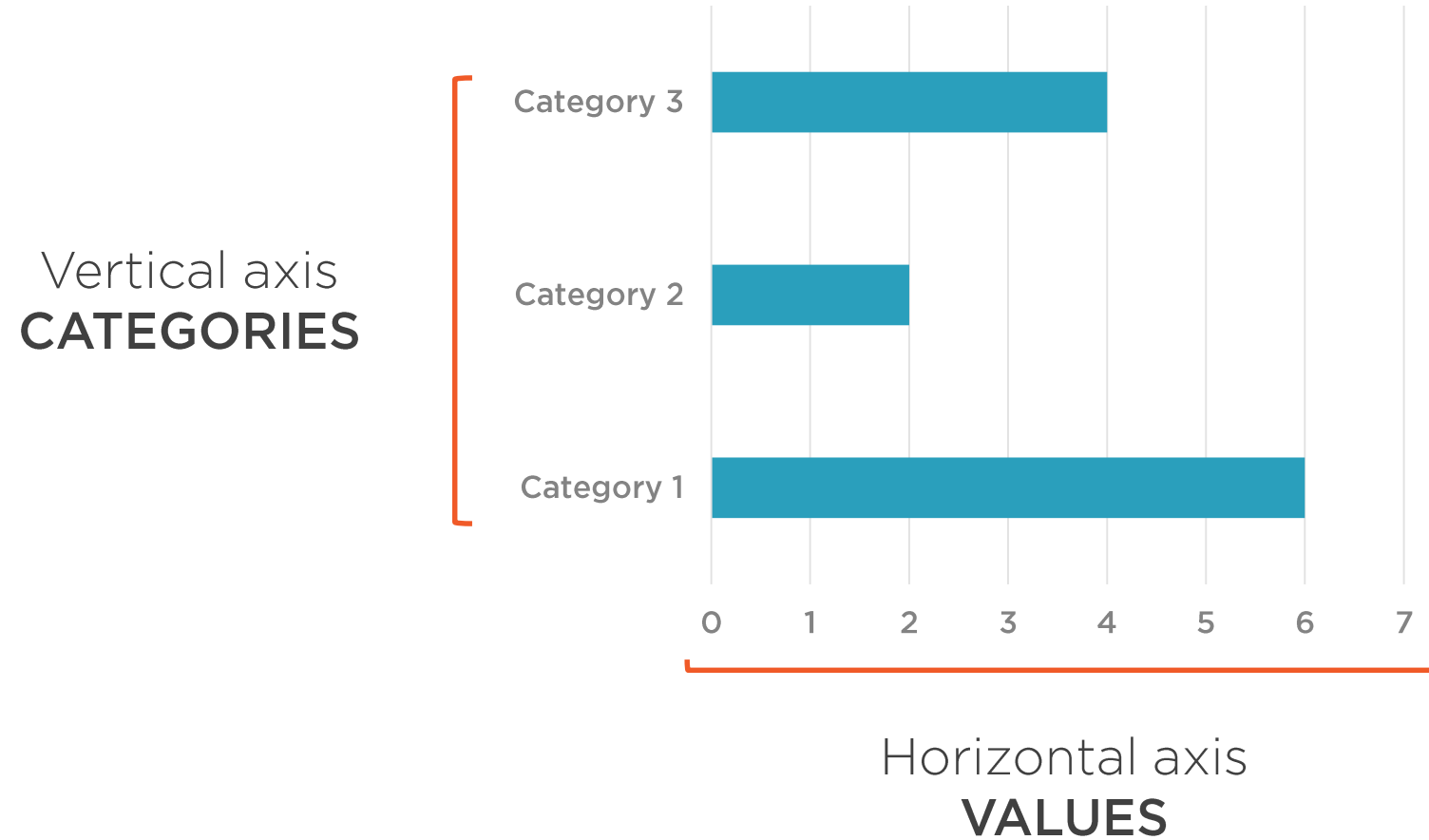
Number of
stores by city

Monthly sales
running total

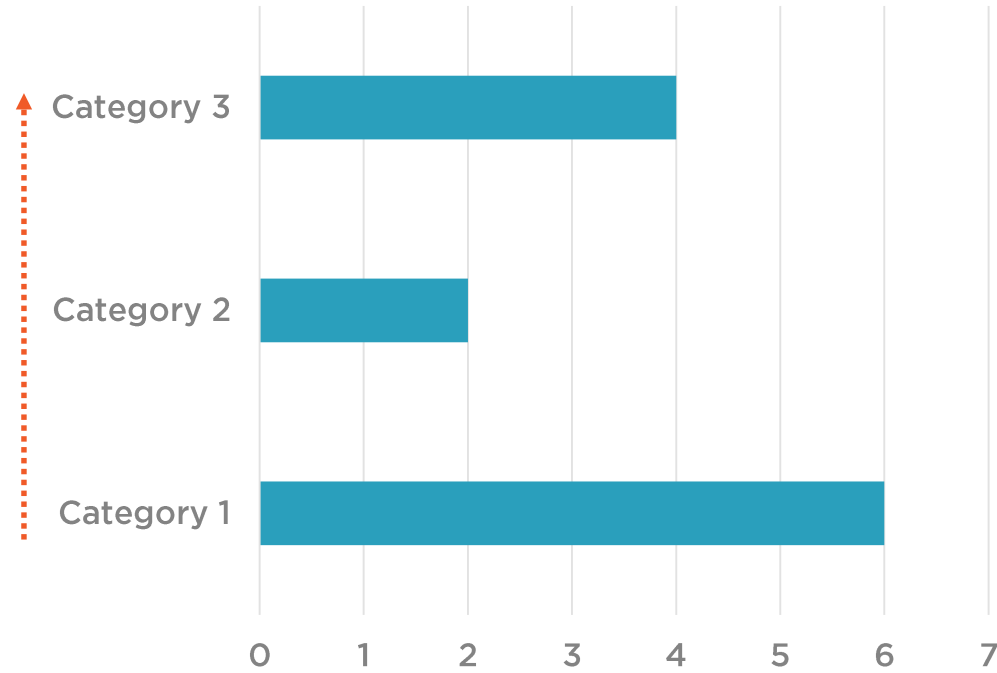
Total sales
by state

Total sales
by category

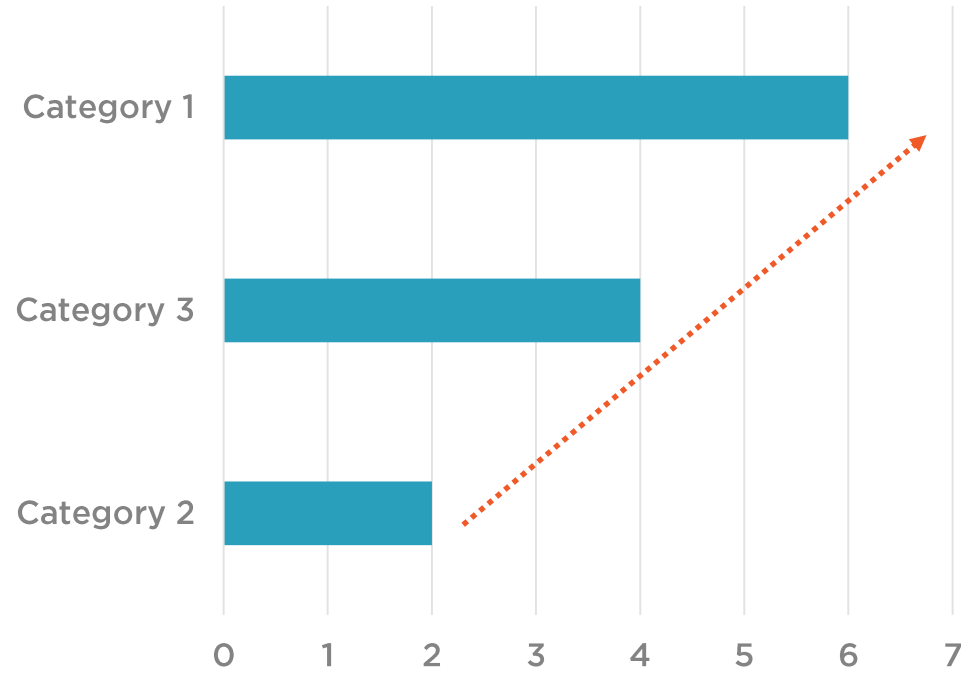
Bar Chart



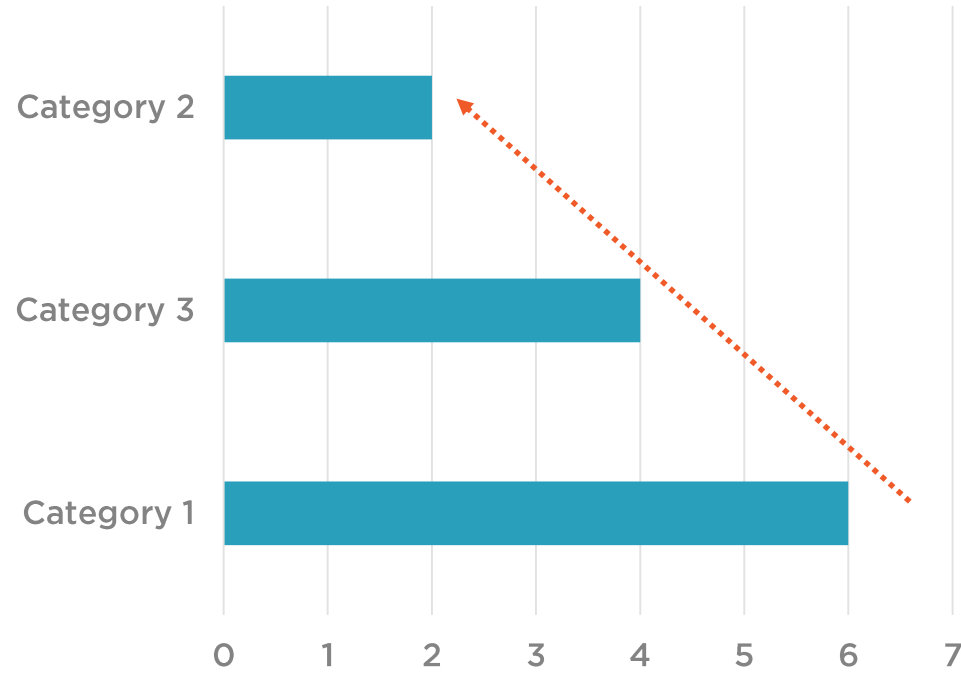
Bar Chart



Bar Chart

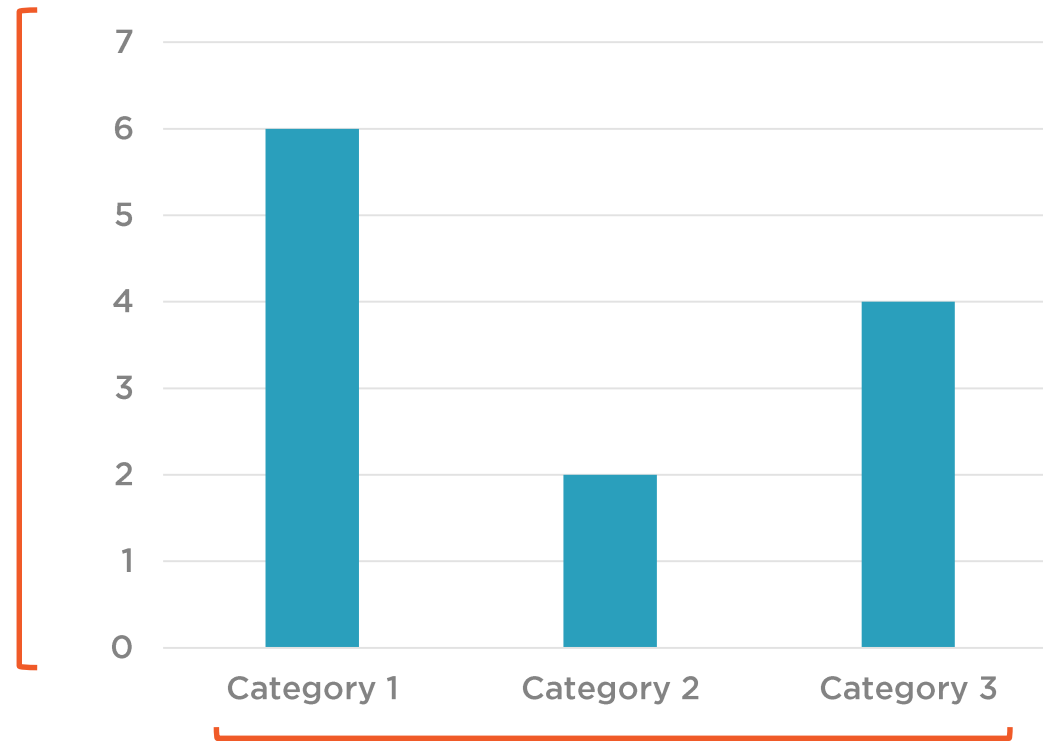


Bar Chart



Column Chart

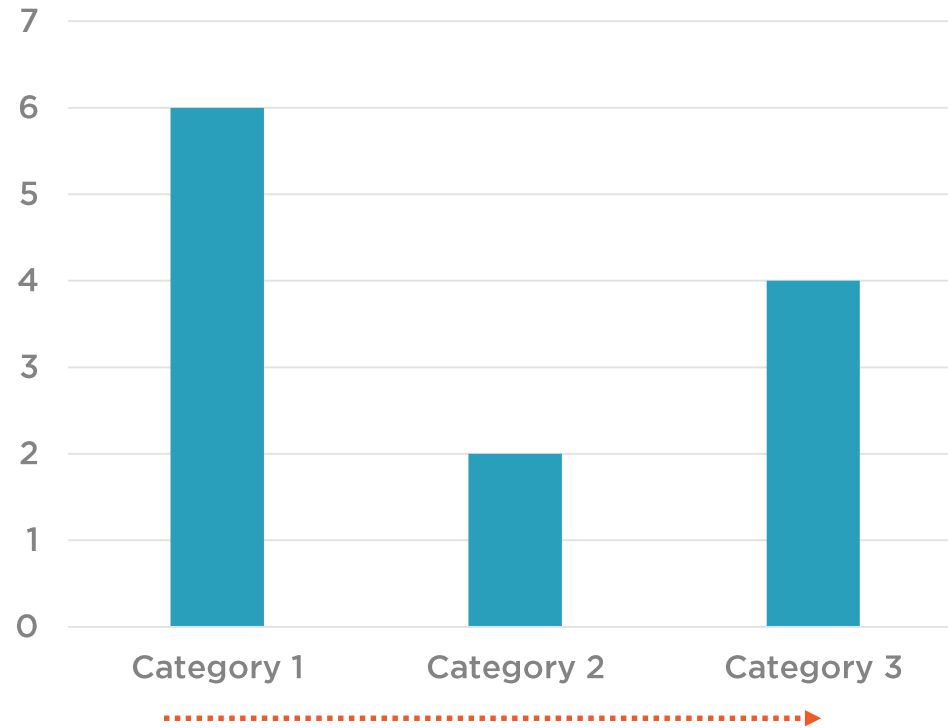
Vertical axis
VALUES



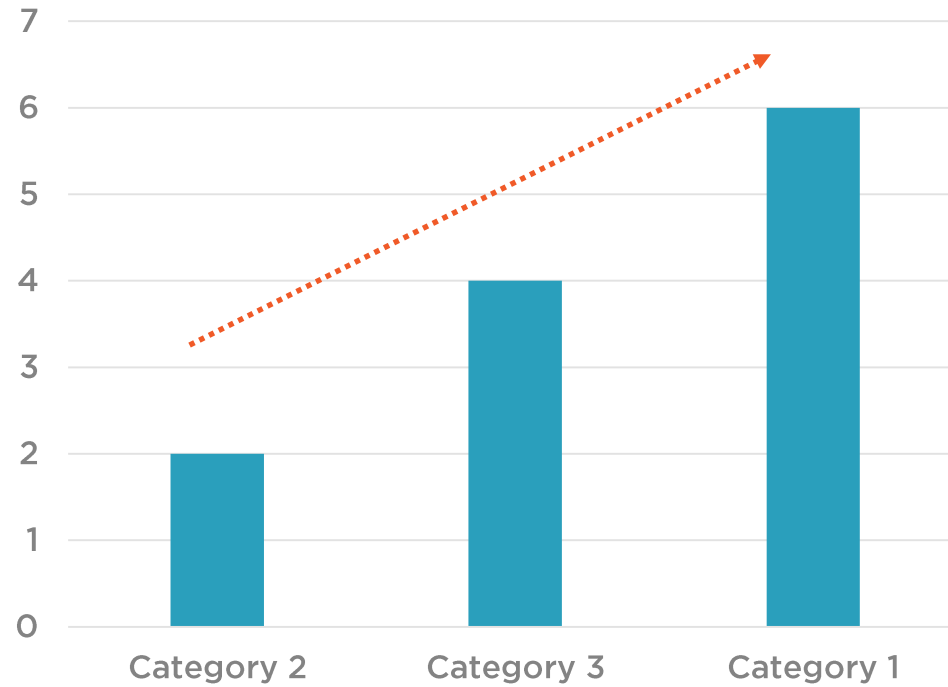
Horizontal axis
CATEGORIES



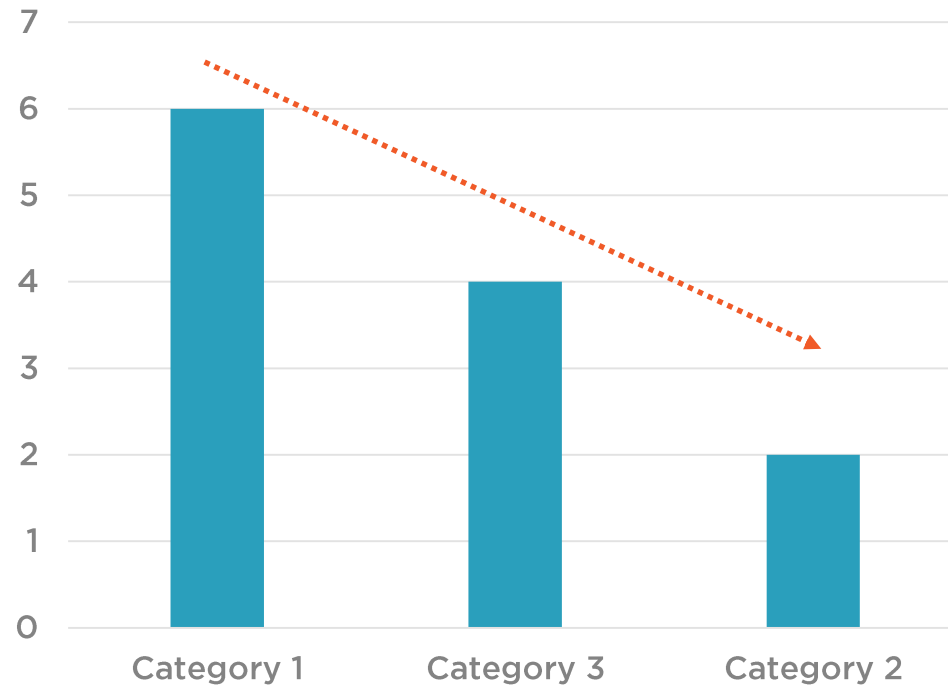
Column Chart



Column Chart

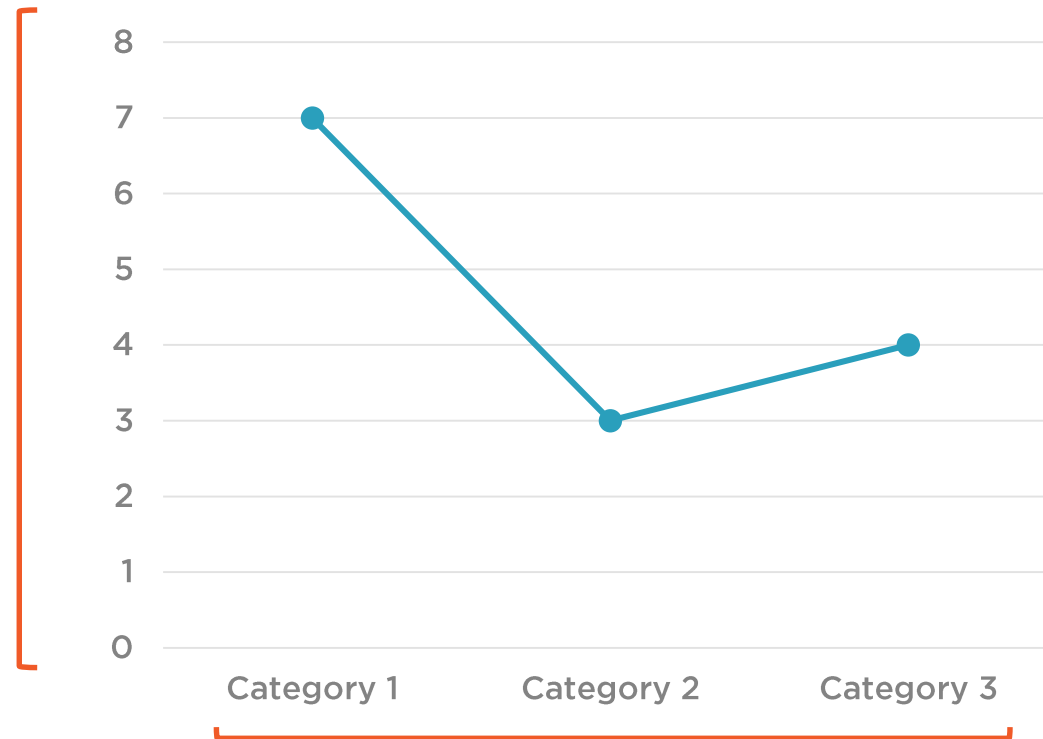


Column Chart



Line Chart

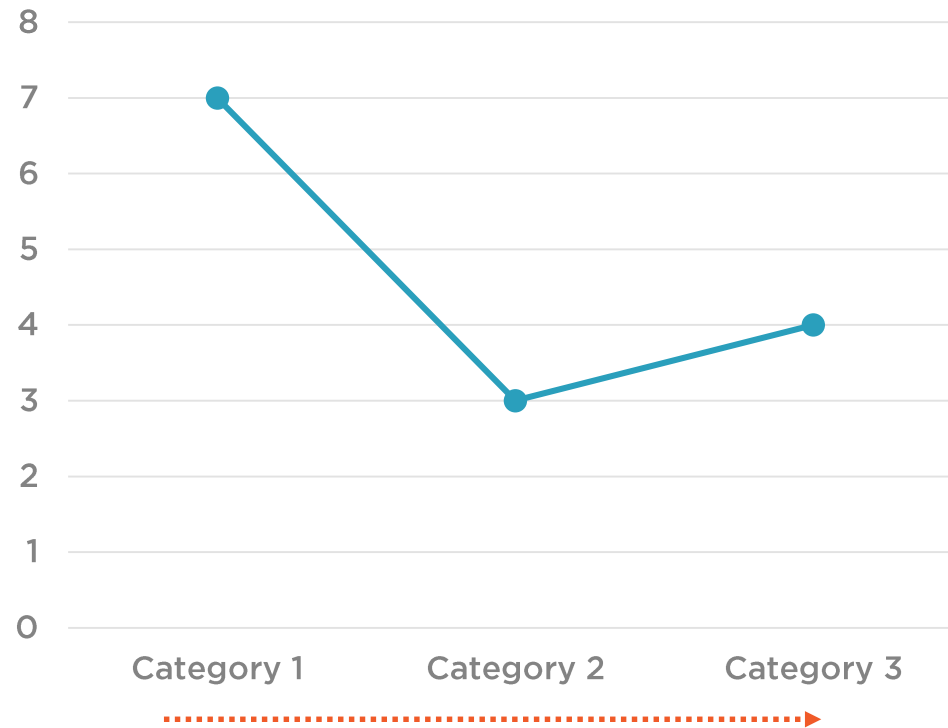
Vertical axis
VALUES



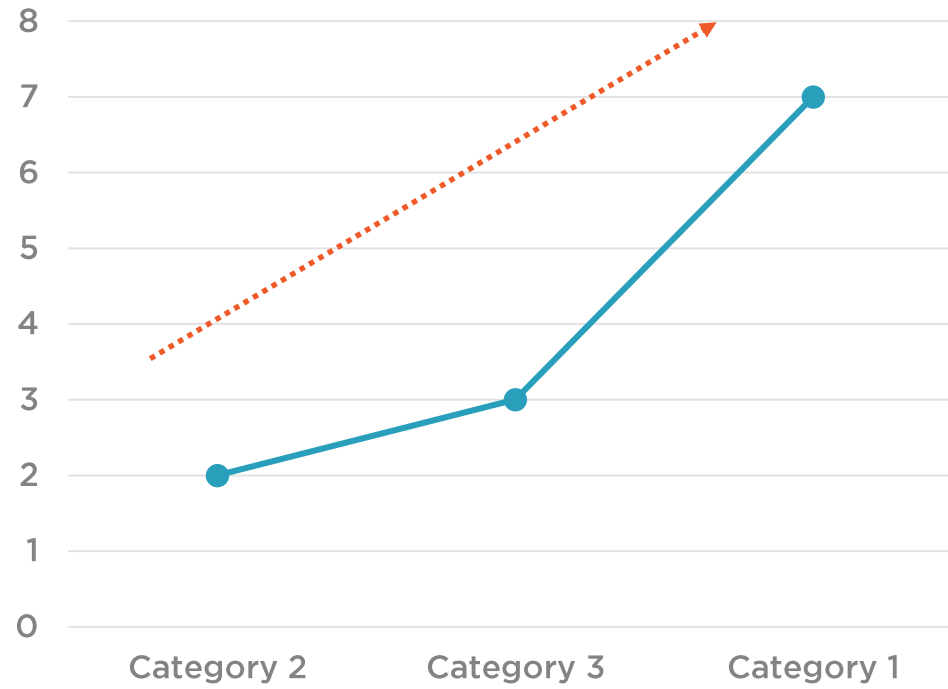
Horizontal axis
CATEGORIES



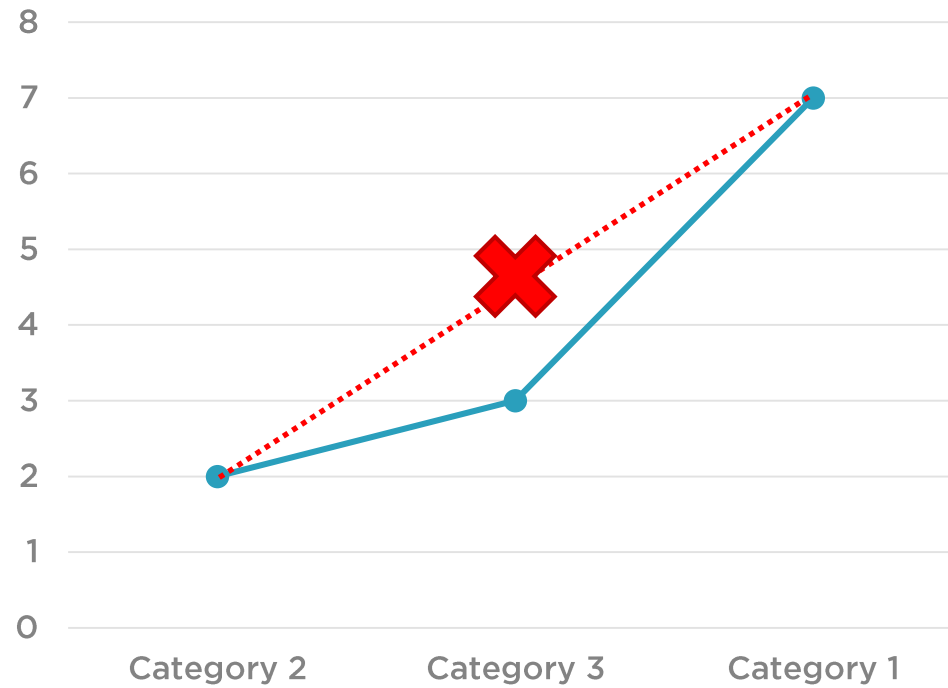
Line Chart



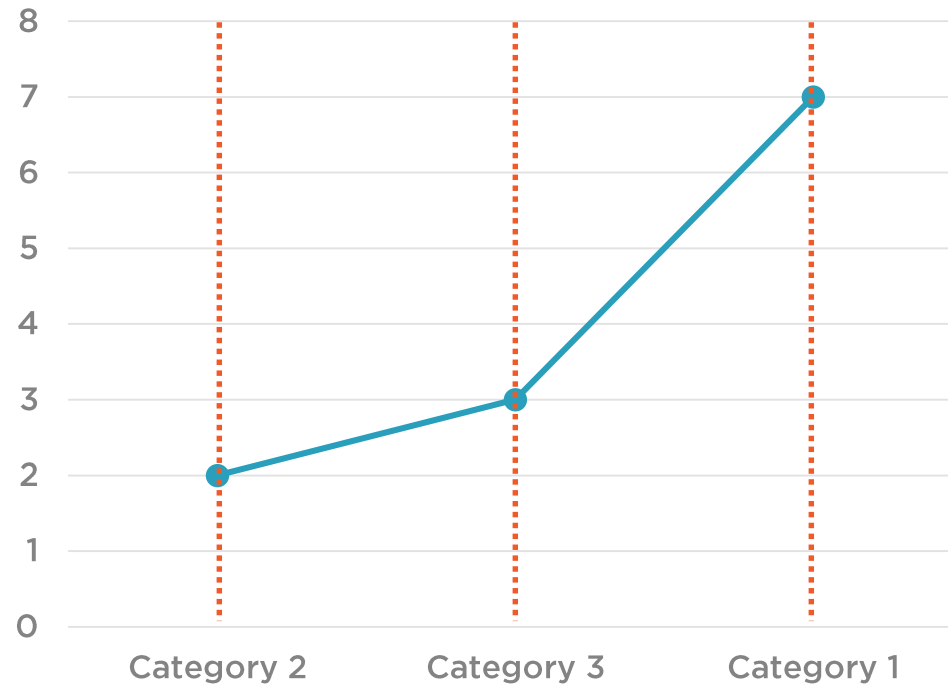
Line Chart



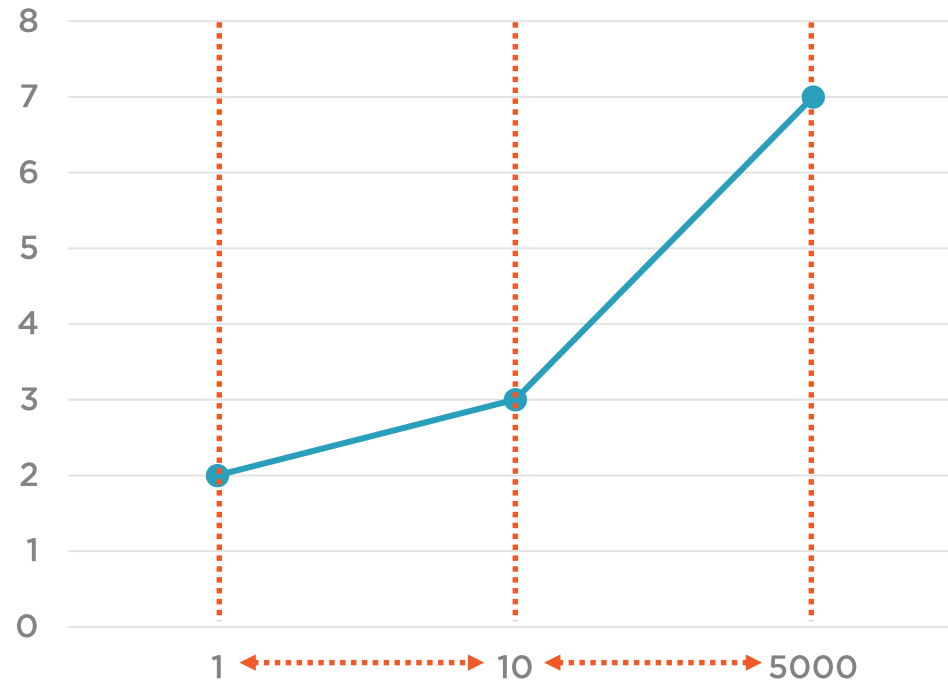
Line Chart



Line Chart

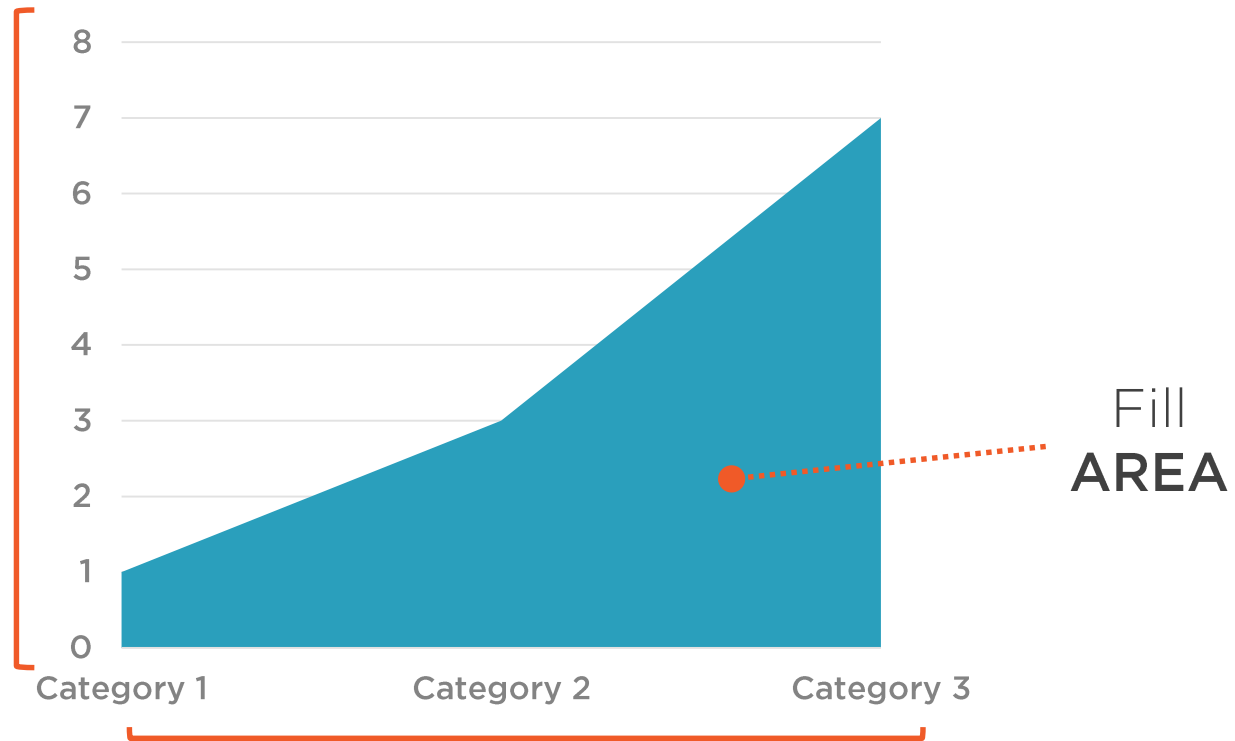


Line Chart



Area Chart

Vertical axis
VALUES

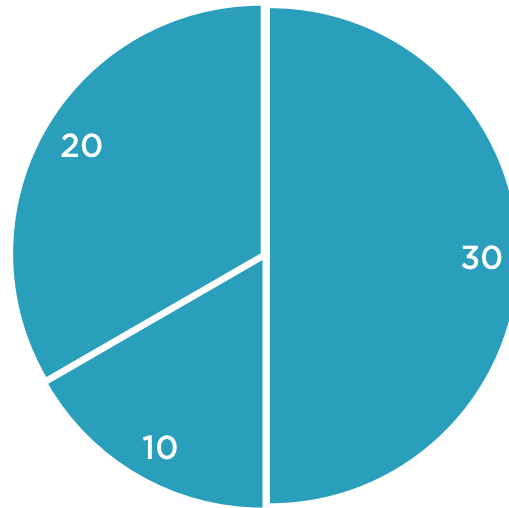


Horizontal axis
CATEGORIES



Pie Chart

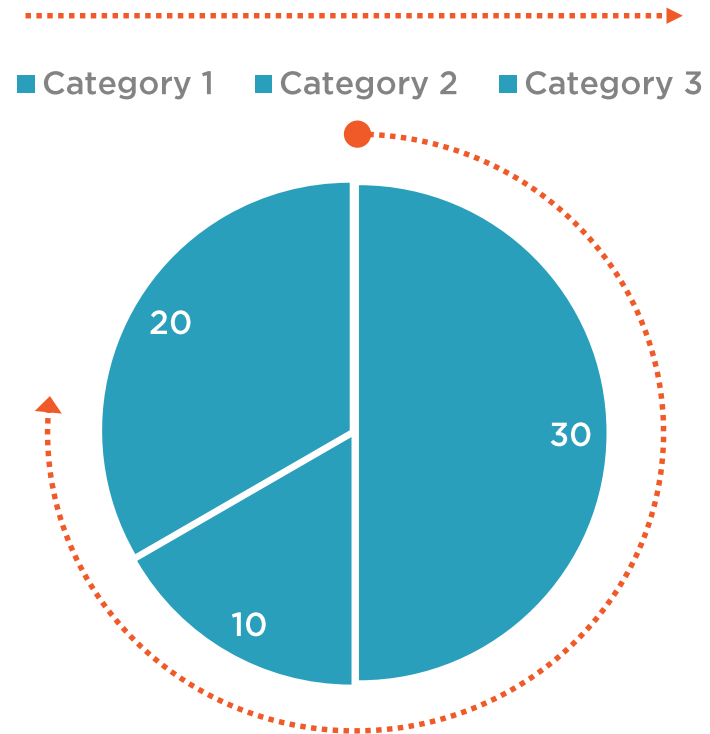
■ Category 1 ■ Category 2 ■ Category 3



Each slice represents one
CATEGORY



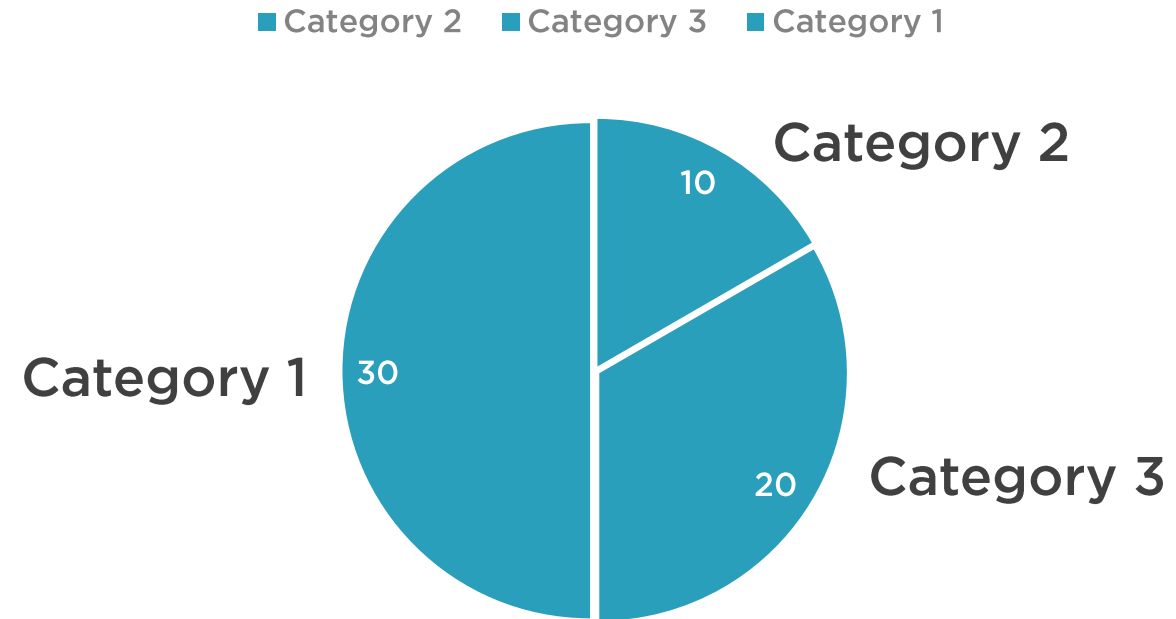
Pie Chart



Each slice represents one
CATEGORY



Pie Chart



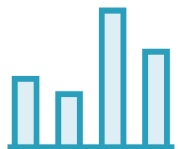
Summary – Chart Types



Data table
Category-value pairs



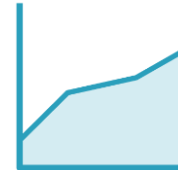
Bar chart
Long category names



Column chart
Arbitrary category order



Line chart
Show trends and continuity



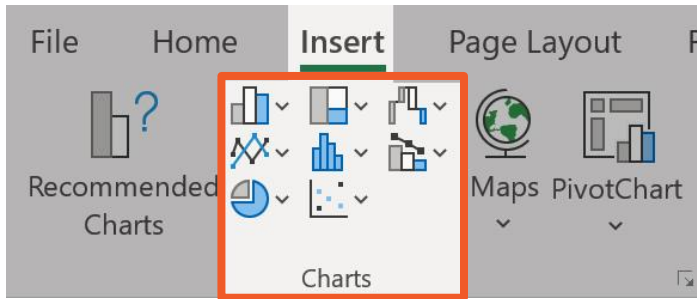
Area chart
Emphasize total over time



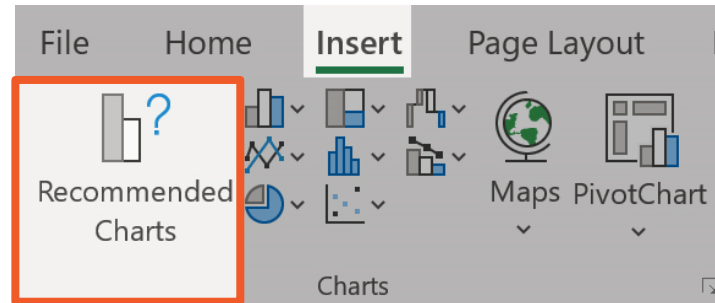
Pie chart
Show proportions



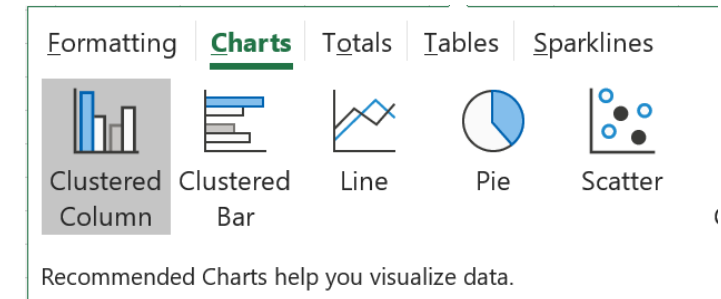
Summary – Creating Charts



Insert specific chart



Recommended charts



Quick Analysis tools



Summary – Changing Chart Types

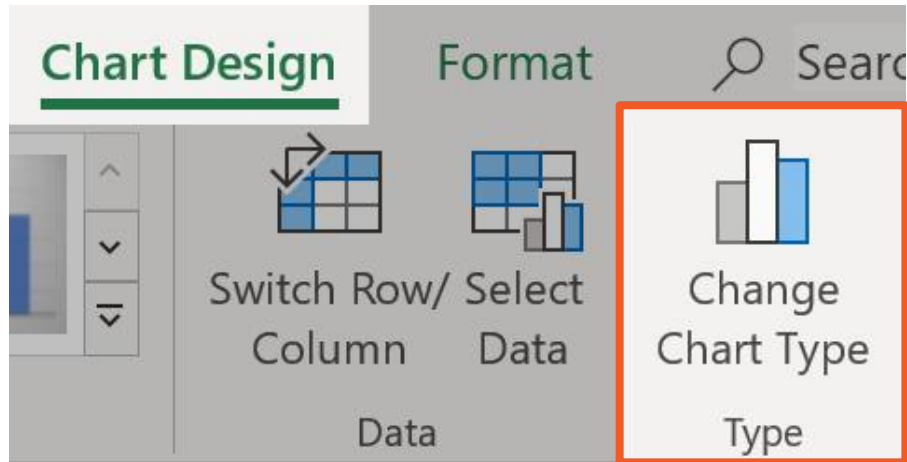


Chart Design ribbon

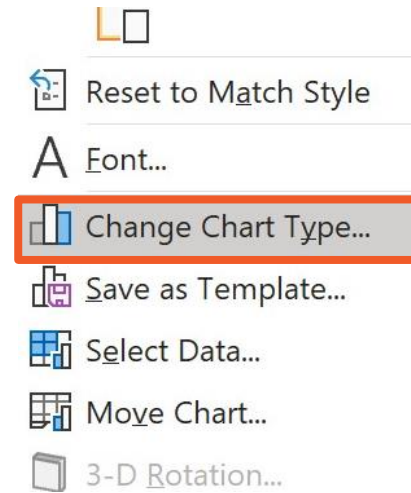


Chart context menu