

Pie, Column, and Histogram Charts: Takeaways



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Syntax

FREQUENCY TABLES:

- Created using the following:

```
=COUNTIF(range, criteria)
```

- where `range` is the categorical data, and `criteria` is the condition used to count values
- can be defined interactively using the f_x tool (**Insert Function**)
- can be used to summarize categorical data by counting how often each unique value appears in a column

Concepts

GUIDELINES FOR WHEN TO USE A PIE CHART:

- We want to compare parts to the whole
- We only have 2 or 3 pieces of categorical data to compare
- We only want to understand how categories compare to each other
- We aren't comparing changes over time
- The underlying data represents 100% of the situation we are reporting; we can't leave out any pieces of the pie!

GUIDELINES FOR WHEN TO USE A COLUMN CHART:

- We want to compare different categories
- We have 3 to 12 categories to compare
- We want to show changes over time
- We wish to find the largest, smallest, or most common value
- The order of the categories isn't necessarily important

GUIDELINES FOR WHEN TO USE A HISTOGRAM CHART:

- We have continuous numerical data
- We want to know how frequently ranges of values occur in our data
- We have a large dataset we want to summarize quickly

HOW TO CREATE A CHART IN EXCEL:

- Select the desired data
- Select the **Insert** tab at the top of the spreadsheet
- Select the desired chart from the **Charts** section

Resources

[COUNTIF](#)

[Pie chart](#)

[Column chart](#)

[Histogram chart](#)