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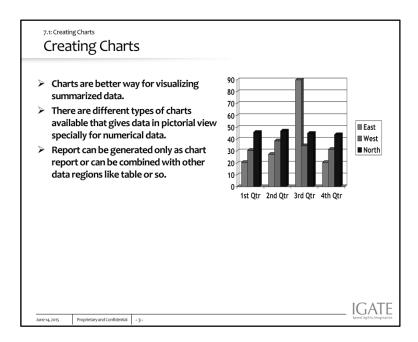
Lesson Objectives

- Creating charts
- Chart elements
- > Chart types Column, line, bar, area, scatter
- Creating column charts
- Formatting chart



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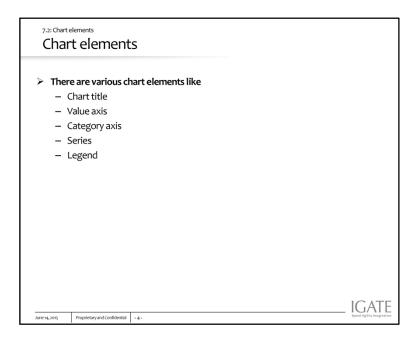
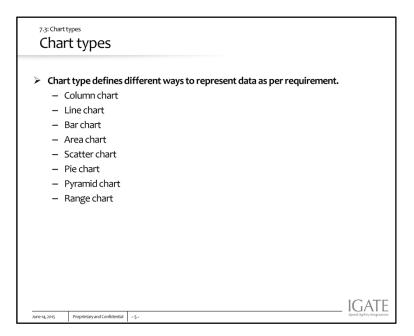


Chart elements are essential part of charts.

- 1. Chart title This is default chart element, can be removed from chart. Its moveable, its properties for look and feel can be changed. Actions can be associated with chart title.
- Value axis It is known as Y-axis, the horizontal scale in column chart. This is used to display numeric values of chart. Title can be added or removed. Appearance of this axis can be changed.
- Category axis This is known as X-axis, vertical scale on chart. It is used for grouping numerical data values. Look and feel can be customized.
- 4. Series Its an optional element of chart. This facilitates another level of grouping. When you have to group multiple numerical data values, series is used. Filter can be applied to series.
- 5. Legend This gives information about different axis values on chart. This can be also customized.



Different types of charts are available to display data in different look and feel.

- Column chart This is one of the very common chart types to present data values in vertical scale against multiple value series.
- Line chart Line charts basically used for business reports. It gives values on X-axis for relevant data horizontally. Line chart can be combined with column chart, but not with other charts.
- Bar chart It is similar to column chart, displays like bars. It displays horizontal bars. Perpendicular axis is category axis and horizontal axis is the value axis.
- 4. Area chart This chart displays the series as a data points. If report contains any blank data, area charts are suitable.
- 5. Scatter chart it takes ratio values to plot a chart.
- 6. Pie chart It is seen as circular diagram.
- Pyramid chart It is also called as funnel chart. It is used to display percentage wise whole summary for each category.
 This chart gives best good summary if the data is sorted.
- 8. Range chart Range chart considers high and low values for each category.

7.4: Creating Charts

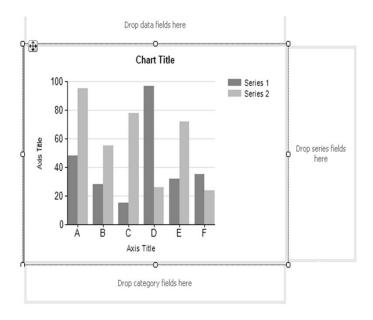
Creating Column chart

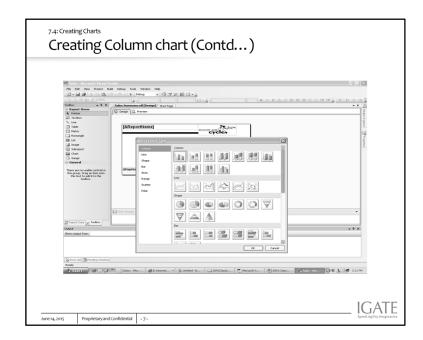
- > Column chart is very simple and commonly used chart.
- Simple column chart can be created by dragging chart control from toolbox and dropping it on the report.
- There are 3 sections on chart to divide data to be displayed viz., data fields, category fields and series fields.
- > Category section is used to group data horizontally across the chart.
- Optional Series section appears on right side of the report to add next level of grouping.

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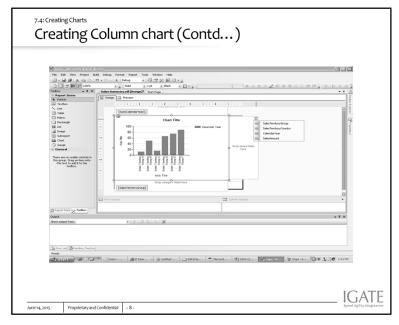
Working with Charts

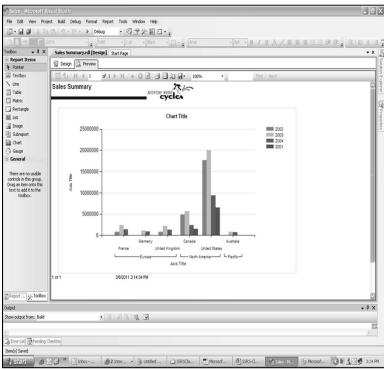




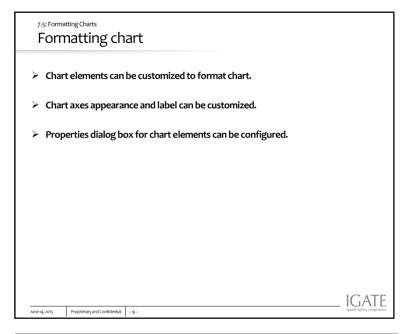
To create column chart:

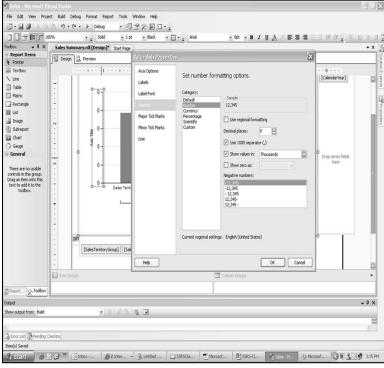
- 1. Create a report.
- 2. Click on Design tab.
- 3. From toolbox, drag and drop chart control on report.
- 4. Select Chart Type dialog box, click OK.
- 5. select default chart type as column chart.
- 6. Select Category field as Year,



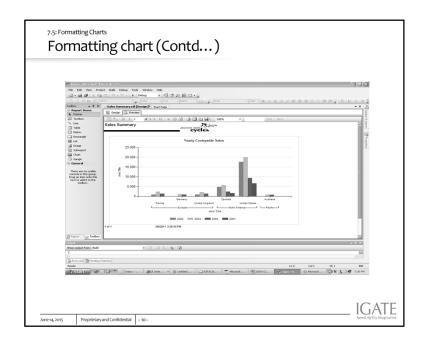


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To format chart elements:

- 1. Select chart on report.
- 2. In Properties window, select Size category & configure width to 6in and height to 7in.
- 3. Right click legend and select legend properties.
- 4. Select Legend Position to bottom center.
- 5. Configure legend properties for visibility, font, border, shadow.
- 6. Change Chart Title name to Sales in Thousand. Change Font size and color.

Summary

- > Charts gives data in pictorial way.
- > Charts simplify complex data in a report.



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