



# Computer Application

Third Stage

Lec 6

Microsoft Excel

MS.c Mortada Haider

## Charts in Excel

A chart in Excel is a graphical representation of data that shows the relationship between numbers or trends in a data set. Charts help to quickly and clearly interpret data and enable users to make decisions based on visual analysis .

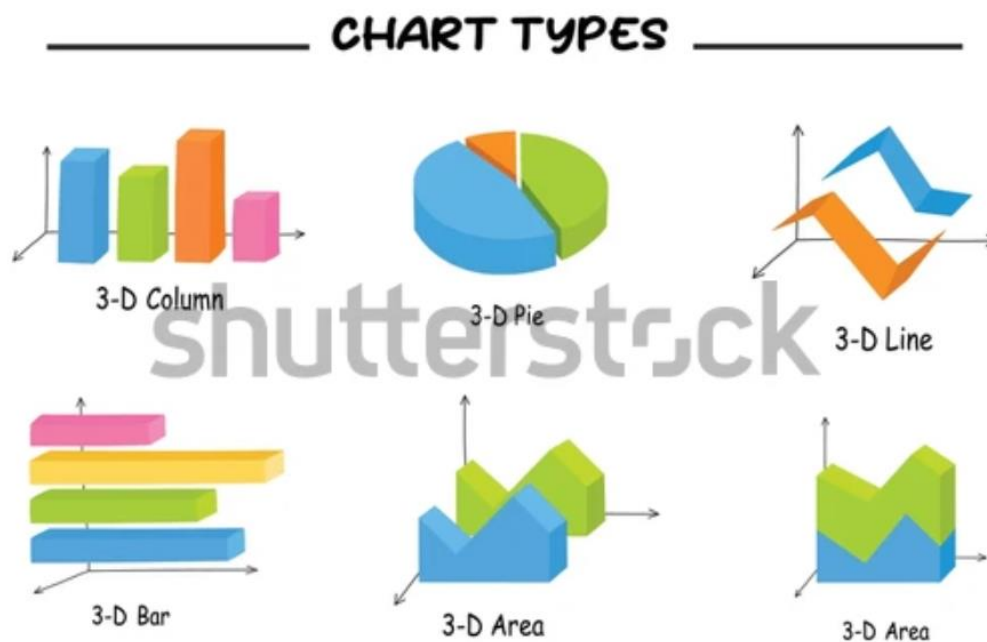


Figure 1: Types of charts

## Inserting the Chart

1. **Select your data**
2. Go to the **Insert** tab and click on the **Chart** icon.
3. Choose the **type** of chart that you need from the options.
4. Excel will automatically generate the chart, and you can modify the title, colors, and other elements as needed.

## Customize the Chart

After inserting the chart, you can control some of the chart's properties, such as:

- **Changing the Chart Title:** Click on the title and edit it to something more meaningful.
- **Adjusting the Colors:** You can change the colors of the bars, lines, or sections to make the chart more visually appealing.
- **Adding Data Labels:** You can add data labels to show exact values for each data point.
- **Changing Axes Titles:** Click on the axes to add or change the titles, which helps clarify the data being displayed.

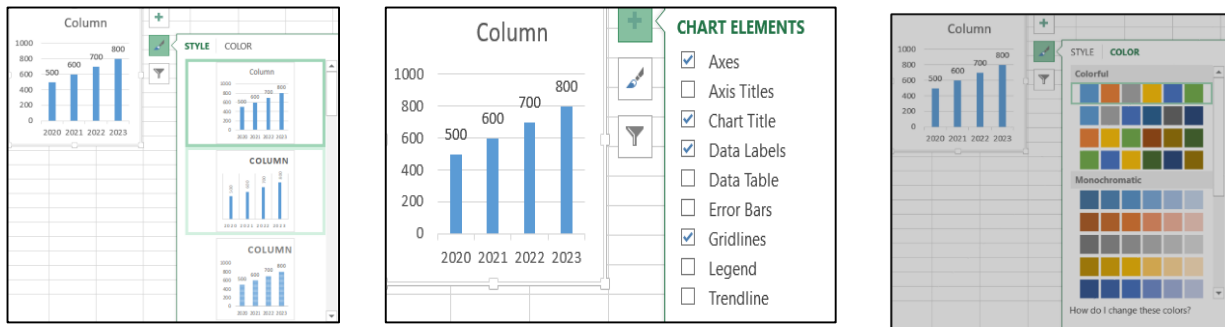


Figure 2: Style & Elements Color Adjustment

## Types of Charts

### 1. Column Charts

- **Definition:** A column chart displays data in vertical bars, showing comparisons between values across different categories or periods.

#### How to Insert:

- Select your data.
- Go to the **Insert** tab and click on **Column Chart**.
- Choose **Clustered Column**.

An example of this [Figure 3: Column chart](#) showing sales over the years

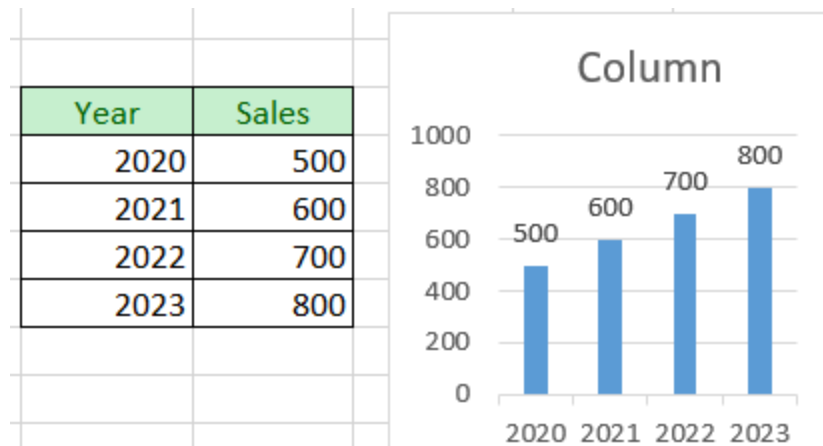


Figure 3: Column chart

## 2. Line Charts

- **Definition:** Line charts are used to display trends over time by connecting data points with a line. They are useful for showing the progression or trend of data points.

### How to Insert:

- **Select your data.**
- Go to the **Insert** tab and click on **Line Chart**.
- Choose **Line**.

An example of this [Figure 4: Line chart](#) showing temperature (°C) over the month

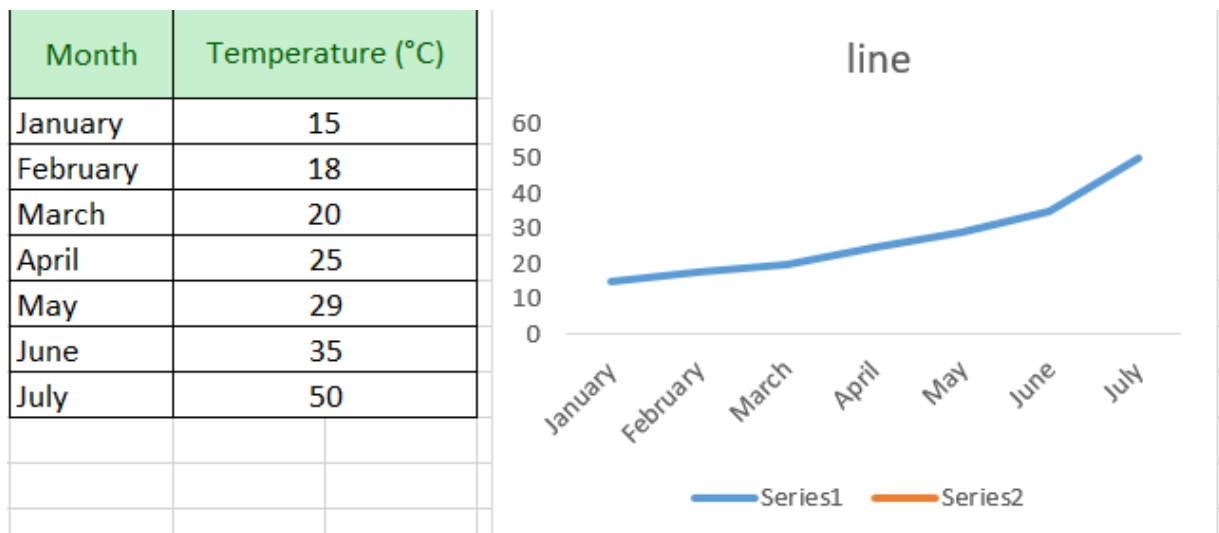


Figure 4: Line Chart

### 3. Pie Charts

- **Definition:** A pie chart is a circle that is divided into areas, or slices. Each slice represents the count or percentage of the observations of a level for the variable. **Pie charts are often used in business.**

#### How to Insert:

- Select your data.
- Go to the **Insert** tab and click on **Pie Chart**.
- Choose the **2-D Pie** option.

An example of this [Figure 5: Pie chart](#) showing Average percentage over the stage

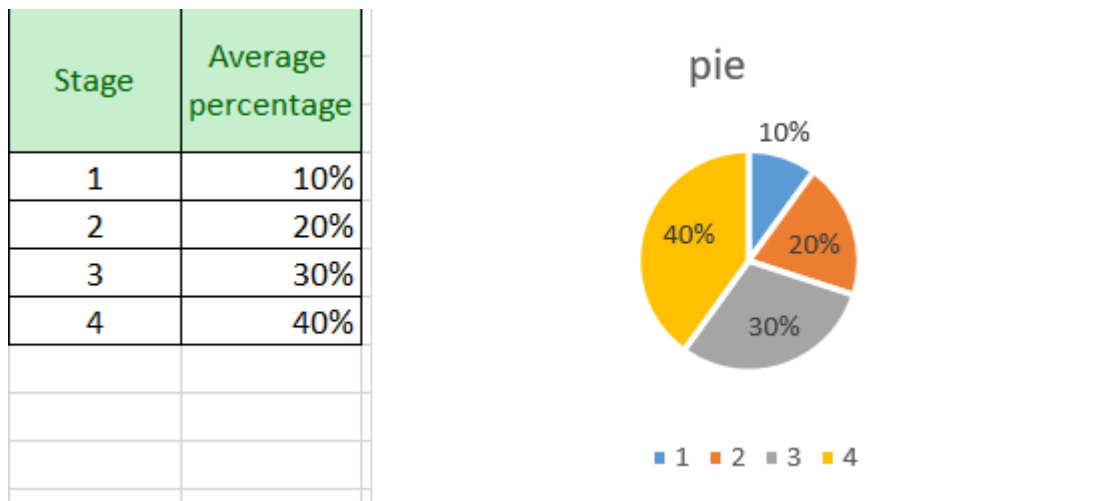


Figure 5: Pie chart

#### 4. Bar Charts

- **Definition:** Bar charts are similar to column charts but use horizontal bars instead of vertical ones. They are useful when you have long category labels or want to compare different categories side by side.

##### How to Insert:

- Select your data.
- Go to the **Insert** tab and click on **Bar Chart**.
- Choose **Clustered Bar**.

An example of this [Figure 6: Pie chart](#) It shows the difference between the numbers of first- and second-year students in different departments

Dep	Num Of Stu In 1st Stage	Num Of Stu In 2nd Stage
Prosthetic Dental	115	92
Medical Laboratories	1200	680
Anesthesia	950	550

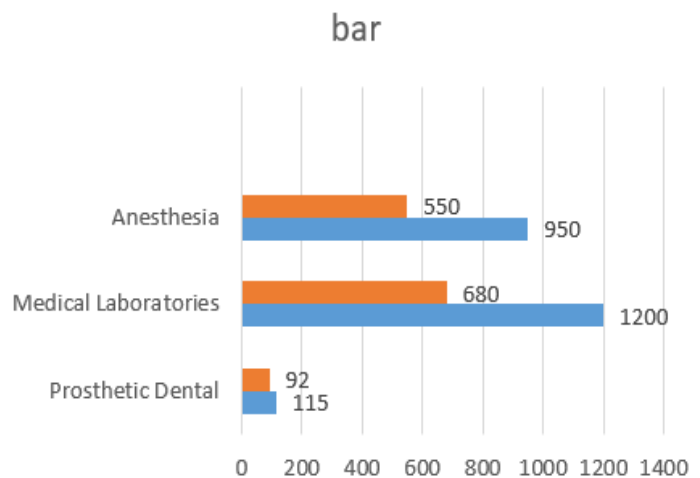


Figure 6: Bar chart

## 5. Area Charts

- **Definition:** Area charts are similar to line charts but with the area beneath the line filled with color.

### How to Insert:

- Select your data.
  - Go to the **Insert** tab and click on **Area Chart**.
  - Choose **Stacked Area**.
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- An example of this [Figure 7: Area chart](#) showing temperature (°C) over the month

Month	Temperature (°C)
January	15
February	18
March	20
April	25
May	29
June	35
July	50

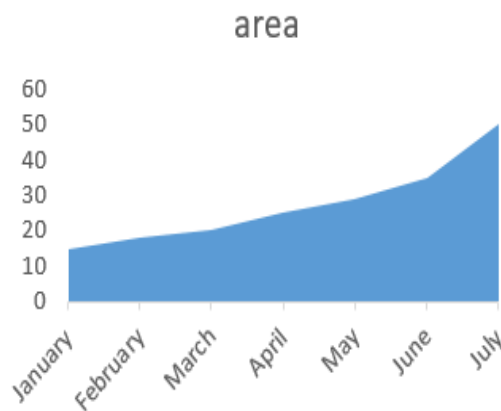


Figure 7: Area chart