



Mustaqbal University / College of Engineering & Technology
 Department (Department of Medical Instrumentation Techniques
 Engineering)
 Class 4
 Subject (Computer Applications)
 Lecturer (M.sc.Alaa Khalid)
 2nd term – Lecture No.6 & Lecture Name (chart)

Creating and Working with Charts


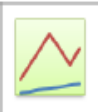



Choosing the Right Chart

Once you've determined the results you want your chart to display, choose the chart that best suits this purpose. The most popular charts are column, line, pie, and bar charts.

Exercise







- **Exercise File:** None required.
- **Exercise:** Review the different types of charts available in Excel.

Chart Types in Excel

	Column	Column charts are used when you want to compare different values vertically side-by-side. Each value is represented in the chart by a vertical bar. If there are several series, each series is represented by a different color.
	Line	Line charts are used to illustrate trends over time. Each value is plotted as a point on the chart and is connected to other values by a line. Multiple items are plotted using different lines.
	Pie	Pie charts are useful for showing values as a percentage of a whole. The values for each item are represented by different colors. Limit pie charts to eight sections.
	Bar	Bar charts are just like column charts, except they display information in horizontal bars rather than in vertical columns.
	Area	Area charts are the same as line charts, except the area beneath the lines is filled with color.



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	XY (Scatter)	Scatter charts are used to plot clusters of values using single points. Multiple items can be plotted by using different colored points or different point symbols.
	Stock	Stock charts are effective for reporting the fluctuation of stock prices, such as the high, low, and closing points for a certain day.
	Surface	A surface chart is useful for finding optimum combinations between two sets of data. Colors and patterns indicate values that are in the same range.
	Doughnut	A doughnut chart shows the relationship of parts to a whole, but it can contain more than one data series. (You may want to try stacked column or stacked bar charts instead.)
	Bubble	Bubble charts are similar to XY Scatter charts, but they compare three sets of values instead of two, with the third set determining the size of the bubble.
	Radar	Radar charts compare the aggregate values of a number of data series.



Creating and Working with Charts

Inserting a Chart

Once you've chosen the type of chart you wish to use, insert the chart in your worksheet.

1. Make sure the cell range containing the data and labels you want to chart are selected.

✓ **Tip:** You can chart non-adjacent cells if you hold down the <Ctrl> key while selecting the cells.

2. Click the **Insert** tab on the Ribbon.

In the Charts group, there are several chart types to choose from. Each of the chart types then has several charts to choose from.

3. Click a **chart type** button in the Charts group.

A list of charts for the selected chart type appears.

4. Select the chart you want to use from the list.

The chart appears in the worksheet and the Chart Tools appear on the Ribbon. The Chart Tools include three new tabs—Design, Layout and Format—that help you modify and format the chart.

✓ **Tips**

- ✓ To see all available chart types, click any chart type in the Charts group, and then select **All Chart Types**. The Insert Chart dialog box appears, displaying every chart type that is available.

Exercise

- **Exercise File:** Survey5-3.xlsx
- **Exercise:** Select cell range A4:D9 and insert a 2-D Clustered Column chart.

Move the chart so that the upper left corner is in cell A14.

Resize the chart so that it covers A14:F28.

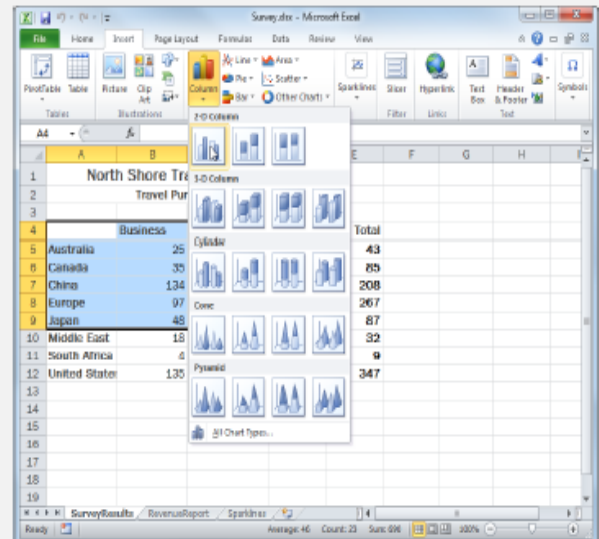


Figure 5-3: Selecting a chart to insert.



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Move a chart within a worksheet

Usually you will have to move a chart after it is inserted because it covers up the data on the worksheet.

1. Select the chart.
2. Point to the chart's border.
The pointer changes to a cross-arrow pointer.
3. Click and drag the chart in the worksheet.

Move a chart to another worksheet

You can move a chart to another worksheet as an embedded object or move it to its own worksheet.

1. Under Chart Tools on the Ribbon, click the **Design** tab and click the **Move Chart** button in the Location group.

The Move Chart dialog box appears, displaying two options:

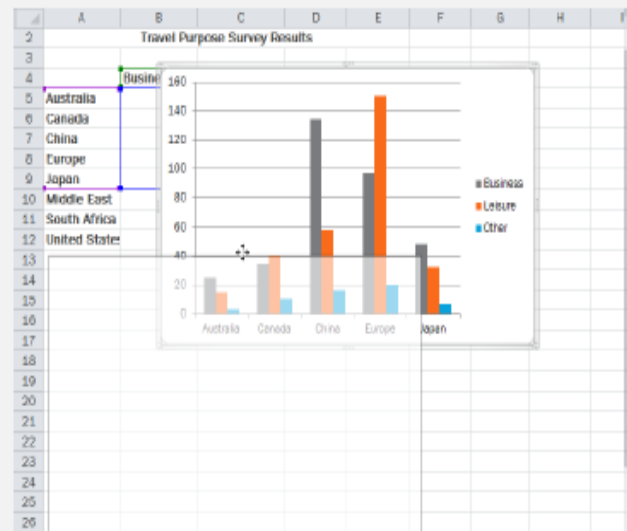


Figure 5-4: To move a chart within a worksheet, click and drag the chart to a new location.



Creating and Working with Charts

- **New sheet:** Moves the chart to its own worksheet.
 - **Object in:** Allows you to embed the chart in another existing worksheet.
2. Select the option you want to use and enter or select a worksheet name.
 3. Click **OK**.

Resize the chart

1. Select the chart.
 Eight sizing handles appear along the chart edges once it is selected. Sizing handles are used to change the size of charts and other objects.
 - ✓ **Tip:** Clicking a chart displays the Chart Tools on the Ribbon, which include the Design, Layout, and Format tabs.
2. Click a sizing handle and drag it to resize the chart.
 The chart is resized.
 - ✓ **Tip:** A faint outline appears as you drag the chart border so that you can preview the size of the chart before releasing the mouse button.
 - 🔧 **Other Ways to Resize a Chart:**
 Under Chart Tools on the Ribbon, click the **Format** tab and use the Height and Width fields in the Size group.

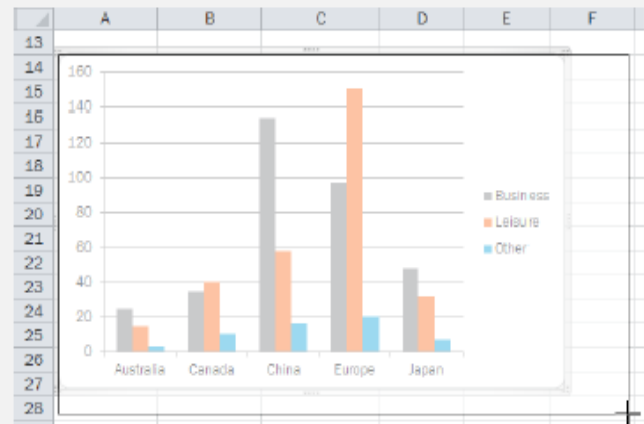


Figure 5-5: To resize a chart, click and drag the corner of the chart.