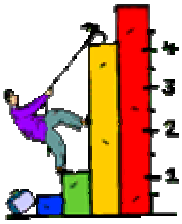

Objective 6.04 Design and CreateCharts and Graphs

Charts and Graphs

_____ representations of the numerical data found in a_____.

The chart's illustration makes the _____ from the spreadsheet easier to understand.

Basic Elements of a Chart

- The _____ axis on a column or line chart is the_____ ; it contains the _____l data.
- The _____ axis on a column or line chart is_____; it contains the _____ information.
- The data _____ is the point representing the _____ from the spreadsheet.
- To identify a specific value in a column chart, use a_____ _____.
- The bar, column, point or area that represents the values (numbers) in a spreadsheet graph is called the data _____
  - Businesses often use column, bar, or line charts to illustrate the _____ in yearly production or income over a period of_____.

Types of Charts/Graphs Defined

- **Column** – shows comparison of amounts by varying the heights of the_____ _____ ; one of the most popular charts with businesses. *Example: Use a column chart to compare sales figures of Ford trucks to Chevrolet trucks during the past five years.*
- **Bar** – shows comparison of amounts by the length of the _____ _____ bar shapes; slightly different presentation of comparison data from the column.
- **Line** – a graph that uses a line to connect_____ _____; frequently used to show trends or changes over time. *Example: Use a line chart to show increases in domestic auto sales over the past ten years.*
- **Pie** – circular graph divided into _____ where the slices represent portions of a_____. *Example: Use a pie chart to show the percentage of sales of different makes and models for the Chrysler Group.*
- **Scatter** – XY shows the _____ between the numeric values in _____ chart data. *Example: Use an XY scatter chart to plot sales of multiple models of vehicles from Ford, General Motors, and Chrysler Group Corporations.*
- **Area** – A _____ graph that has the area _____ the plotted line shaded or colored. *Example: Use an area chart to show trends in sales of domestic automobiles by the three domestic auto makers*

Stacked Bar
A graph where each bar represents the sum of more than one value, and each bar is divided into two or more parts. The length of stacked bar represents a_____.
*The example below shows the **total amount spent on all three components,** Computers, Printers, and Monitors, purchased during each quarter (three-month period).*

Pie Chart
A round graph that can be created from a spreadsheet showing the relationship of one "*piece*" or part to a _____, or 100%.
Notice that the PDA section's largest percentage value is emphasized by being separated (exploded) from the remainder of the chart.
Only one data series (column of values on the spreadsheet) can be selected to create a pie chart.

Line Graph
A graph that uses a line to connect _____ points. This graph shows **"trends"** or changes over a period of _____.
Example: Notice that the Music Department showed considerable growth during the third quarter but returned to "normal" the next financial period

Exploded Pie Chart
When a slice in a pie chart is _____ from the rest of the circle.
An exploded pie emphasizes or highlights a portion of the percentages represented.

Column Graph
A graph that shows the comparison of amounts by the length of a _____ rectangular shape.
Example: *The Chart compares number of students from various classes attending assemblies. The size of the vertical "bar" indicates the size of the value in the spreadsheet.*

XY (Scatter)
Chart that shows the _____ between the numeric values in several chart data.
Example: *The chart compares temperatures in various cities on a number of days (multiple variables).*

Area Chart
A line graph that has the area below the _____ line shaded or colored.
Example: *The chart resembles a "line" chart with the area below the line filled in with color. The area chart, too, shows trends or changes over a period of time.*

PivotTable Reports
A pivot table is a great reporting tool that _____ and sums _____ of the original data layout in the spreadsheet.

Use the PivotChart Wizard

Object Linking and Embedding

▪**Embedding** – A function inserting (copying/pasting) an object into another file so that it becomes a _____ part of that file. Embedded data is copied and "stored" in the destination file.

▪**Linking** – A function allowing a reference or ***connection*** between a destination document (where an object is inserted) to the source document. When a linked source object is_____ , the destination document automatically _____ or updates. Linked data is "not stored" in the destination file making that file smaller than a file with embedded data.

Embedding an Object

A chart embedded (pasted) into a word processing report from Excel and becomes a "part" of the report. If the chart is changed in Excel, it remains unchanged in the Word document

Linking an Object to a Word Document

Linking an object (spreadsheet/chart) into a Word document involves a few more steps than the traditional copy/paste procedure.

Necessary steps include the following:

▪**Copy the source file**

▪**Paste Special, LINK into the destination file**

Changes in source document affect and update the destination file.

▪**Use Paste Special, Paste Link to create a connection between the source (chart) and destination (Word) file.**

Linking: Automatic Updates