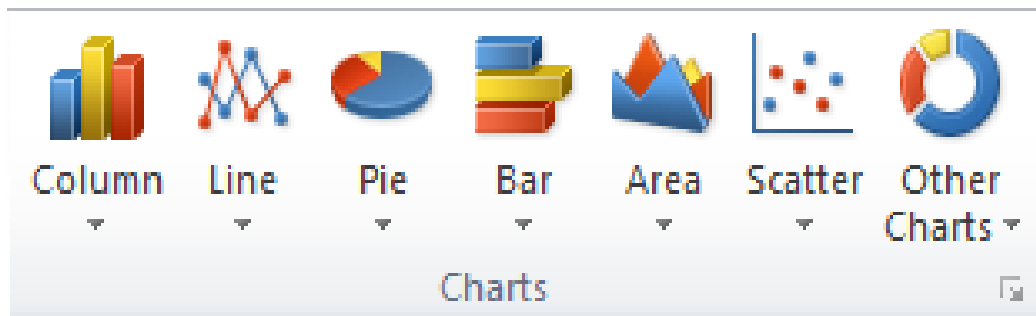


## Lesson – 6

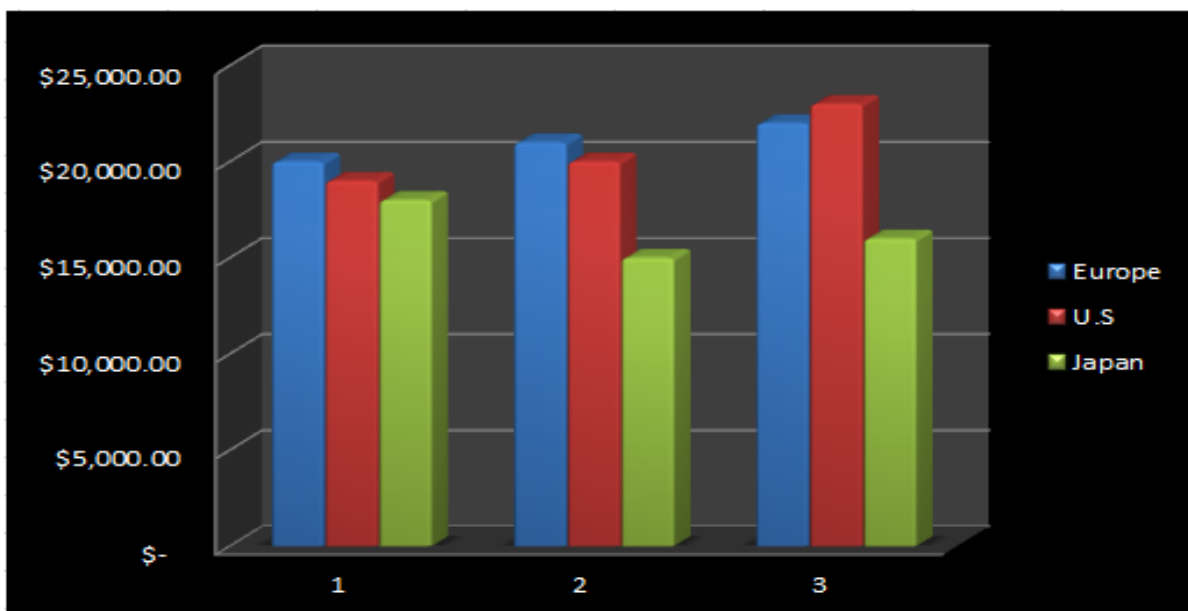
### Insert Toolbar (Menu)

**Charts:** Microsoft Excel supports many types of charts to help you display data in various ways that are meaningful to your audience. When you create a chart or change the type of an existing chart in Microsoft Excel or other Microsoft Office programs such as Microsoft Word, Microsoft PowerPoint, or Microsoft Outlook, you can select one of the following chart types.

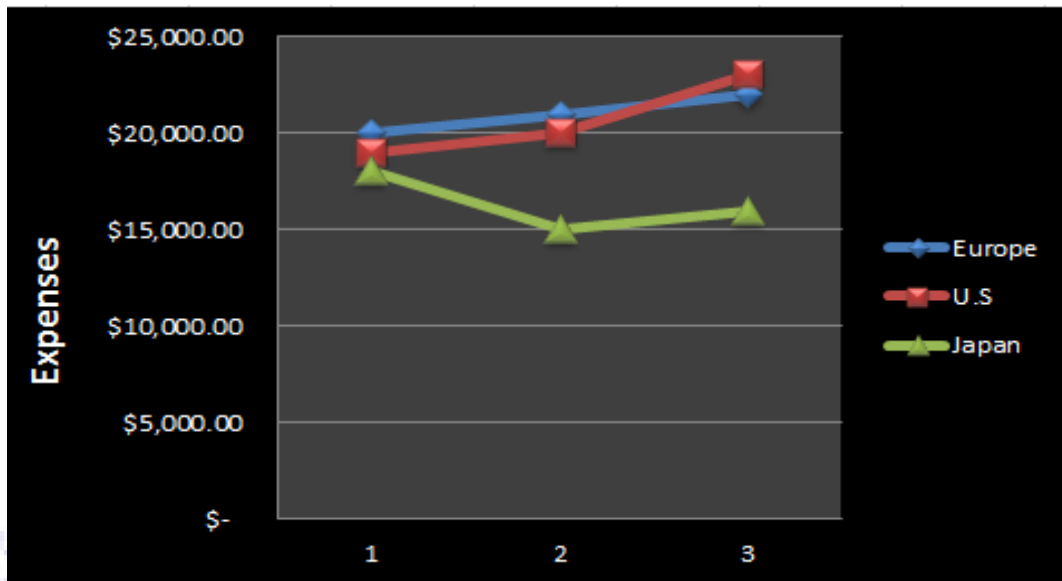


**Column Charts:** Data that is arranged in columns or rows on a worksheet can be plotted in a column chart. Column charts are useful for showing data changes over a period of time or for illustrating comparisons among items.

In column charts, categories are typically organized along the horizontal axis and values along the vertical axis.

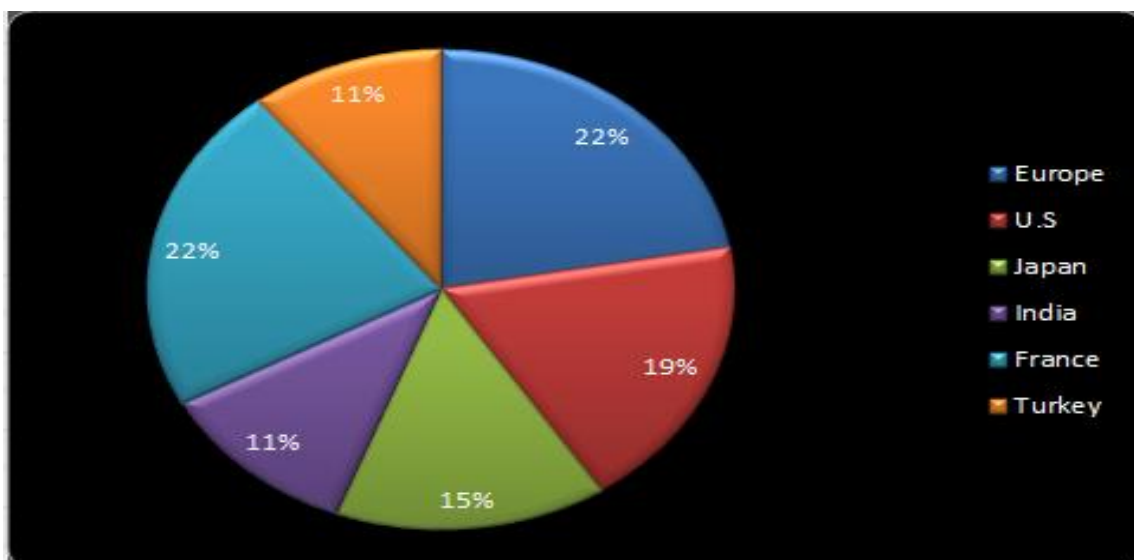


**Line Charts:** Data that is arranged in columns or rows on a worksheet can be plotted in a line chart. Line charts can display continuous data over time, set against a common scale, and are therefore ideal for showing trends in data at equal intervals. In a line chart, category data is distributed evenly along the horizontal axis, and all value data is distributed evenly along the vertical axis.



**Do Practical Assignment No. - 4**

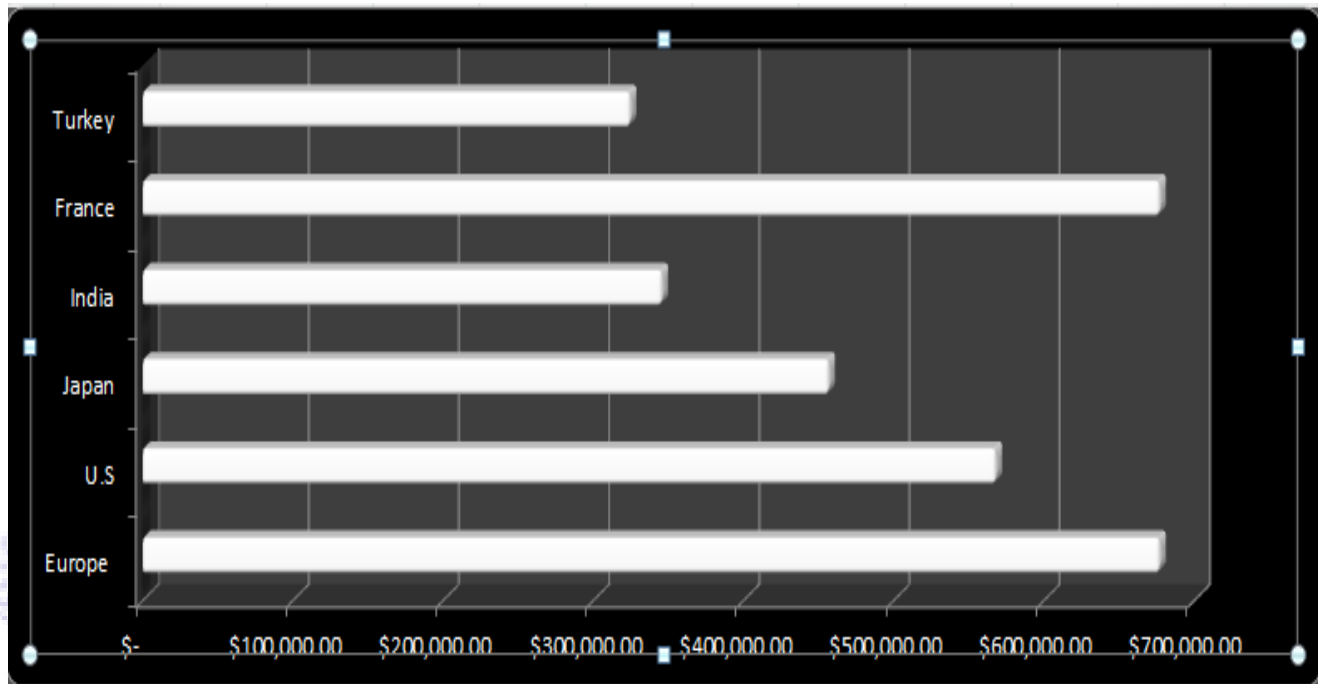
**Pie Charts:** Data that is arranged in one column or row only on a worksheet can be plotted in a pie chart. Pie charts show the size of items in one data series, proportional to the sum of the items. The data points in a pie chart are displayed as a percentage of the whole pie.



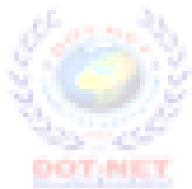
**Do Practical Assignment No. - 5**

## Bar Charts

Data that is arranged in columns or rows on a worksheet can be plotted in a bar chart. Bar charts illustrate comparisons among individual items.



 **Do Practical Assignment No. - 6**

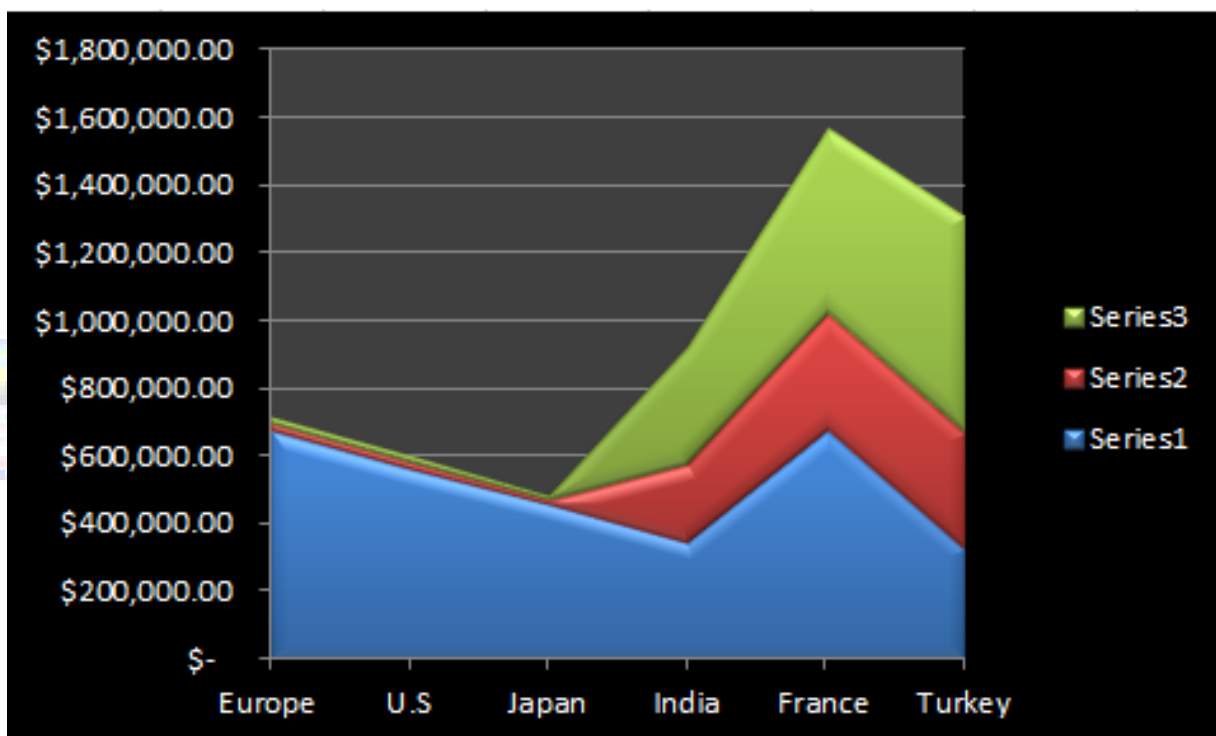


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## Area Charts

Data that is arranged in columns or rows on a worksheet can be plotted in an area chart. Area charts emphasize the magnitude of change over time, and can be used to draw attention to the total value across a trend. For example, data that represents profit over time can be plotted in an area chart to emphasize the total profit.

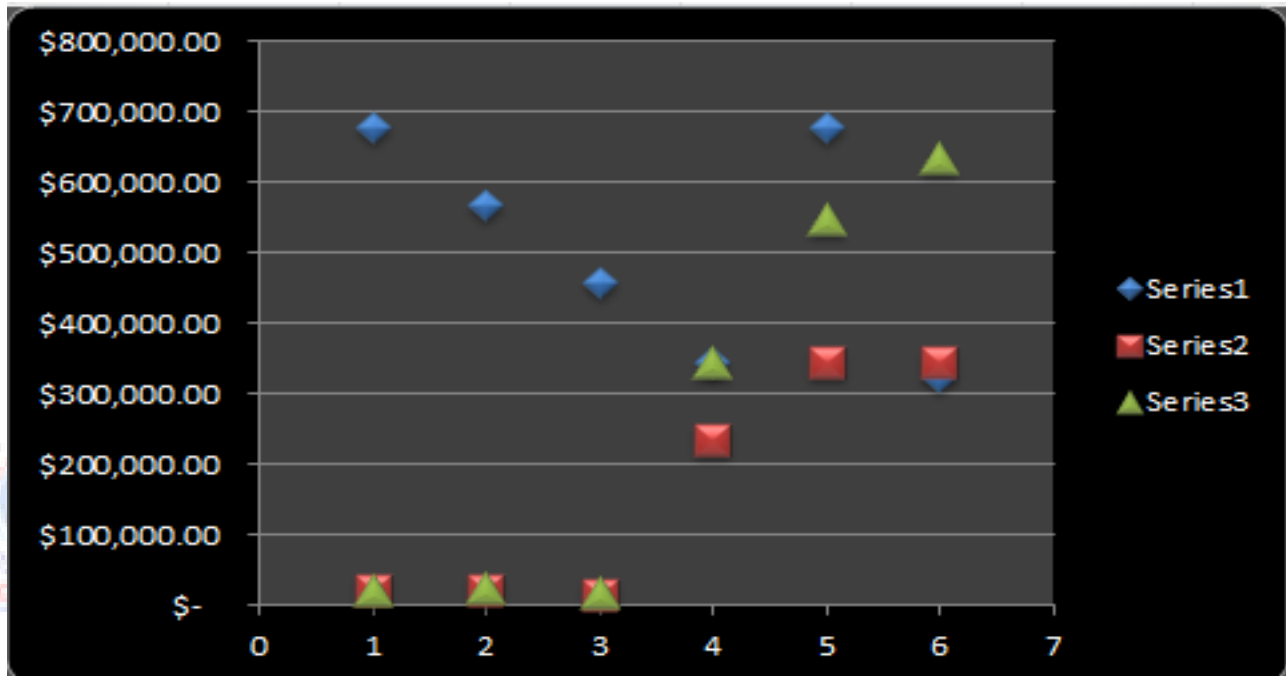
By displaying the sum of the plotted values, an area chart also shows the relationship of parts to a whole.



 **Do Practical Assignment No. - 7**

## Scatter Charts

Scatter Chart is known as an XY Chart. This type of charts compares pairs of values. Use it when the values being charted are not in X-axis order or when they represent separate measurements.



## Other Charts

To insert a stock, surface, doughnut, bubble, or radar chart.

