

MICROSOFT WORD

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Charts

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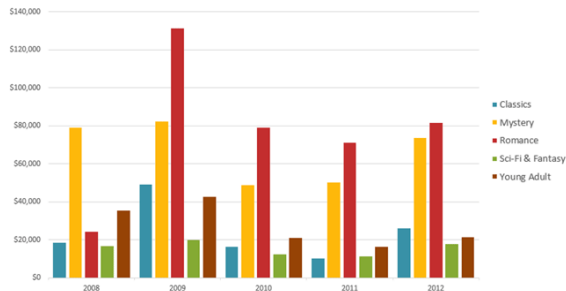
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Introduction

- ▶ A **chart** is a tool you can use to **communicate information graphically**. Including a chart in your document can help you illustrate numerical data—such as comparisons and trends—so it's easier for the reader to understand.

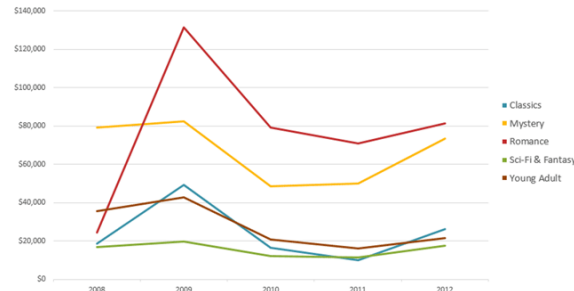
Types of charts

Column



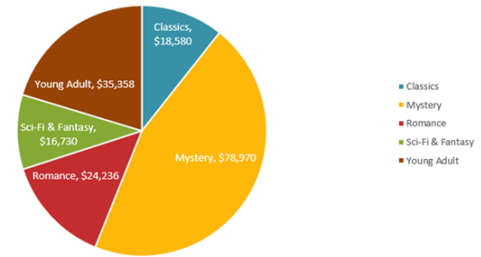
Column charts use vertical bars to represent data. They can work with many different types of data, but they're most frequently used for comparing information.

Line



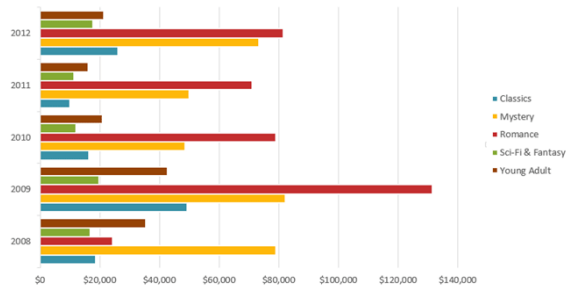
Line charts are ideal for showing trends. The data points are connected with lines, making it easy to see whether values are increasing or decreasing over time.

Pie



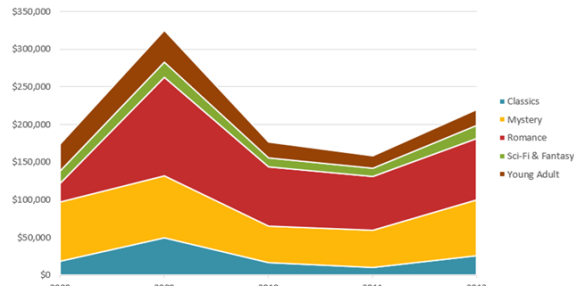
Pie charts make it easy to compare proportions. Each value is shown as a slice of the pie, so it's easy to see which values make up the percentage of a whole.

Bar



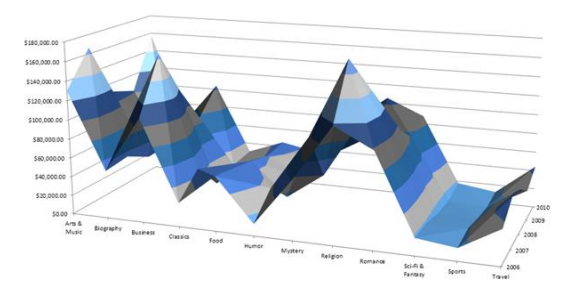
Bar charts work just like column charts, but they use horizontal rather than vertical bars.

Area



Area charts are similar to line charts, except the areas under the lines are filled in.

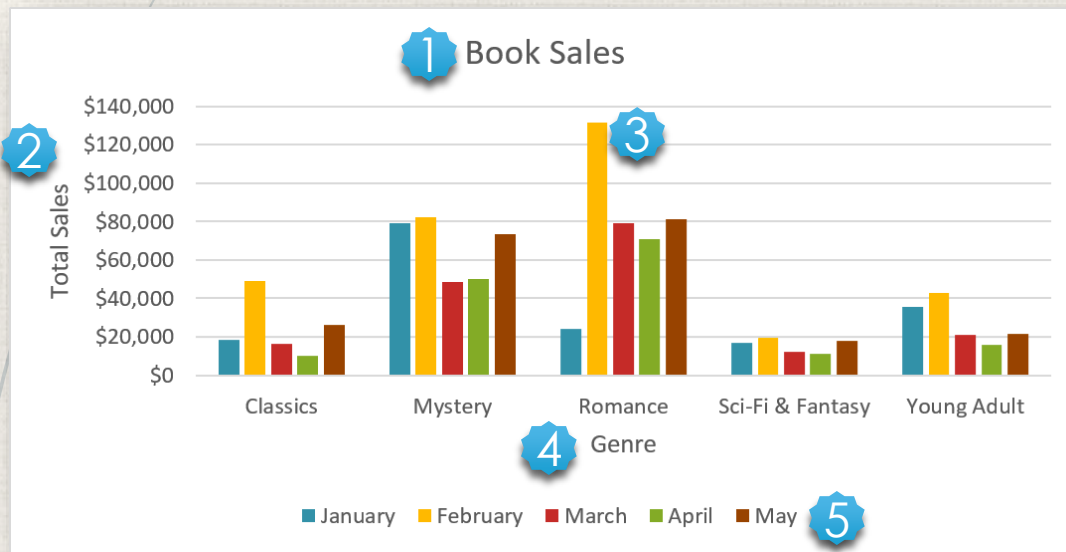
Surface



Surface charts allow you to display data across a 3D landscape. They work best with large data sets, allowing you to see a variety of information at the same time.

Identifying the parts of a chart

In addition to chart types, you'll need to understand how to **read a chart**. Charts contain several different elements, or parts, that can help you interpret the data.



1 Chart Title
The title should clearly describe what the chart is illustrating.

2 Vertical Axes
The **vertical axis** (also known as the **y axis**) is the vertical part of the chart. Here, the vertical axis measures the **value** of the columns. In this example, the measured value is each genre's total sales.

3 Data Series
The **data series** consists of the related data points in a chart. In this example, as we can see in the legend, the yellow columns represent net sales in February.

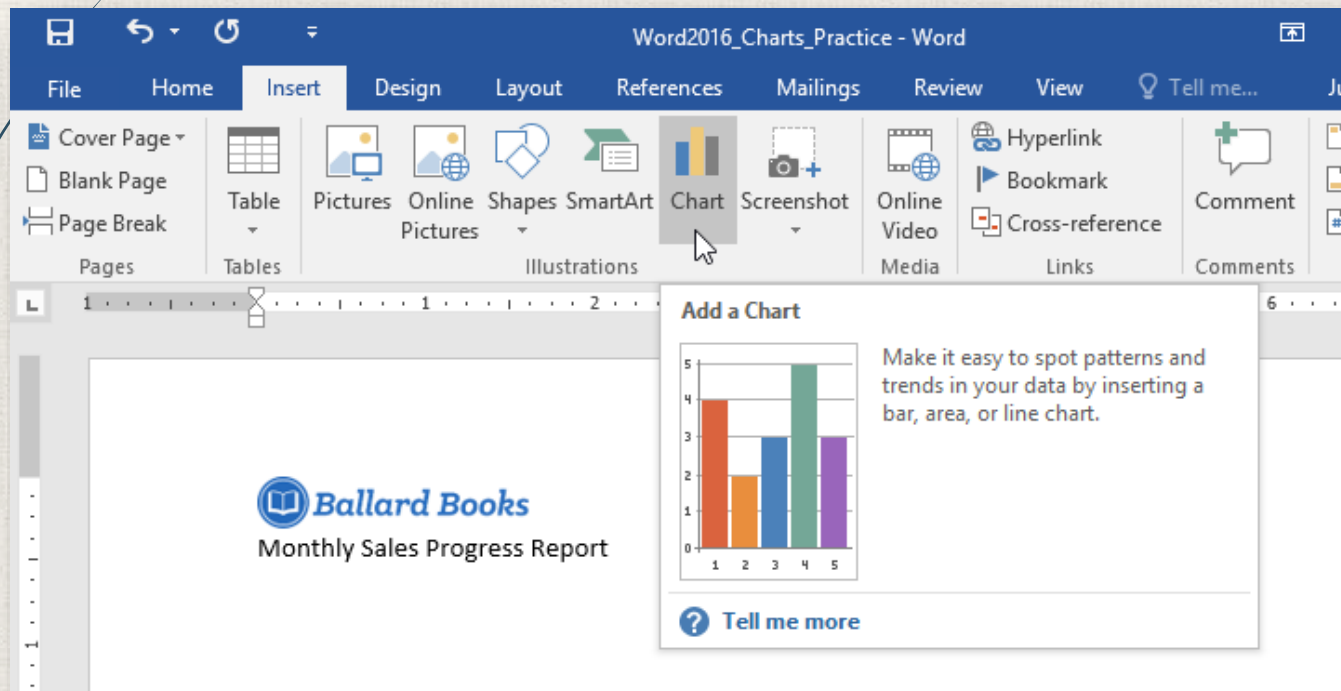
4 Horizontal Axes
The **horizontal axis** (also known as the **x axis**) is the horizontal part of the chart. Here, the horizontal axis identifies the **categories** in the chart. In this example, each genre is placed in its own **group**.

5 Legend
The **legend** identifies which data series each **color** on the chart represents. In this example, the legend identifies the different months in the chart.

Inserting a chart

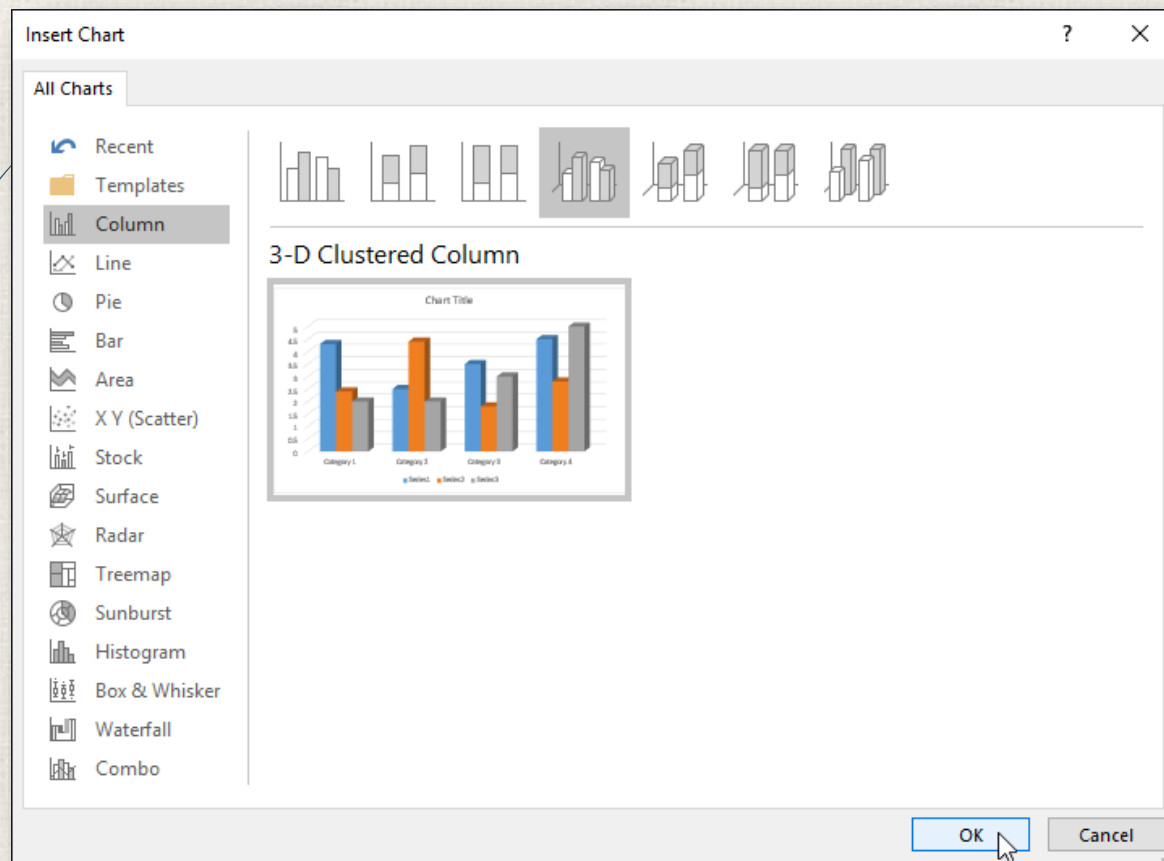
Word utilizes a separate **spreadsheet window** for entering and editing chart data, much like a spreadsheet in Excel.

1. Place the **insertion point** where you want the chart to appear.
2. Navigate to the **Insert** tab, then click the **Chart** command in the **Illustrations** group.



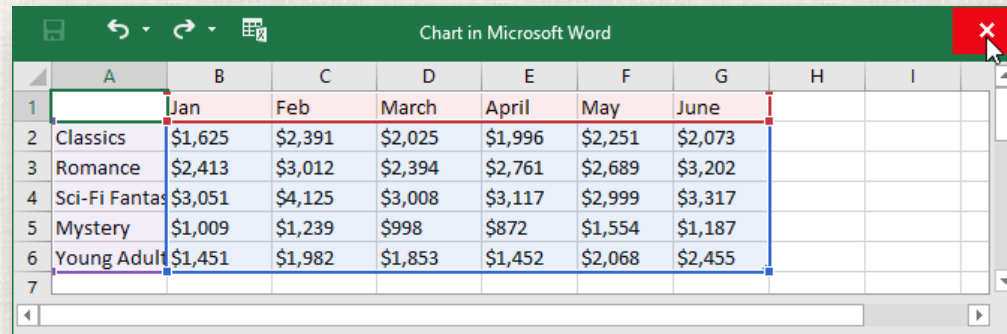
Inserting a chart

3. A dialog box will appear. To view your options, choose a **chart type** from the left pane, then browse the **charts** on the right.
4. Select the desired **chart**, then click **OK**.

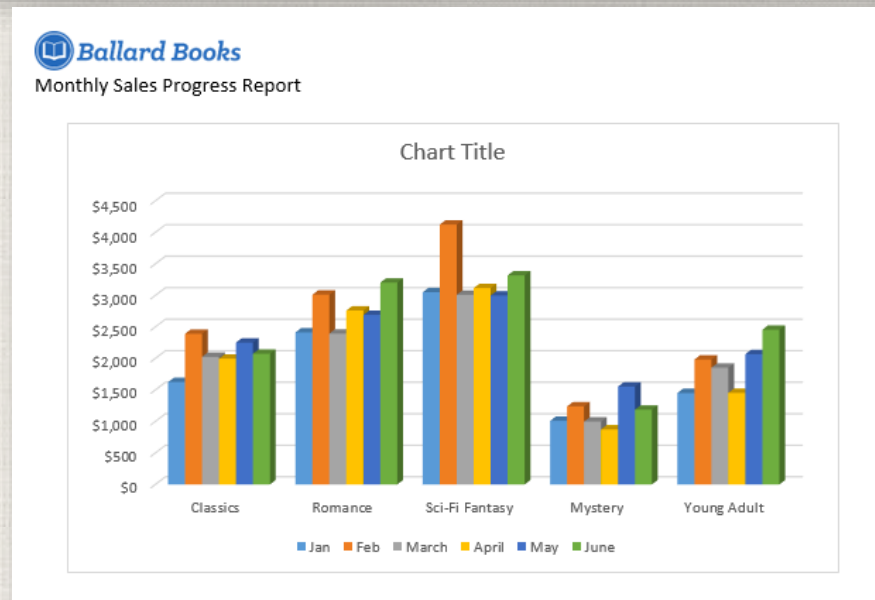


Inserting a chart

- When you're done, click **X** to close the spreadsheet window.
- The chart will be complete.

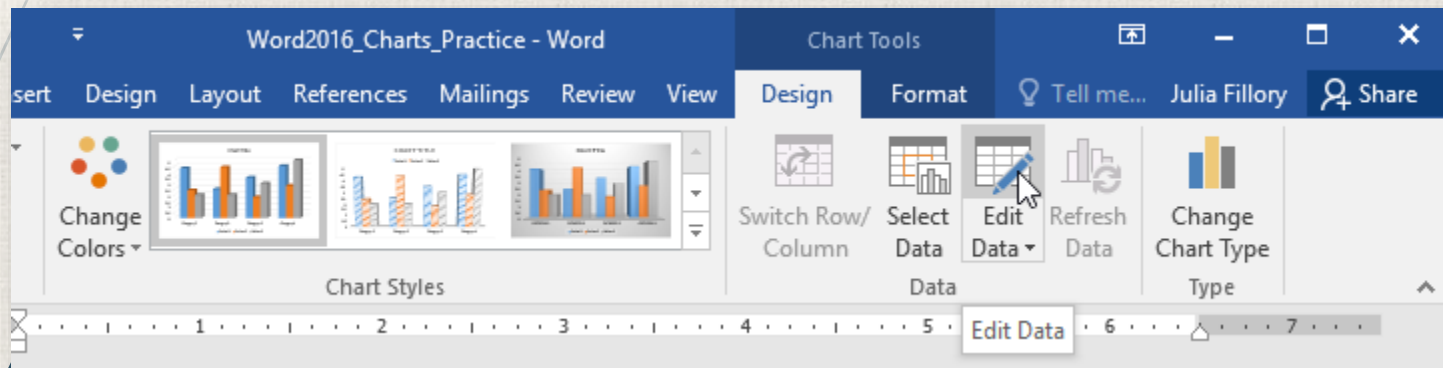


	A	B	C	D	E	F	G	H	I
1		Jan	Feb	March	April	May	June		
2	Classics	\$1,625	\$2,391	\$2,025	\$1,996	\$2,251	\$2,073		
3	Romance	\$2,413	\$3,012	\$2,394	\$2,761	\$2,689	\$3,202		
4	Sci-Fi Fantas	\$3,051	\$4,125	\$3,008	\$3,117	\$2,999	\$3,317		
5	Mystery	\$1,009	\$1,239	\$998	\$872	\$1,554	\$1,187		
6	Young Adult	\$1,451	\$1,982	\$1,853	\$1,452	\$2,068	\$2,455		
7									



Inserting a chart

- To edit your chart again, simply select it, then click the **Edit Data** command on the **Design** tab. The spreadsheet window will reappear.



Creating charts with existing Excel data

- ▶ If you already have data in an **existing Excel file** that you'd like to use in Word, you can **copy and paste** it instead of entering it by hand. Just open the spreadsheet in Excel, copy the data, then paste it as the source data in Word.
- ▶ You can also **embed** an existing Excel chart into your Word document. This is useful if you know you're going to be updating your Excel file later; the chart in Word will update automatically any time a change is made.

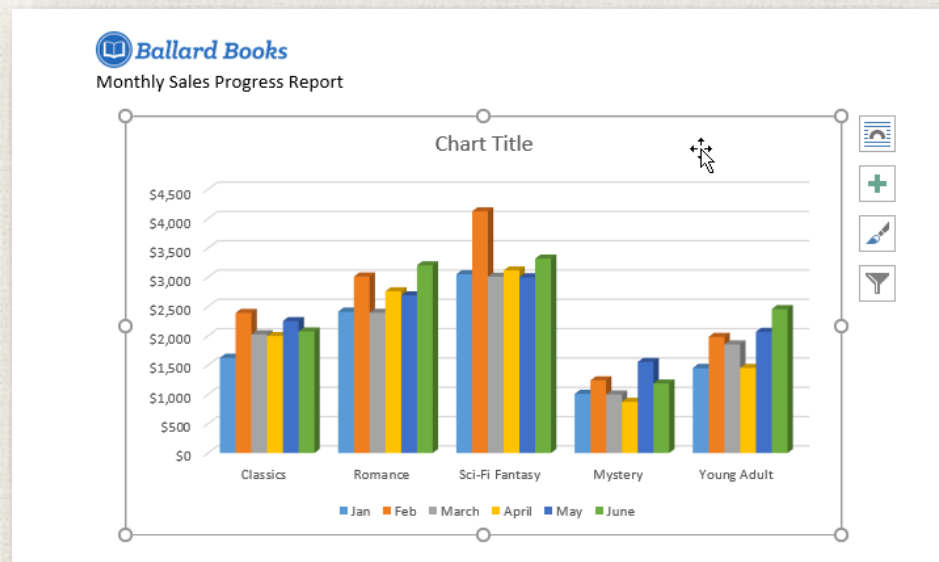
Modifying charts with chart tools

- ▶ There are many ways to customize and organize your chart in Word. For example, you can quickly change the **chart type**, **rearrange** the data, and even change the chart's **appearance**.

Switching row and column data

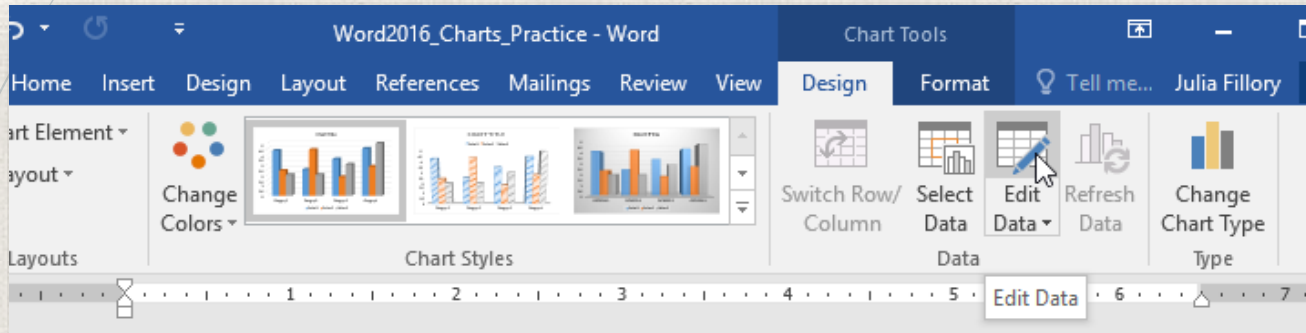
Sometimes you may want to change the way your chart data is **grouped**. For example, in the chart below the data is grouped **by genre**, with columns for **each month**. If we switched the rows and columns, the data would be grouped **by month** instead. In both cases, the chart contains the same data—it's just presented in a different way.

1. Select the **chart** you want to modify. The **Design** tab will appear on the right side of the Ribbon.

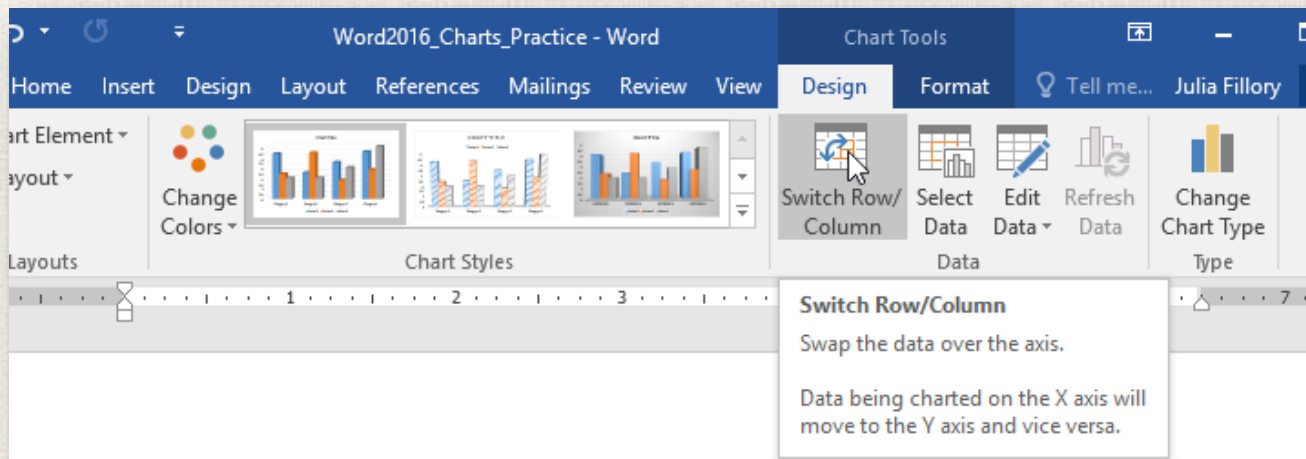


Switching row and column data

- From the **Design** tab, click the **Edit Data** command in the **Data** group.



- Click the **chart** again to reselect it, then click the **Switch Row/Column** command.

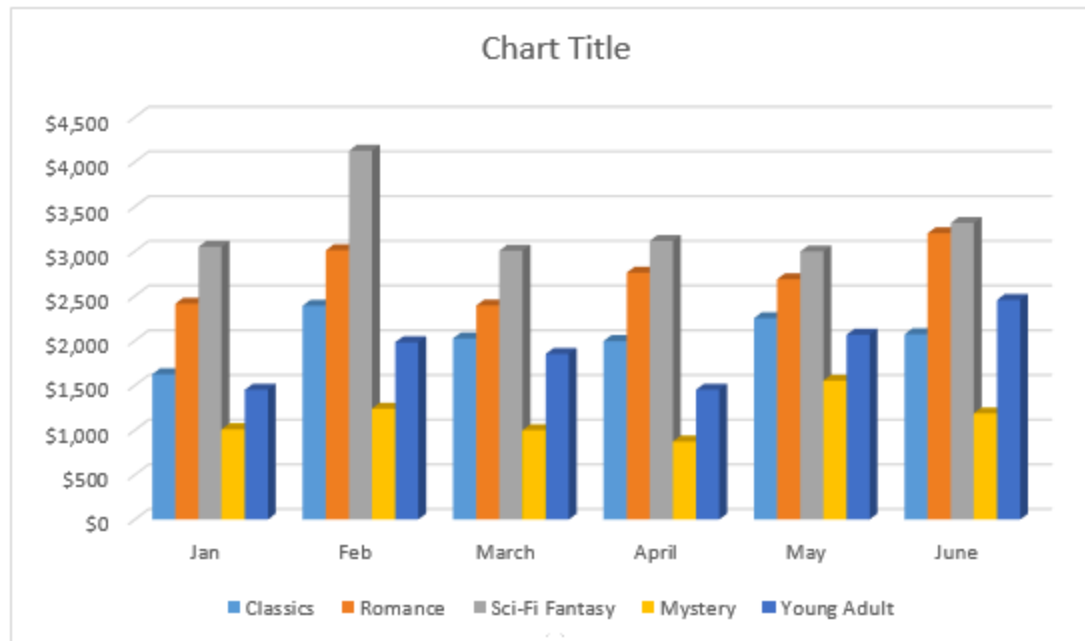


Switching row and column data

4. The rows and columns will be **switched**. In our example, the data is now grouped by month, with columns for each genre.



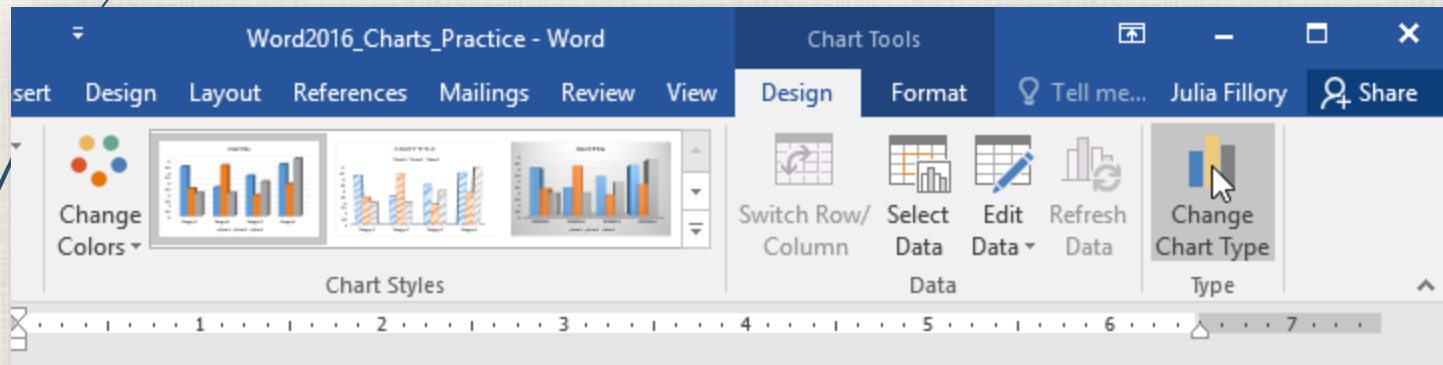
Monthly Sales Progress Report



Changing the chart type

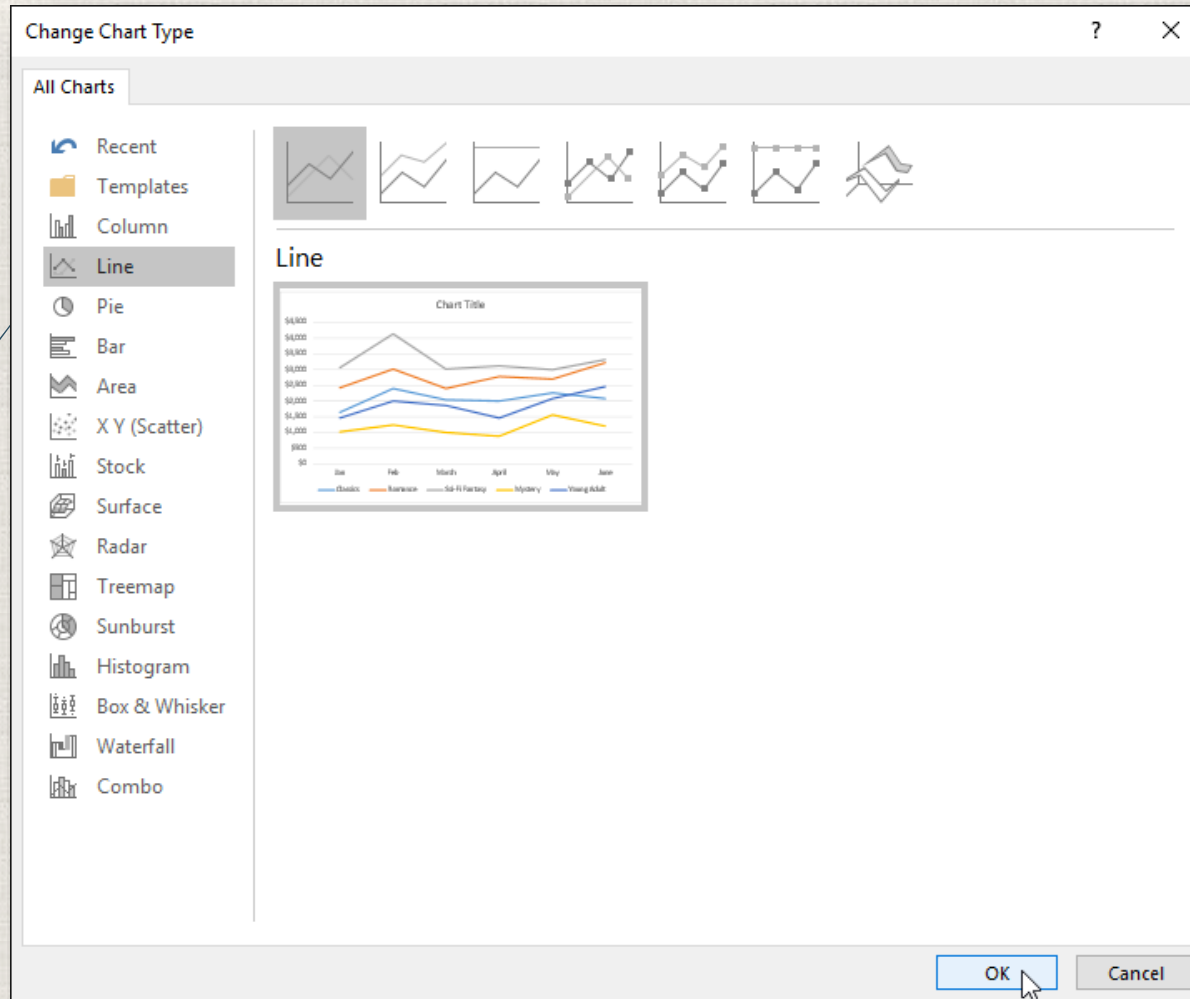
If you find that your chosen **chart type** isn't suited to your data, you can change it to a different one. In our example, we'll change the chart type from a **column** chart to a **line** chart.

1. Select the **chart** you want to change. The **Design** tab will appear.
2. From the **Design** tab, click the **Change Chart Type** command.



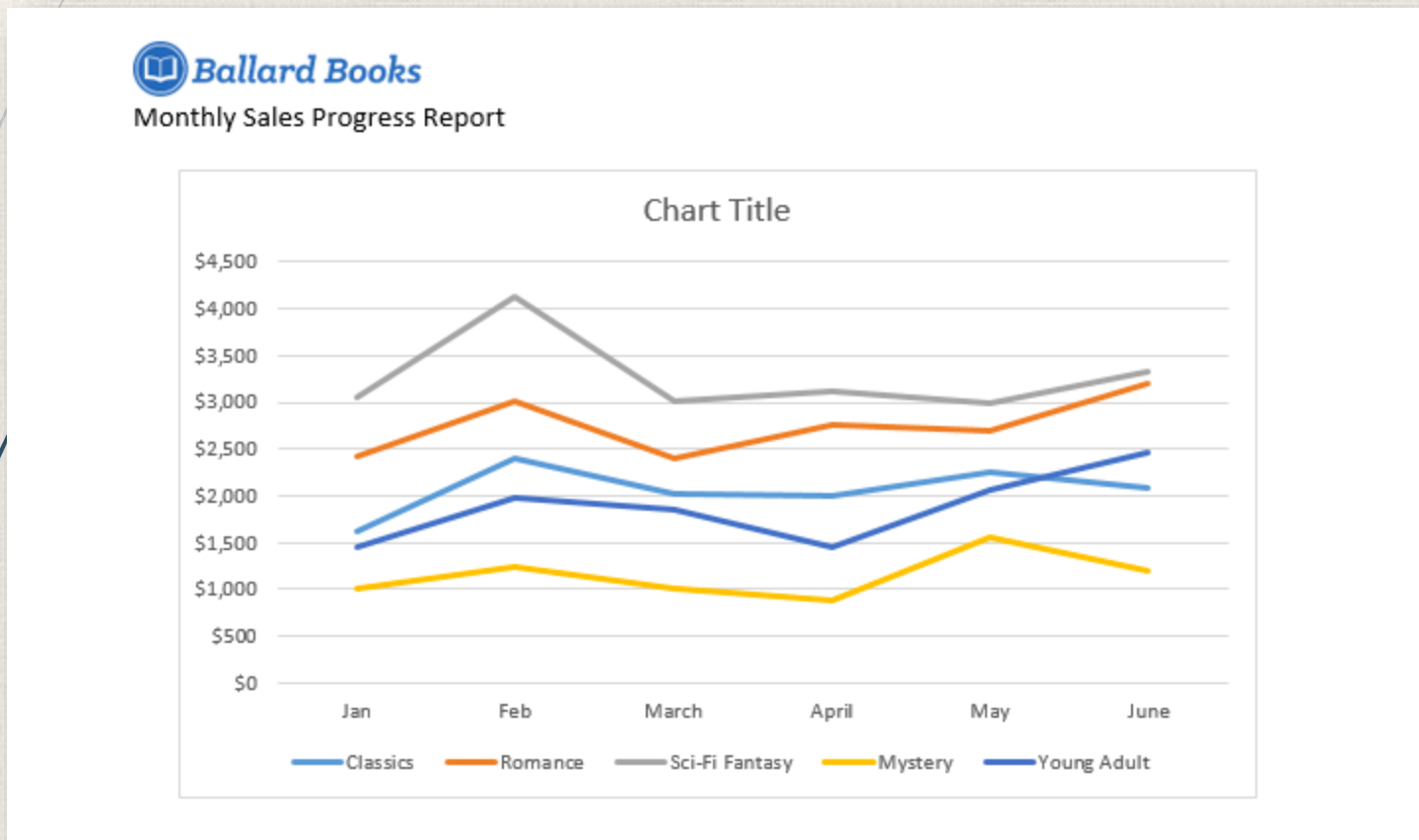
Changing the chart type

3. A dialog box will appear. Select the desired **chart**, then click **OK**.



Changing the chart type

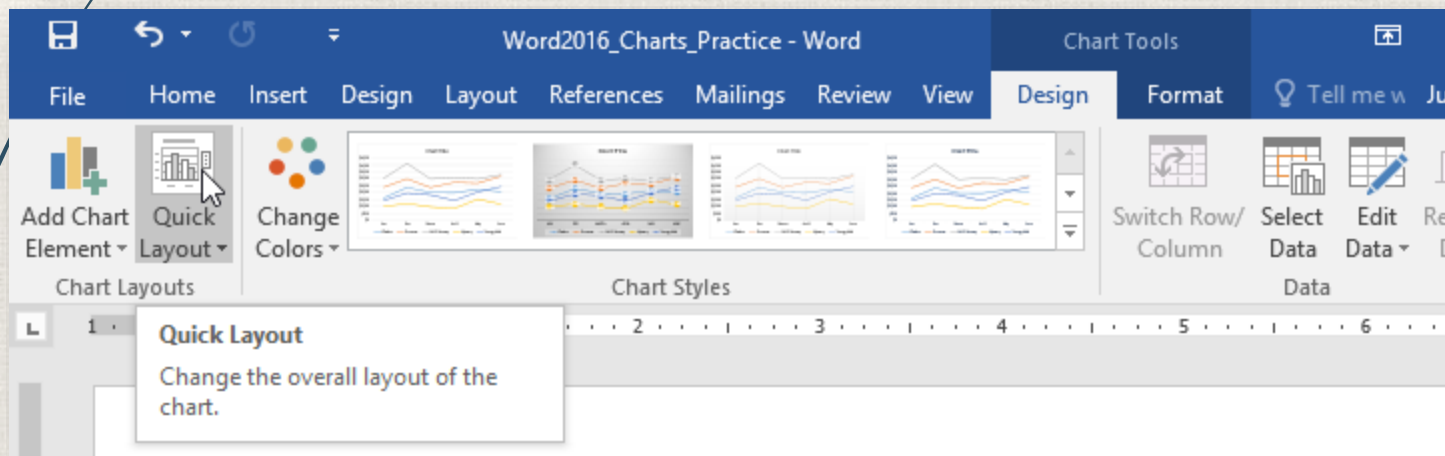
4. The new chart type will be applied. In our example, the line chart makes it easier to see trends over time.



Changing the chart layout

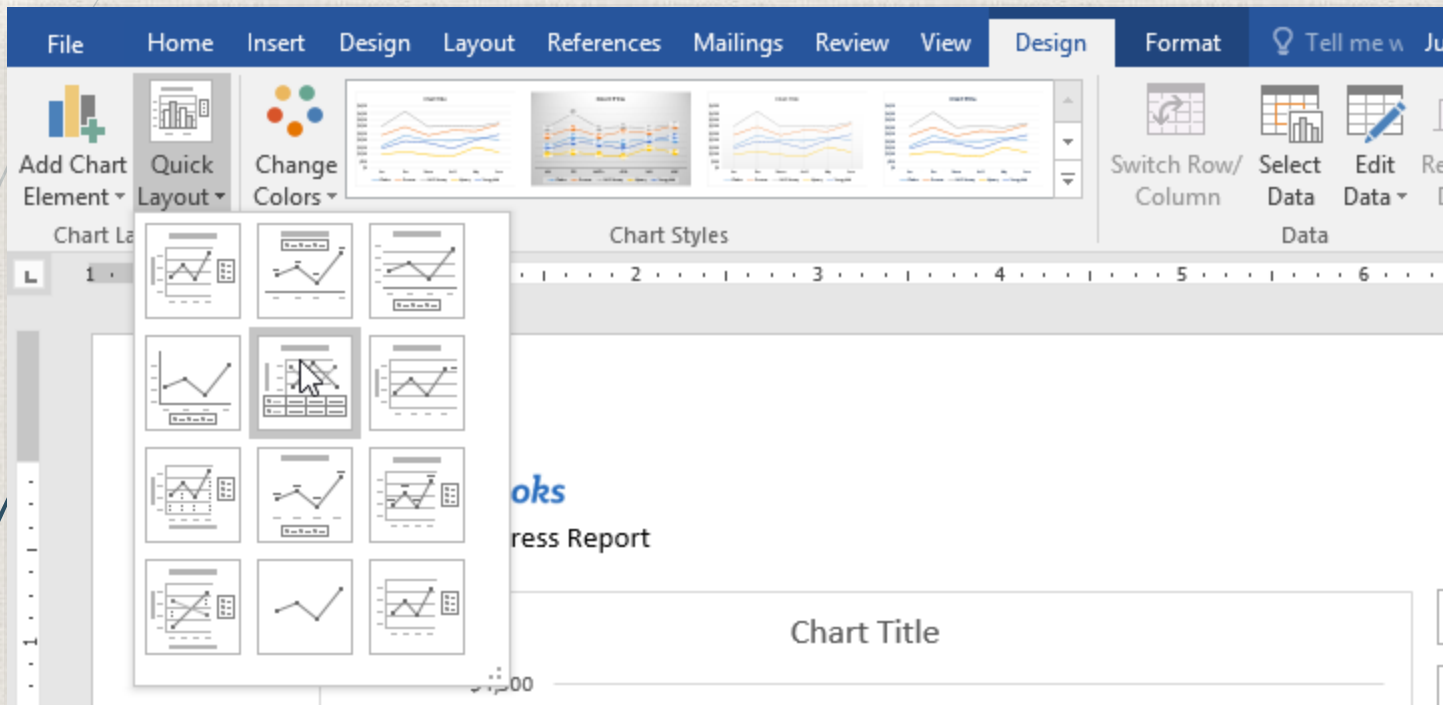
To change the arrangement of your chart, try choosing a different **layout**. Layout can affect several elements, including the chart title and data labels.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **Quick Layout** command.



Changing the chart layout

3. Choose the desired **layout** from the drop-down menu.

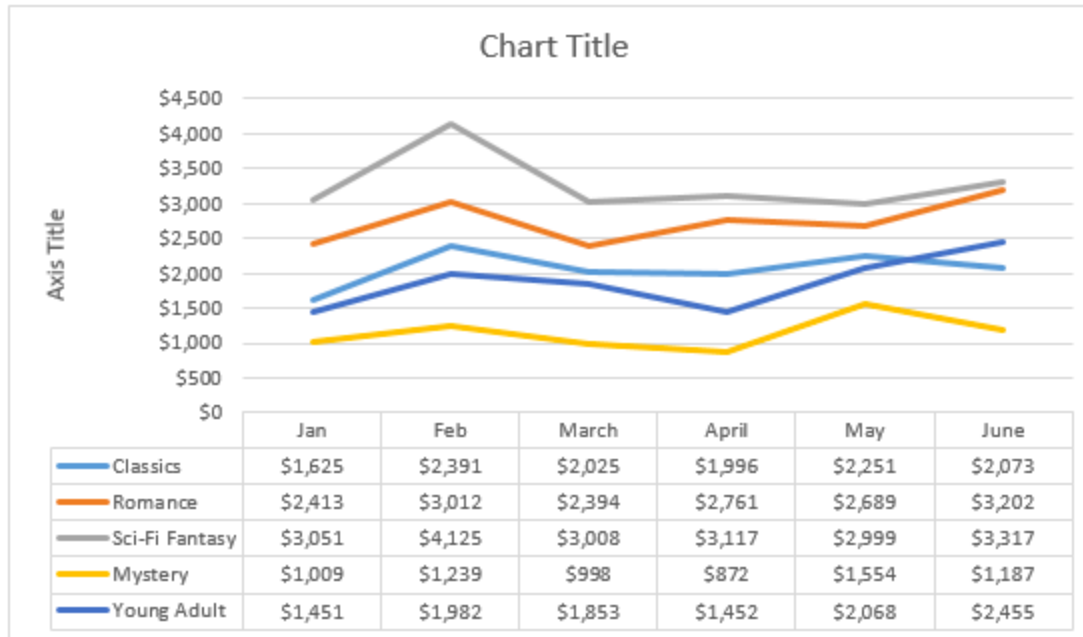


Changing the chart layout

4. The chart will update to reflect the new layout.

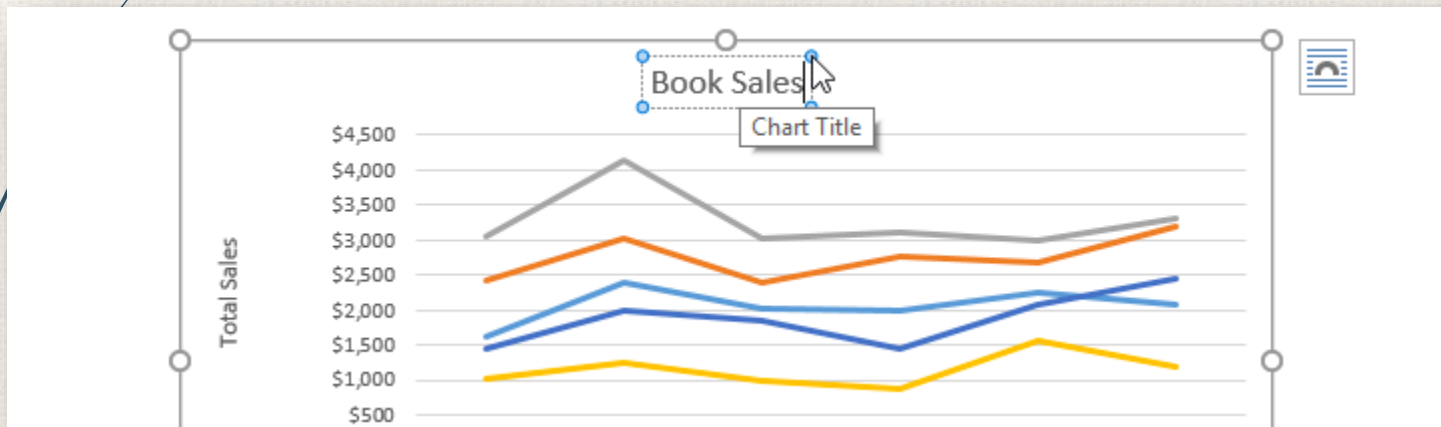


Monthly Sales Progress Report



Changing the chart layout

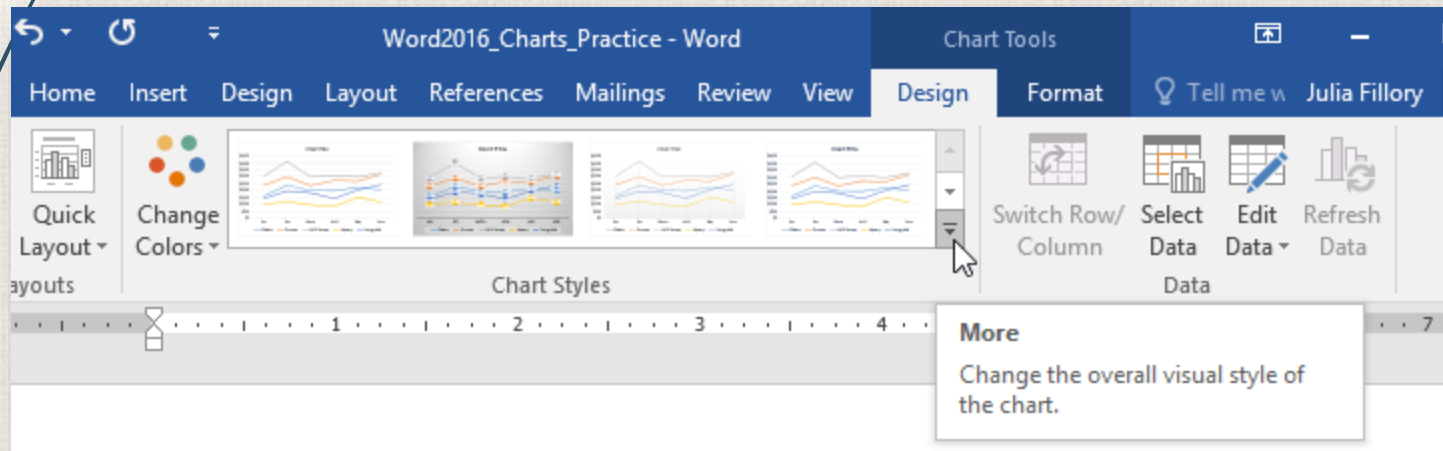
- ❖ If you don't see a chart layout that has exactly what you need, you can click the **Add Chart Element** command on the **Design** tab to add **axis titles**, **gridlines**, and other chart elements.
- ❖ To fill in a placeholder (such as the **chart title** or **axis title**), click the element and enter your text.



Changing the chart style

Word's **chart styles** give you an easy way to change your chart's design, including the color, style, and certain layout elements.

1. Select the **chart** you want to modify. The **Design** tab will appear.
2. From the **Design** tab, click the **More** drop-down arrow in the **Chart Styles** group.

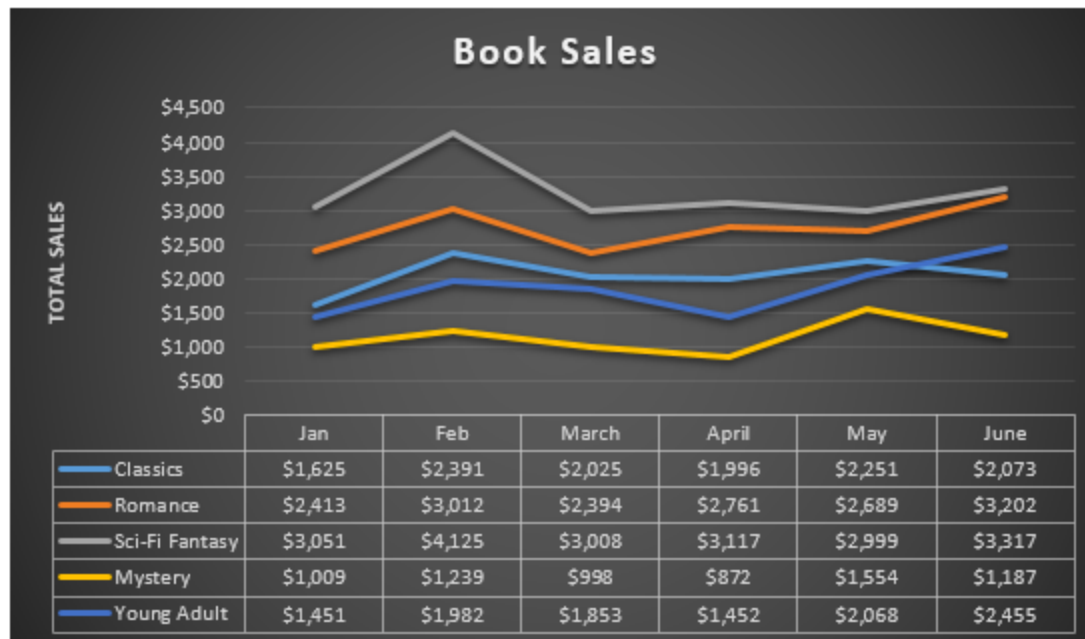


Changing the chart style

4. The chart style will be applied.

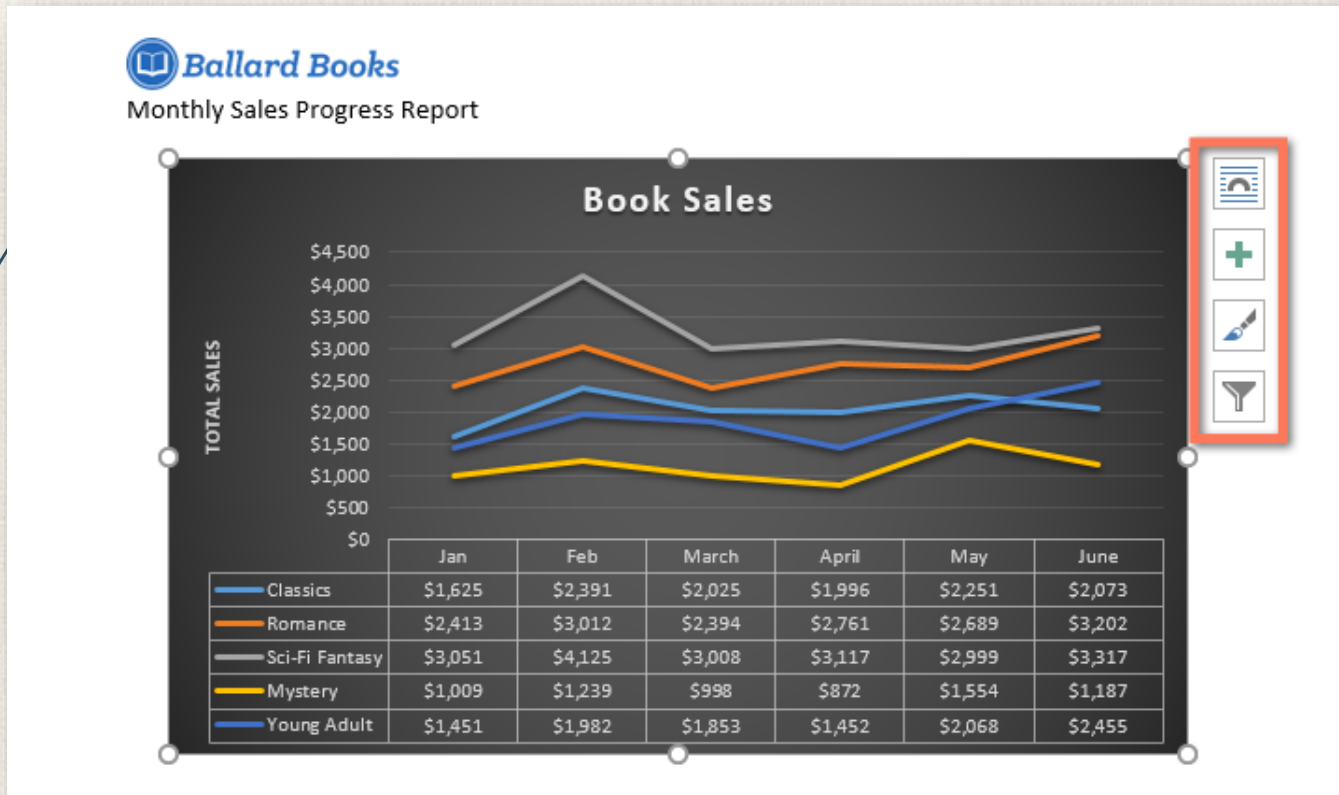


Monthly Sales Progress Report



Changing the chart style

- ❖ For even faster customization, use the formatting shortcuts to the right of your chart. These allow you to adjust the **chart style**, **chart elements**, and even add **filters** to your data.



Practice

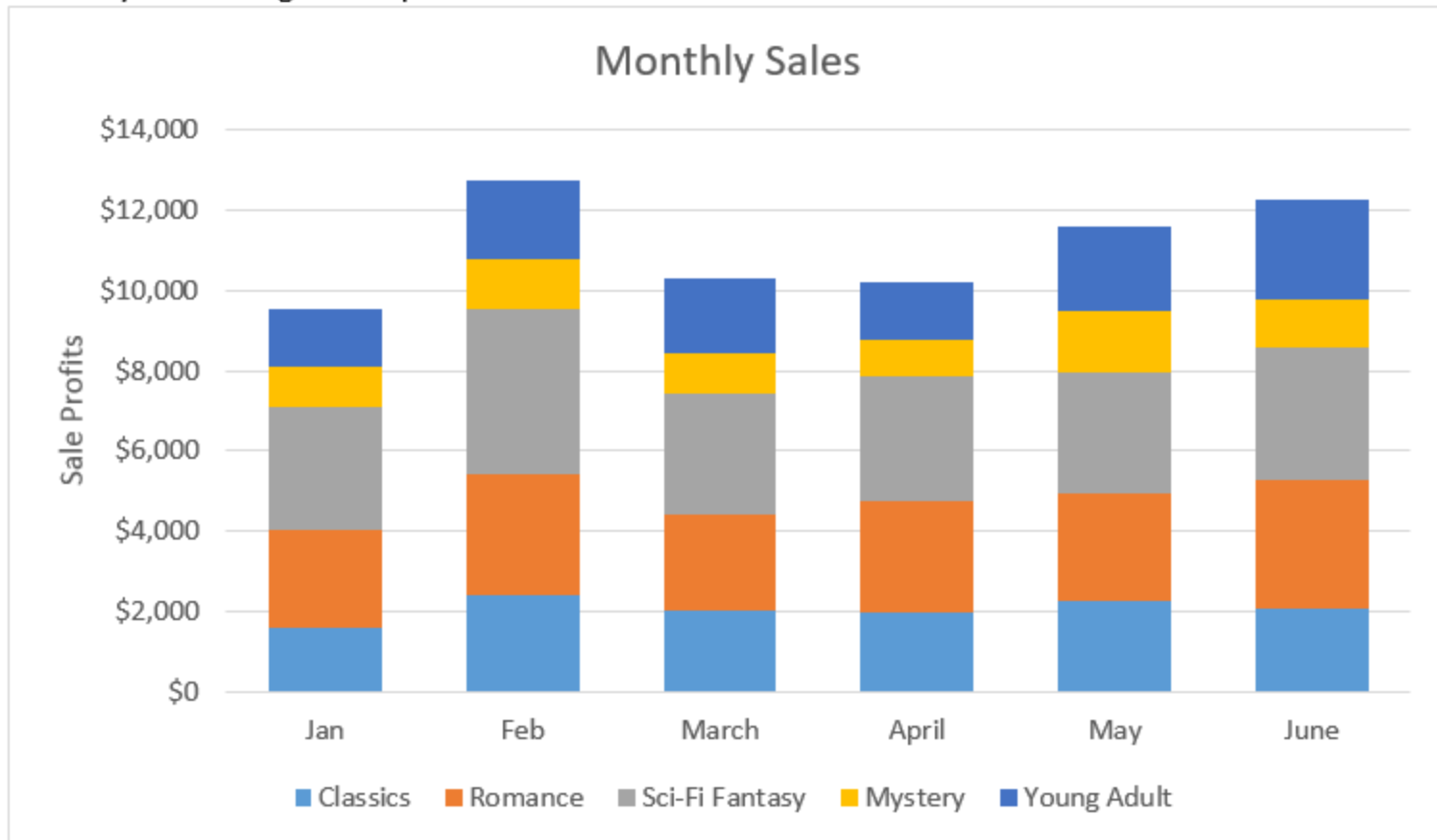
- Open our **practice document**.
- Insert a **Line** chart into our practice Word document.
- Open our **practice workbook** in Excel. Copy the data and paste it into the chart's spreadsheet.
- Change the **chart title** to **Monthly Sales**.
- Change the **chart type** to **Stacked Column**.
- Use the **Quick Layout** drop-down menu to change to **Layout 3**.
- Use the **Add Chart Element** drop-down menu to add a **Primary Vertical Axis Title**.
- Double-click the axis title, then rename it **Sale Profits**.
- **Switch** the **Row/Column** data.

Solution



Ballard Books

Monthly Sales Progress Report



The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, semi-transparent reflection of the same text.

THE END

THE END