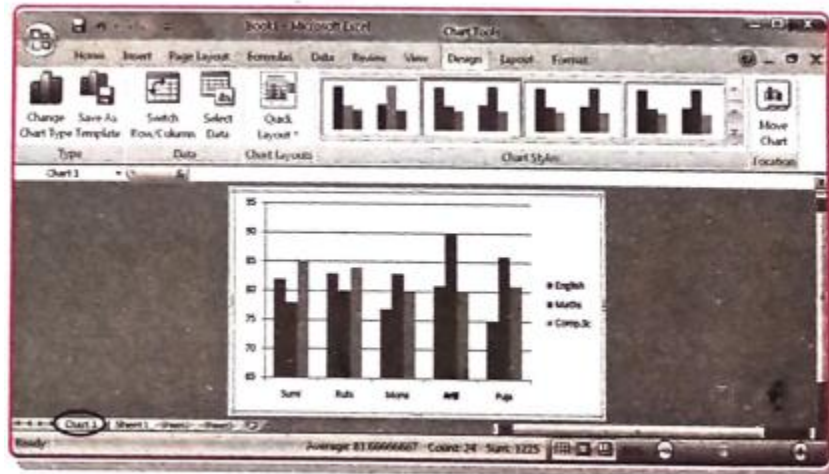# UNIT-IV

Charts In MS Excel 2007

CREATING CHARTS

- ✓ The data in rows and columns of a worksheet can be used easily for creating different kinds of charts in Excel.

- ✓ You can create charts at two different places:
  - o In the current worksheet
  - o As an object in separate sheet in the current workbook

- ✓ Let us learn how to create a chart on the worksheet with the following data:

MARKSHEET			
Name	English	Maths	Comp.Sc
Sumi	82	78	85
Ruhi	83	80	84
Mona	77	83	80
Arti	81	90	80
Puja	75	86	81

- ✓ There are two ways to create a chart in MS Excel 2007.

Method 1:

- ✓ Excel can figure out an appropriate chart for you on its own.

- ✓ Select the cells and press the **F11 key**.

- ✓ Excel automatically creates a chart for you and a new **Chart tab** appears along with the sheet tabs.

- ✓ This is the shortest and easiest way of creating a chart.

Method 2:

✓ **To create a chart of your choice,** follow the given steps:

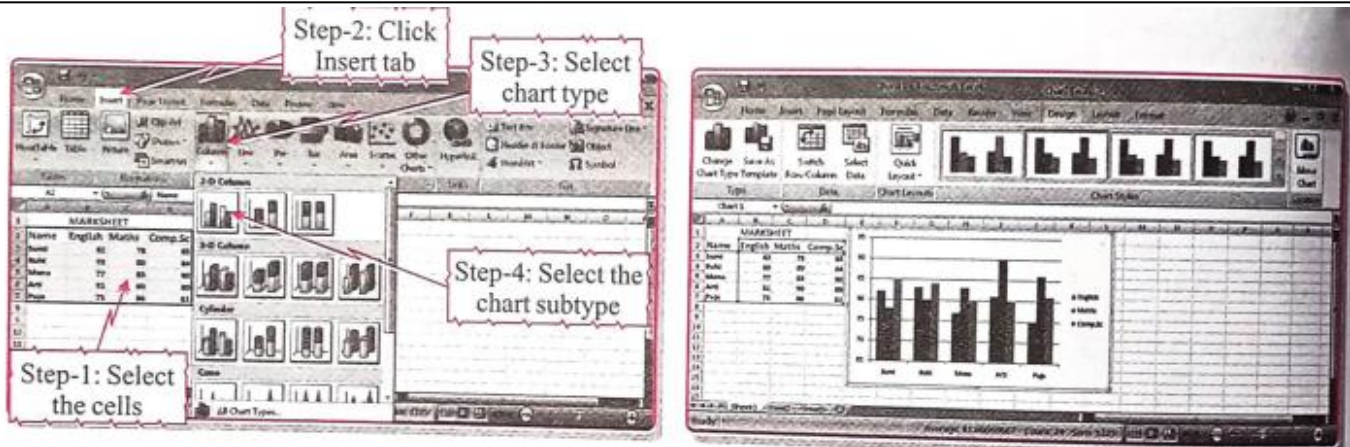### Step-1

✓ Select the cells within the table.

Step-2
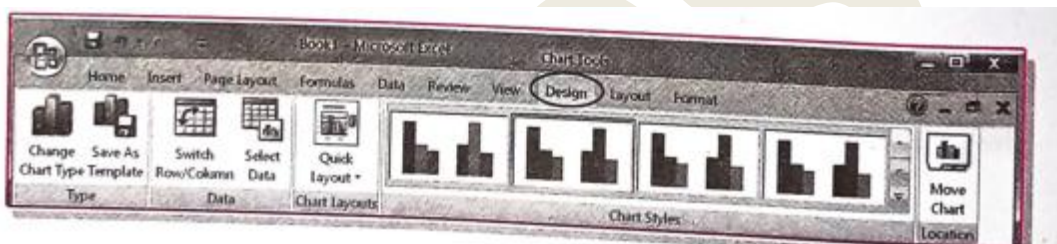
✓ Click the **Insert** tab on the Ribbon.

Step-3

✓ Select the type of chart you want from the Charts group.
✓ Here, we are selecting Column chart type.

Step-4

✓ Now, select the chart subtype from the drop down list.
✓ This creates the desired chart for you on the current worksheet.

- ✓ As the chart gets created, **three** new tabs appear on the Ribbon : **Design tab, Layout tab and Format tab** which display the various Chart Tools.

- ✓ With the help of the commands in these tabs, you can do various changes in the chart.

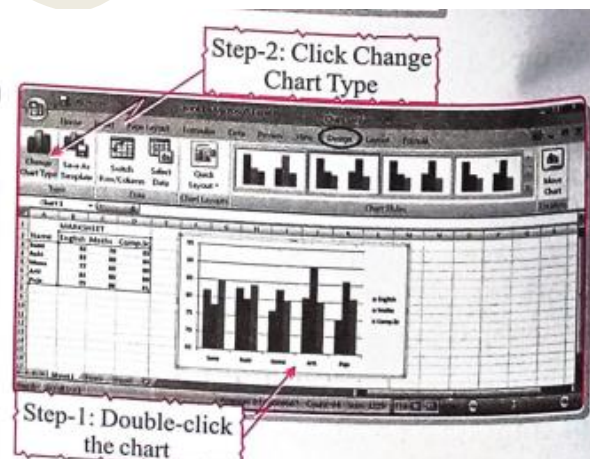- ✓ Let us learn to edit our chart with the help of **Design tab.**

Changing The Chart Type

To change the type of a chart currently on your worksheet, follow the given steps:

Step-1. Double-click the chart. The **Design** tab opens displaying the various Chart Tools.

Step-2. Click **Change Chart Type** option from the Type group. The Change Chart Type dialog box appears.
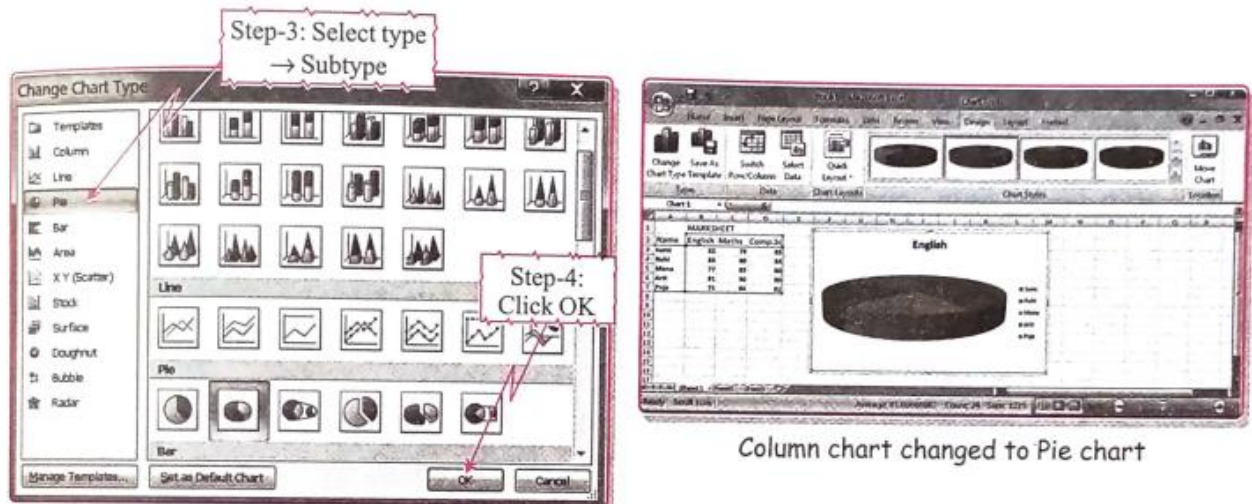

Step-3

- ✓ Choose the new chart type and its subtype.

Step-4

- ✓ Click the **OK** button. Your chart gets changed.
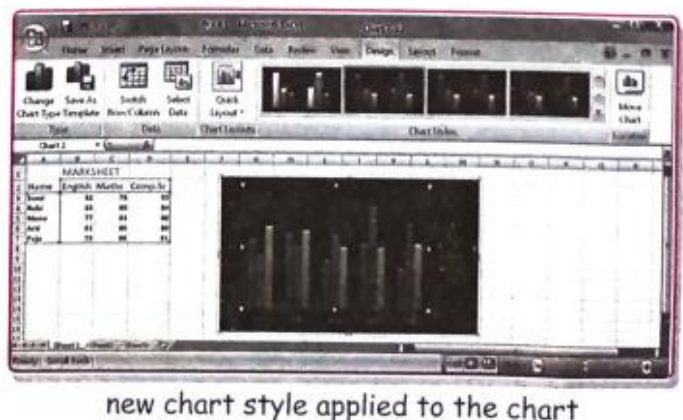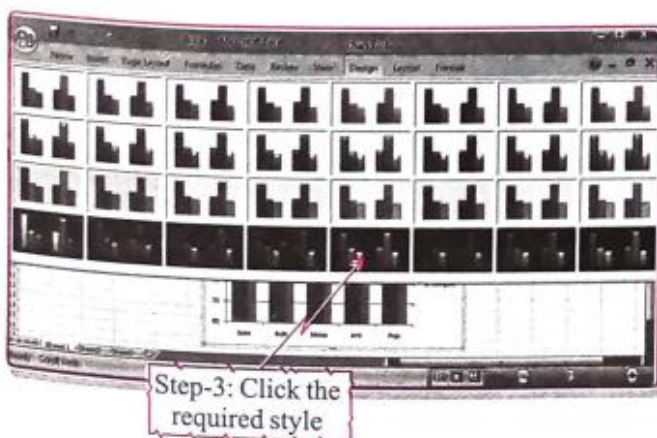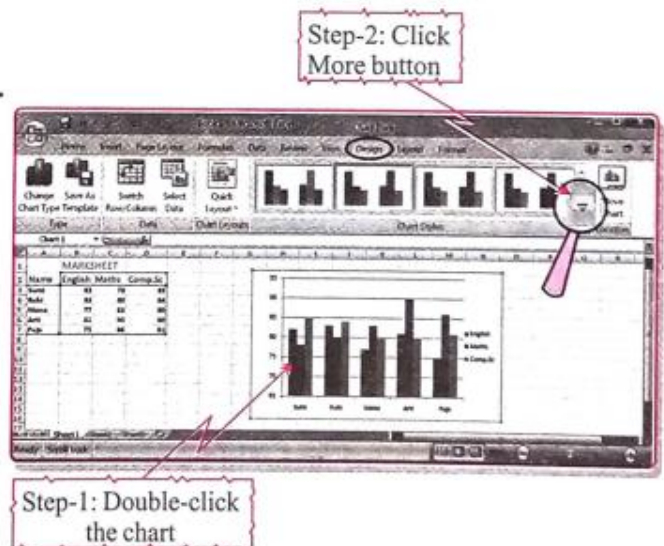
Column chart changed to Pie chart

Changing The Chart Style

You can change the visual style of your chart.

To change the chart style, follow the given steps:

Step-1 Double-click the chart. The **Design** tab opens displaying the Chart Tools.

Step-2 Click **More** ⊟ button from the Chart Styles group.

Step-3 You see a **gallery** of different styles. Click the style you like to apply on your chart.

new chart style applied to the chart

Multiple Choice Questions

Tick (✓) the correct option.

1. A........................ chart shows trends in data at equal intervals.
   (a) Line ☐   (b) Pie ☐   (c) Bar ☐

2. .... key automatically creates a chart for the existing data.
   (a) F1 ☐   (b) F4 ☐   (c) F11 ☐

3. .... identifies each data series in a unique colour or pattern.
   (a) Chart Area ☐   (b) Plot Area ☐   (c) Legend ☐

1) Line

2) F11

3) Legend