

Create a Column and Pie Chart (remember, "Pie is way better than cake!" - MC)

EXERCISE 31

Directions



1. Go to www.office.com in your Internet browser. Enter your SUHSD e-mail address and school password. Click "New Excel Workbook", and then create a new spreadsheet from the Figure 31.1 which is shown below. Change the file name at the top of the program to **4.31unit**.
2. Copy the worksheet to two new sheets within the same workbook.
3. Name the first sheet tab **UNITCOL**, the second sheet tab **UNITPIE**, and the third sheet tab **UNITCOL2MO**.
4. Click the **UNITCOL** tab.
5. Create a column chart as part of the worksheet showing total sales of each product in January.
 - a. Add Data Labels at the end of the columns

VOCABULARY

| | |
|---------------|-------------------|
| Charts/graphs | X-axis labels |
| Data series | (category labels) |
| Legend | Y-axis |
| Data labels | Axis titles |
| X-axis | Plotting |

CONCEPT BUILDERS

- **Charts/graphs** are a way to present data visually. The terms "chart" and "graph" mean the same thing.
- To create a chart, select the data you want to plot, and then click the Chart Wizard button on the Standard toolbar, or click Insert, Chart. This launches the Chart Wizard, which guides you, step by step, through the charting process.
- Each step in the Chart Wizard contains tabbed dialog boxes that allow you to select and format all the objects in your chart. As you make selections, the Chart Wizard shows you exactly how the chart looks so you can select the format that is best for presenting your data.

Continued on next page

Directions *continued*

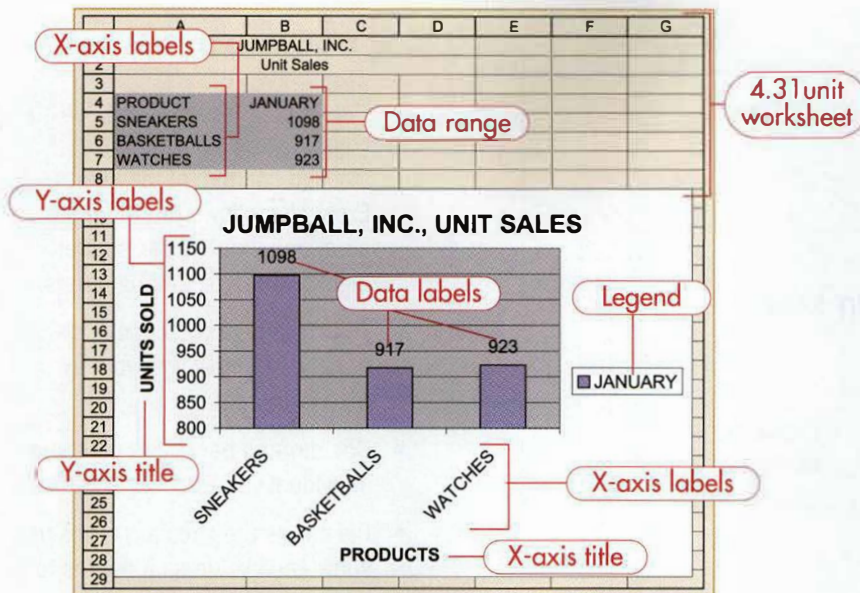


Figure 31.1 "4.31 unit"

- Enter PRODUCTS as the x-axis title.
 - Enter UNITS SOLD as the y-axis title.
6. Position the chart below the worksheet data.
 7. Size the chart proportionally to display all elements clearly.
 8. Click the **UNITPIE** tab.
 9. Create a pie chart showing the total units sold of each product, as shown in Figure 31.2. Use the chart title shown.
 10. Show data labels on the outside of the pie



CONCEPT BUILDERS

- The **data series** is the values that are identified by a label. The **legend** identifies the data series.
- **Data labels** identify the values that charted items represent. You can display the labels as a value, percent, or text.
- The **x-axis**, or category axis, represents the horizontal scale and typically displays the data series; the x-axis title describes the horizontal data.
- The **x-axis labels (category labels)** appear automatically, based on the labels that have been selected on the worksheet.
- The **y-axis**, or value axis, represents the vertical scale. The scale values appear automatically, based on the values that have been selected on the worksheet. The y-axis title describes the y-axis data.
- **Axis titles** identify the x- and/or y-axis categories.
- **Plotting** is the act of producing charts based on data.
- You can create charts as part of a worksheet or as a separate sheet (called a chart sheet). When you create charts on the same sheet as the worksheet data, the chart is embedded as an object. Remember, you can size, position, copy, or delete objects. Chart sheets appear as separate tabs within the workbook. You can name chart tabs as you did with sheet tabs.
- A column chart is the default chart type in Excel.

Directions *continued*

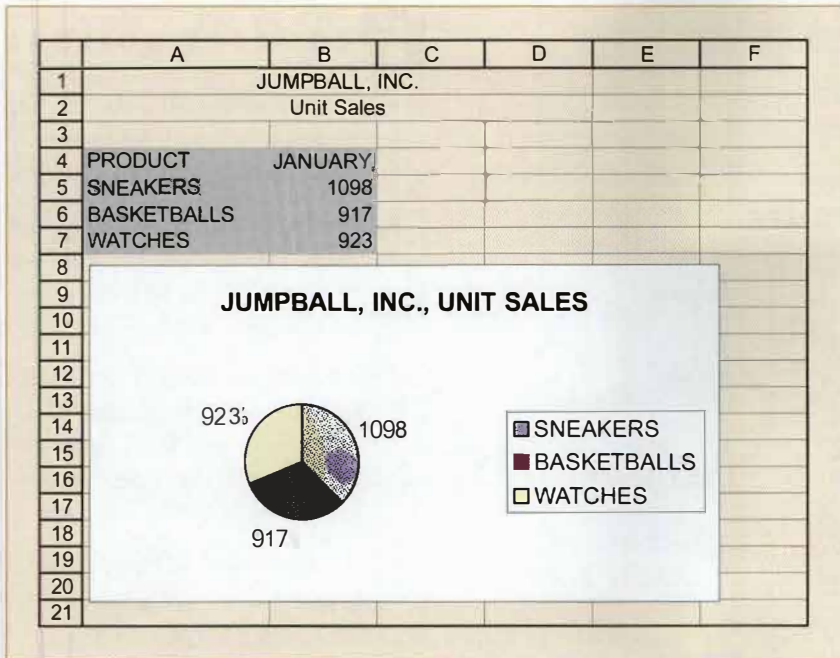


Figure 31.2 "4.31unit"

- Position the chart below the worksheet data.
- Size the chart proportionally to display all elements clearly.
- Click the **UNITCOL2MO** tab.
- Enter data for FEBRUARY into the worksheet as follows:

| Product | January | February |
|-------------|---------|----------|
| Sneakers | 1098 | 1265 |
| Basketballs | 917 | 1082 |
| Watches | 923 | 712 |

- Size the column to fit the new data.
- Create a column chart as part of the worksheet, showing total sales of each product in January and February, as shown in Figure 31.3. Use the same chart title, x- and y-axis titles, and data labels as indicated in Step 5.
- Click the "Share" button in the top right corner of the program and enter **Mr. McLean's** name, or e-mail address, and share the file with him. **That's it...you're done with this guy!**



DID YOU KNOW?

- You can graph data using bar, column, line, stacked bar, stacked column, or pie charts. Excel also allows you to create area, doughnut, radar, scatter, high/low charts, among others.
- The chart type you choose depends on how you want to report your data.
- Column and bar charts compare individual values or sets of values.
- Pie charts are circular graphs that show each value as it relates to the whole. Only one set of data is used to create a pie chart.
- Line graphs are useful for plotting trends.

Directions *continued*

18. Tricked you.....no really you are done! :<)

US Navy - 2000 - 2001 - 2002 - 2003

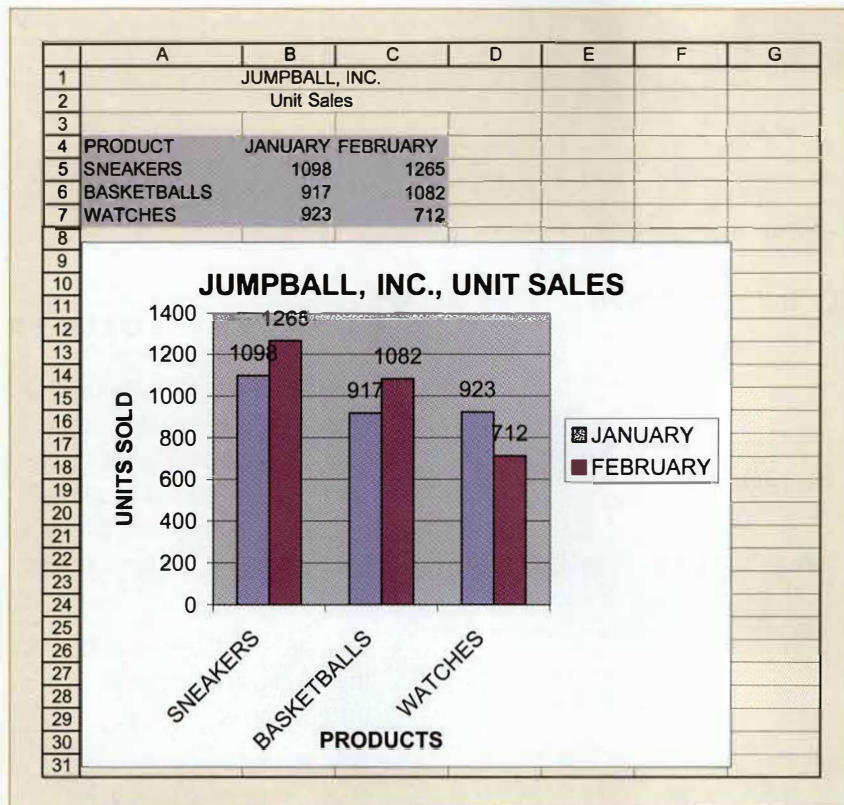


Figure 31.3 "4.3 | unit"




HOT TIPS

To select chart data:

- Select adjacent cell data to chart.
- or
- Press and hold the Ctrl key while selecting nonadjacent cell data.

To create a chart:

1. Select cell data.
2. Click the Chart Wizard button .
3. Select the chart type and sub-type, then click Next.
4. Check data range and re-enter if incorrect, then click Next.
5. Click appropriate tab and set chart options, then click Next.
6. Select placement: Click As new sheet, and enter sheet name in text box, or click As object in, accept option offered or enter sheet name, then click Finish.

To size embedded charts:

1. Select chart.
2. Drag a corner handle to size proportionally.