

Microsoft Excel

Module 43 - Using Different Charts in MS Excel



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A chart in MS Excel is a tool that allows users to represent numeric data in the form of shapes, lines, bars, or circles, so that it becomes easier to understand and analyze.



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Charts are visual representations of data. In MS Excel, charts are used to make data easier to understand by showing patterns, trends, and comparisons in a graphical form. Instead of just looking at rows and columns of numbers, a chart helps you see the meaning behind the data.



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Uses of Charts in MS Excel:

- **Makes Data Easy to Understand:** Charts help to simplify complex data and present it in an easy-to-read format. This helps users understand the meaning behind the numbers quickly.
- **Shows Trends Over Time:** Charts like line or area charts are useful to show changes and trends over a period, such as increasing sales or decreasing temperatures.
- **Helps in Comparing Data:** Charts allow you to compare different values easily. For example, a bar chart can help compare the marks of students in different subjects.
- **Presents Data Visually:** Charts turn numbers into a visual format (like bars or lines), which helps people see and remember the information more effectively.
- **Highlights Key Information:** Charts help highlight the most important parts of the data, such as the highest value, lowest value, or sudden changes.
- **Saves Time in Data Analysis:** Instead of reading large amounts of data, a chart gives a quick overview, saving time during analysis or presentations.
- **Useful in Reports and Presentations:** Charts make reports and presentations more attractive and professional, helping the audience understand the content better.
- **Supports Better Decision-Making:** By showing patterns and comparisons clearly, charts help users make informed decisions based on the data.
- **Summarizes Large Data Sets:** A chart can summarize hundreds of rows of data into a single visual element, which is easier to handle and analyze.
- **Provides Interactive Tools:** Excel charts can be interactive, where you can filter data or add labels, making analysis more flexible.



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- Example: Sales of different products in a store.
2. Bar Chart:
 - Description: Displays data using horizontal bars.
 - Use: Best when category names are long or when comparing many items.
 - Example: Comparing population in different cities.
 3. Line Chart:
 - Description: Shows data points connected by lines.
 - Use: To show trends or changes over time.
 - Example: Temperature change over months.
 4. Pie Chart:
 - Description: A circular chart divided into slices.
 - Use: To show parts of a whole in percentages.
 - Example: Market share of different companies.
 5. Area Chart:
 - Description: Similar to a line chart but the area below the line is filled with color.
 - Use: To show the total value over time with visual impact.
 - Example: Monthly rainfall throughout a year.
 6. XY (Scatter) Chart:
 - Description: Plots data points using two values on X and Y axes.
 - Use: To show the relationship between two sets of data.
 - Example: Height vs. weight of students.
 7. Stock Chart:
 - Description: Used to show stock market data such as opening, high, low, and closing prices.
 - Use: Mainly used in financial analysis.
 - Example: Daily stock performance of a company.
 8. Surface Chart:
 - Description: Displays 3D data in a surface form.
 - Use: To find the best combinations between two sets of data.
 - Example: Visualizing topographic or elevation maps.
 9. Bubble Chart:
 - Description: Similar to a scatter chart, but each point is shown as a bubble where the size represents a third value.
 - Use: To show relationships between three variables.

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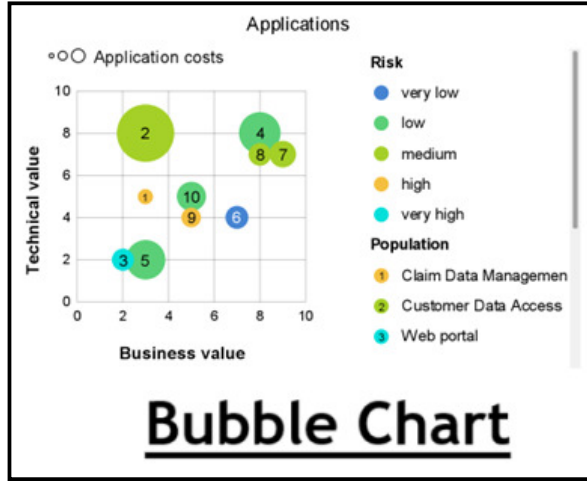
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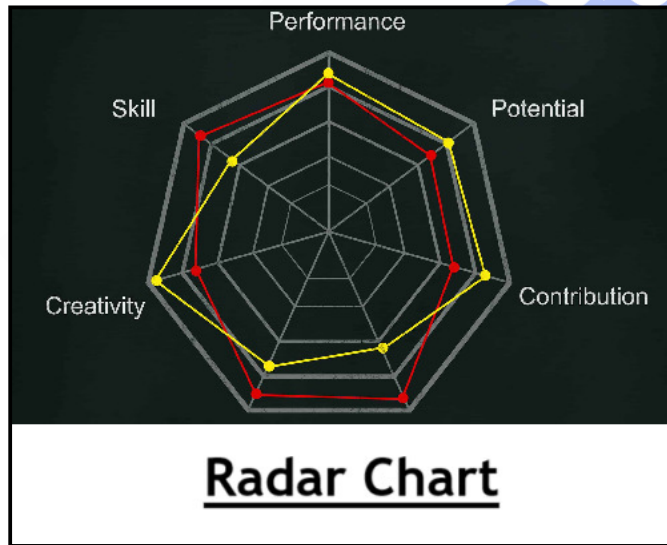
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- Example: Population (size of bubble), income, and literacy rate.



10. Radar Chart:

- Description: Displays data in a circular shape with axes starting from the center.
- Use: To compare multiple features or performance levels.
- Example: Comparing skills of students in different subjects.



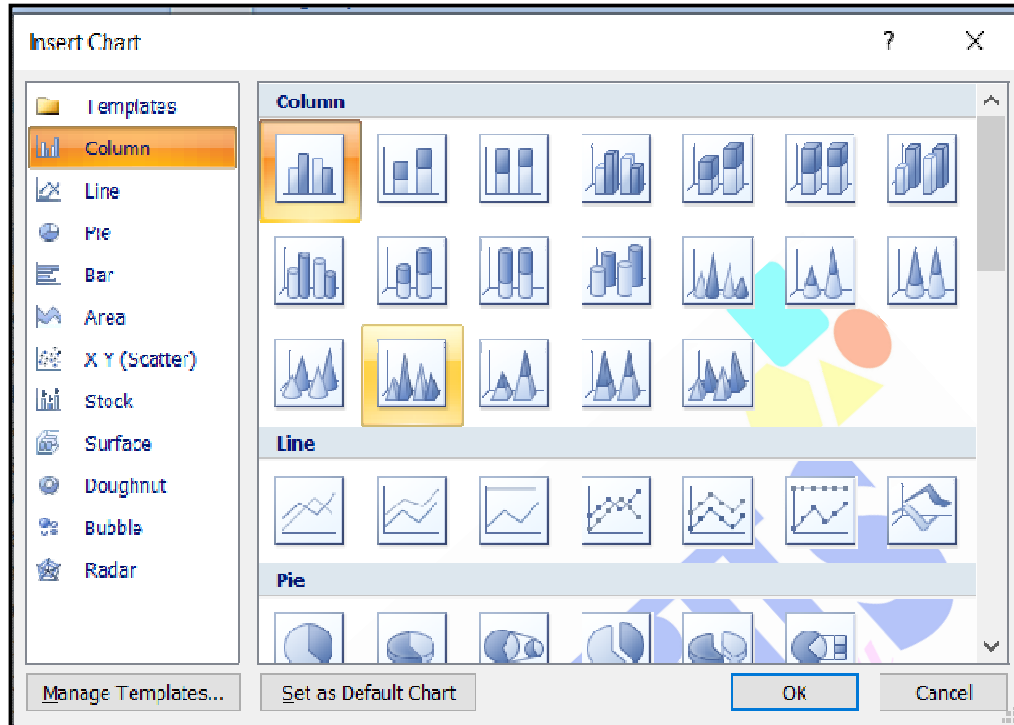
11. Doughnut Chart:

- Description: Similar to a pie chart but with a hole in the middle.
- Use: To show parts of a whole and compare multiple data series.

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- Example: Percentage of budget spent on different departments.



Creating Charts in MS Excel:

To create charts with different types in Excel, select your data, choose an initial chart type (like a bar chart), and then change the chart type for specific data series. This allows you to create combination charts with multiple chart types on one graph.

Steps for using different charts in Excel:

1. Select your data: Highlight the cells containing the data you want to visualize.
2. Insert a chart: Go to the "Insert" tab on the ribbon and choose a chart type from the "Charts" group, according to Microsoft Support.
3. Change chart type for a series (for combination charts):
 - Click on the specific data series you want to change.
 - Right-click and select "Change Chart Type".
 - Choose the desired chart type for that series.
4. Apply to other series (if needed): Repeat step 3 for any other data series you want to change the chart type for.
5. Customize your chart: Use the Chart Design and Layout tabs to customize the chart, including colors, labels, and other formatting options.

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6. Add other elements: Use the Layout tab to add elements like titles, legends, and axis labels.

Assignment

Month	Product A Sales	Product B Sales	Product C Sales
January	1200	1500	1000
February	1350	1600	1100
March	1500	1700	1050
April	1600	1650	1200
May	1700	1800	1250
June	1800	1900	1300

Enter this dataset in MS Excel and Prepare:

1. Column Chart: Compare sales of all products by month.
2. Line Chart: Show trends of each product over time.
3. Pie Chart: Show the share of total sales by product for one month (e.g., June).
4. Bar Chart: Compare product sales in a single month across products.
5. Combo Chart: Use columns for Product A and B, and a line for Product C.