

Creating Charts

BEFORE CREATING A CHART →

1. Determine the purpose of the chart
2. Determine the results you want to see and decide what chart is most appropriate
3. Identify the worksheet data you want the chart to illustrate
4. Sketch the chart, then using your sketch decide where the chart elements should be placed

DEFINE THESE TERMS →

CHART → data from the worksheet displayed in the form of circles, lines, or bars

X-AXIS → horizontal grid of the chart

Y-AXIS → vertical grid of the chart

TICK MARKS → the marks that show the scale for the chart

DATA SERIES → a set of related values you are charting

LEGEND → key that informs the reader what the various symbols on the chart represent

TYPES OF CHARTS

Bar	Compares distinct unrelated objects over time using a horizontal format
Column	Compares distinct unrelated objects over time using vertical format (default type)
Line	Compares trends over time intervals
Pie	Compares sizes of pieces as part of a whole

ALWAYS PREVIEW A CHART BEFORE PRINTING