

Chapter 3

Charts in Ms Excel

Answer the following questions

1. What is the chart? Name any three components and uses of it in a chart.

A chart in excel is a pictorial representation of data which is used to see comparisons, patterns and trends in the data.

Components

- Chart area: Chart area is the entire area that is reserved for accommodating a chart and other components like titles, legends, etc.
- Plot area: The plot area is a part of chart area which contains the chart.
- Data point: It represents one value of the data series.

2. What is a pie chart? How is it different from a line chart?

A pie chart displays the contribution of each value to the total. A line chart shows trends and variations in data over time using a line.

3. What is the function of combo chart?

Combo charts are a combination of column and line chart. It is also possible to display one or more data series on a secondary vertical axis. The scale of the secondary vertical axis shows the value for the associated data series.

4. State the steps required for changing chart style of a chart.

1. Click on the chart whose design you need to change.
2. From the **Design** tab that appears click on any one of the chart style from the **chart styles** group to change the chart style of the chart.

5. What is data series? State the steps involved in changing the data series of a chart.

Data series is a collection of related values that are plotted on a chart.

Formatting the data series

1. Right click on data series that is plotted on the chart and select **Format Data Series** from the popup menu.
2. The **Format Data Series** panel will appear on the right side of the window.
3. From the panel you can change the colour, fill pattern, border, effects or/and various other options of the data series.