

Microsoft Excel 2000 Charts

You see graphs everywhere, in textbooks, in newspapers, magazines, and on television. The ability to create, read, and analyze graphs are essential parts of a student's education. Creating graphs by hand takes a lot of time. Certain graphs are almost impossible to make by hand. If you make a mistake or your data changes, you may have to start all over again.

Graphs are called charts in Excel. Before you can create a chart, *you must create a spreadsheet*. The labels and data in your chart will come from your spreadsheet. Have a misspelled label or have incorrect data in your spreadsheet and the errors will appear in your chart. Fix the errors in your spreadsheet, and the changes will automatically appear in your chart. You have already created four spreadsheets with different data in Excel. Now you will create the charts.

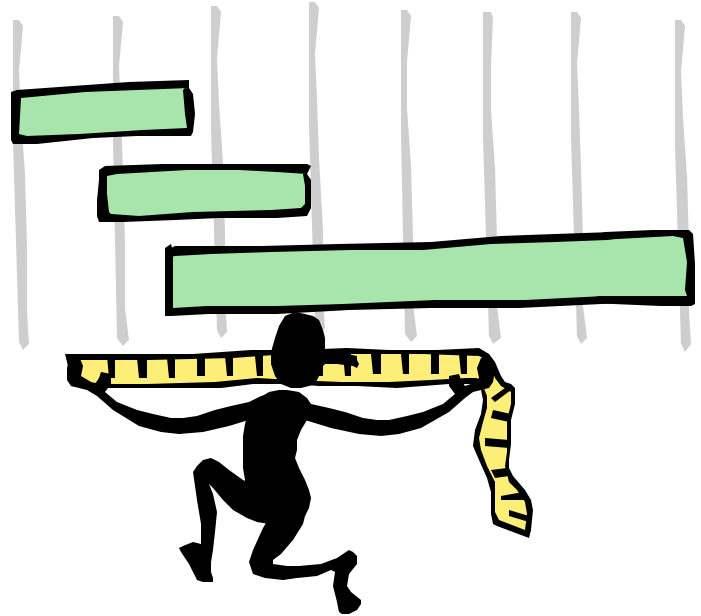


Table 1

Common Chart Types	
Column Graph (Vertical Bar)	A column chart illustrates comparisons among items. Labels are organized horizontally, numbers vertically.
Pie Chart (Circle Graph)	A pie chart shows the fractional size of items that make up a data series to the sum of the items. Each wedge or slice of the pie represents a piece of data that can be easily compared to the whole pie that represents the sum of the data items.
Line Charts	Used to track changes over equal segments of time.
Bar (Horizontal Bar)	A bar chart illustrates comparisons among individual items. Labels are organized vertically, numbers horizontally.

Adapted from document located at:
http://www.lausd.k12.ca.us/Wright_Magnet/teachers/lrubin/excel_charts.pdf