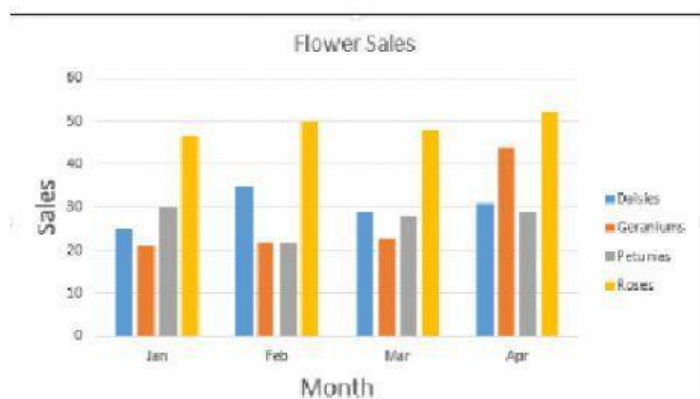# Lesson 3 Different Type of Charts Used in Excel

## Most Common Used Charts.

Excel has several different charts for you to choose from. You can choose the chart that vest represents your data best, making it easier to understand.
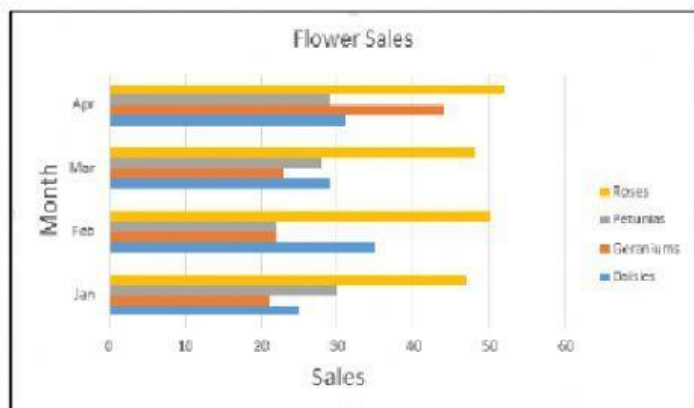
## Column Chart

*Column charts* uses vertical bars to represent data. They can be used for many different types of data but mostly used to compare information **1**
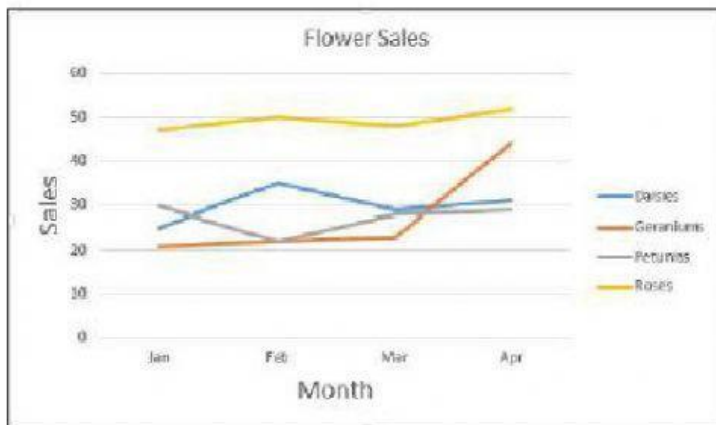


**1**

## Bar Charts

**Bar Charts** are used the same as *column charts* , but uses horizontal  bars instead of vertical bars to represent the data. **2**
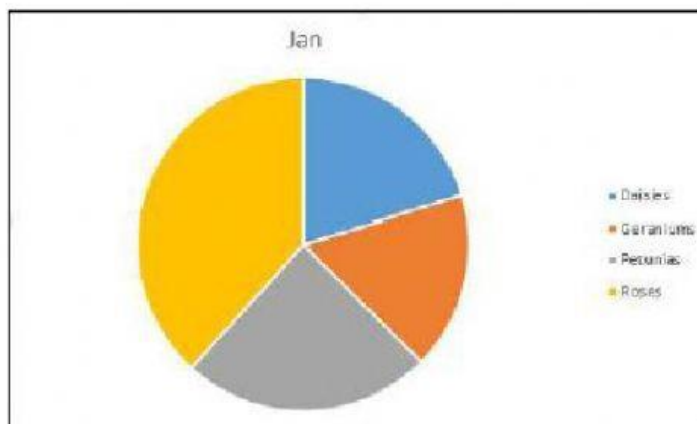


**2**

## Line Chart

*Line Charts* are best used to show trends. Each data point is connected with lines, which makes it easier to see whether values are increasing or decreasing over time. **3**



**3**

## Pie Chart

Pie Charts are used to compare properties. Use it to show numbers that relate to a large sum. And always equal 100%. 4



4

## Parts of a Chart

In order to take full advantage of the intended use of charts, it is important that you understand the different parts of a chart. The following explains the different part of a chart. **5**



**5**

| 1 | *Chart Title* – The chart title should describe what your chart is illustrating. |
|---|---|
| 2 | *Date series-* A row of column of numbers in Excel that are plotted in a chart. |
| 3 | *Vertical Axis* – also know as a y-axis. The vertical axis is the vertical part of the chart that normally shows the value of the columns. |
| 4 | *Horizontal Axis Title* – also known as the x=axis. The horizontal axis is the horizontal part of the chart that normally shows the categories. |
| 5 | *Legend* – The legend shows the colour that each data series represent on the chart. |

## Inserting a Chart

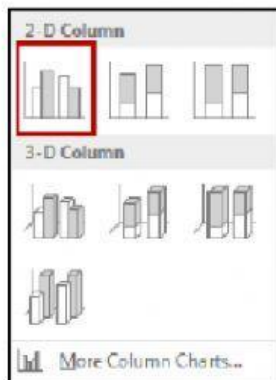The following instructions explain how to insert a chart into your workout.

1. Select the cells that you want to use in your chart, including columns titles and row labels  **1**
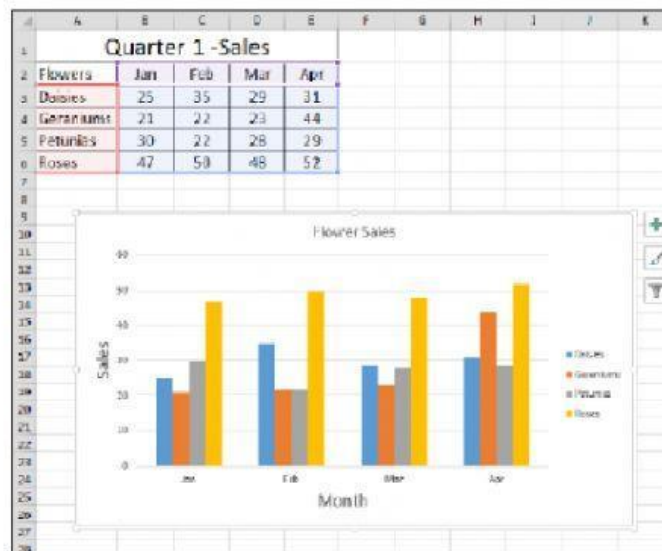


**1**

2. On the Insert tab, go to chart group.

3. Click the down arrow next to the type of chart you want to use. **2**
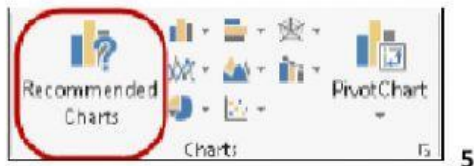


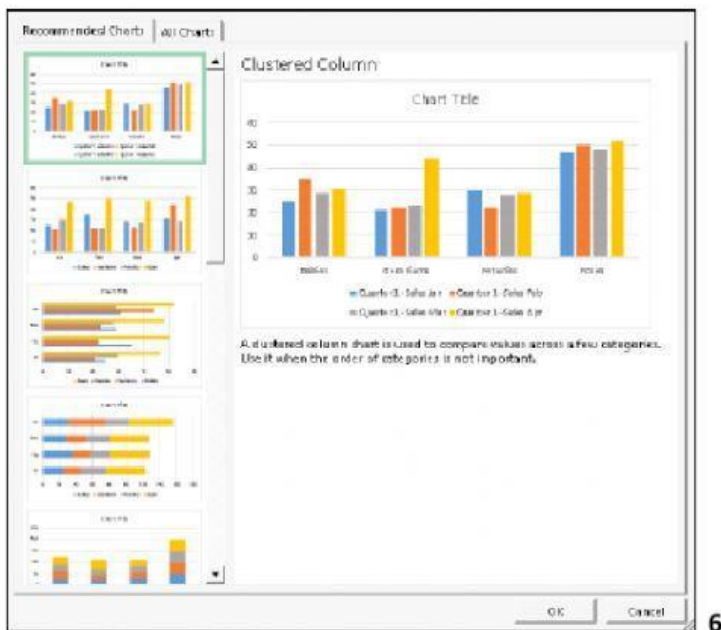4. When the menu appears,. Select the chart of your choice. **3**



5.          He chart will; appear on your worksheet. **4**

6. If you not sure which chart to use, on the **Insert** tab, go to the **Charts** group.
7. Select **Recommended Chart**. 5



5

8. The **Recommended Chart** window will appear **6.**



6

9. The chart's that Excel recommends you use will be listed along the left side of the window.
10. Select the chart of your choice, and then select OK.
11. The chart will appear on the worksheet.

Note: If you do not want to use a recommended chart, from the Recommended Charts window, select this All charts tab. From there, se;ect the chart that you would like to use.

## Questions

**1. Name the different types of charts and describe them.**

2. Name and describe the parts of a chart.




3. Explain the steps in Inserting a chart.