

# **Excel Lesson 8**

## **Working with Charts**

**Microsoft Office 2010**  
**Introductory**



# Student Learning Outcomes

- Identify the types of charts you can create in Excel.
- Create an embedded chart in a worksheet.
- Create a chart to a separate chart sheet.

# Student Learning Outcomes

- Display and hide chart elements.
- Format and modify a chart.

# Comparing Chart Types (continued)

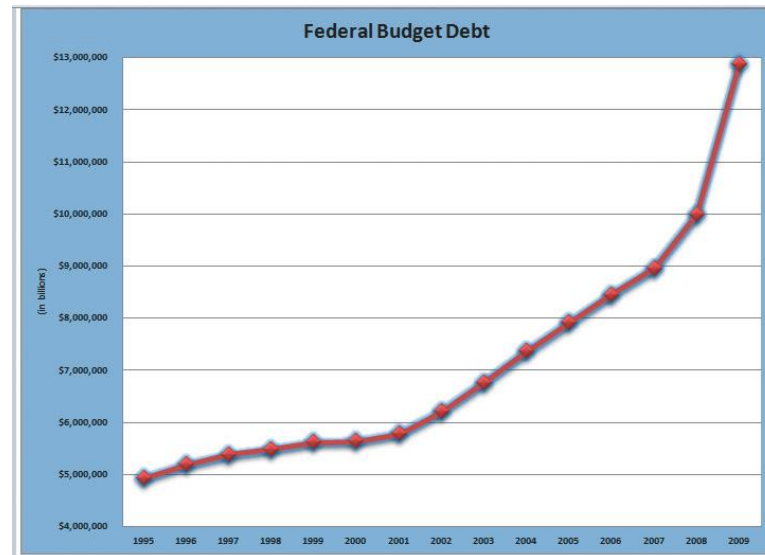
- A **column chart** uses bars of varying heights to illustrate data in a worksheet. It is useful for showing relationships among categories of data.



Column chart

# Comparing Chart Types (continued)

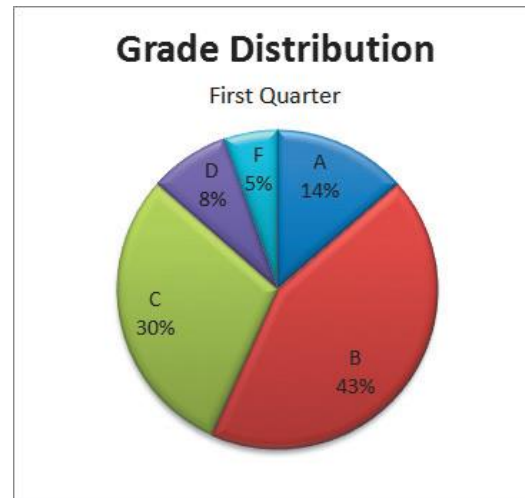
- A **line chart** uses points connected by a line to show data, and is ideal for illustrating trends over time.



Line chart

# Comparing Chart Types (continued)

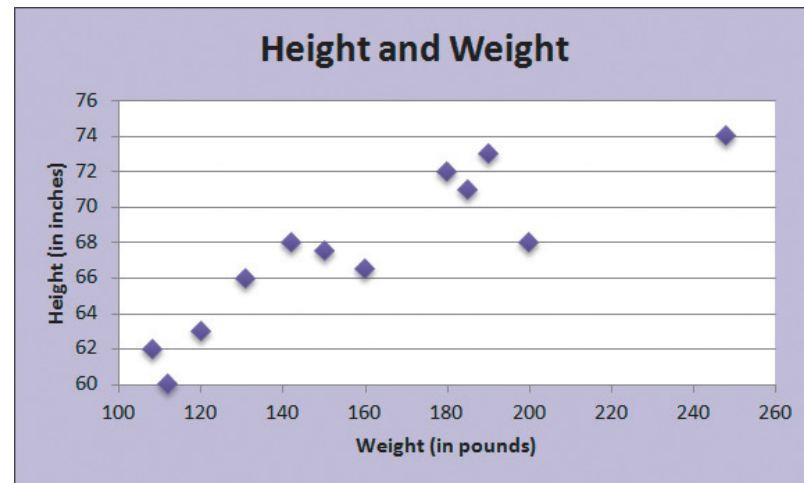
- A **pie chart** shows the relationship of parts to a whole. Each part is shown as a “slice” of the pie.



Pie chart

# Comparing Chart Types (continued)

- A **scatter chart**, sometimes called an XY chart, shows the relationship between two categories of data, such as a person's height and weight.



Scatter chart

# Creating a Chart

- Step1: Highlight Chart Data
- Step2: Choose Chart Type
- Step3: Choose Chart Location
  - Create an embedded chart in a worksheet.
  - Create a chart to a separate chart sheet.
- Step4: Modify Chart