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WHAT's New?



**Creating Charts**

**Charts** are pictorial representations that shows quantitative relationships of information. This could be in a form of pie, bar and many more.

This tool of excel is very useful especially in illustrating numerical data or statistical progress in PowerPoint presentations.

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## Excel Tip: Creating Charts

Here are the most commonly used charts:

- **Pie Chart:** is a circular chart divided into parts, illustrating proportion hence the name pie.
- **Bar Chart:** is a chart with rectangular bars with lengths proportional to the values that they represent. The bars can be plotted vertically or horizontally.

To start creating Charts, we will need a table of information like the example below:

Employee Name	Employee Status	Date Hired	Date Resigned
Juan Dela Cruz	Regular	9/13/2010	N/A
Maria Lopez	Probationary	6/11/2011	N/A
Pedro Maglalang	Resigned	2/19/2006	3/25/2011
Lucia Reyes	Resigned	10/10/2009	7/10/2011
Andres Santos	Contractual	11/8/2010	N/A
Melannie Chua	Regular	1/25/2011	N/A

**Number of:**

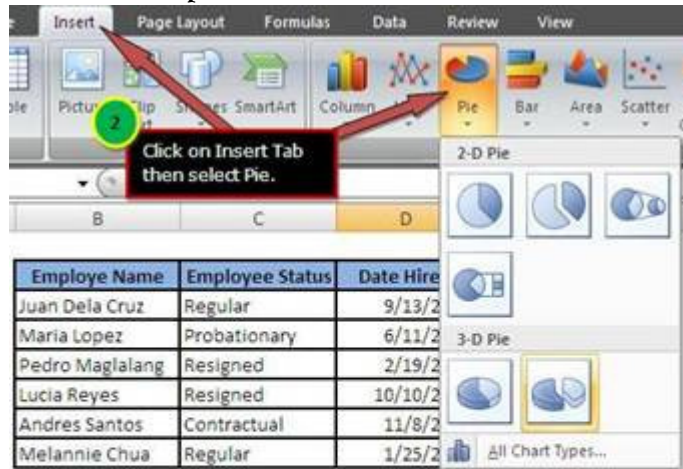
Regular	2
Probationary	1
Contractual	1
Resigned	2

Now, let's make charts using the data in our example. Let's illustrate the proportion of the number of employee status in a Pie Chart.

1. To start creating Pie Chart, highlight the totals per employee status. Then click the Insert Tab in Excel Menu /

Ribbon.

2. In the Charts selection, choose Pie and the type of Pie Chart that you like to use (e.g. 2D or 3D). In our example, we will use **Exploded 3D Pie**.



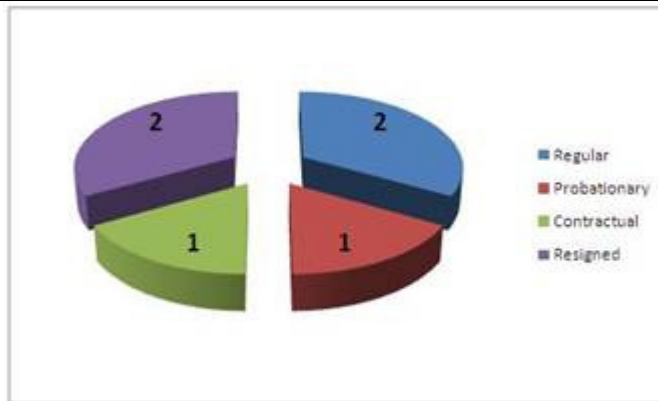
3. After selecting the Exploded 3D Pie, your pie chart should look like this.



4. To make our pie chart more informative, let's display the labels or the values of each pie.
5. To do this, right click on the pie and choose Add Data Labels.

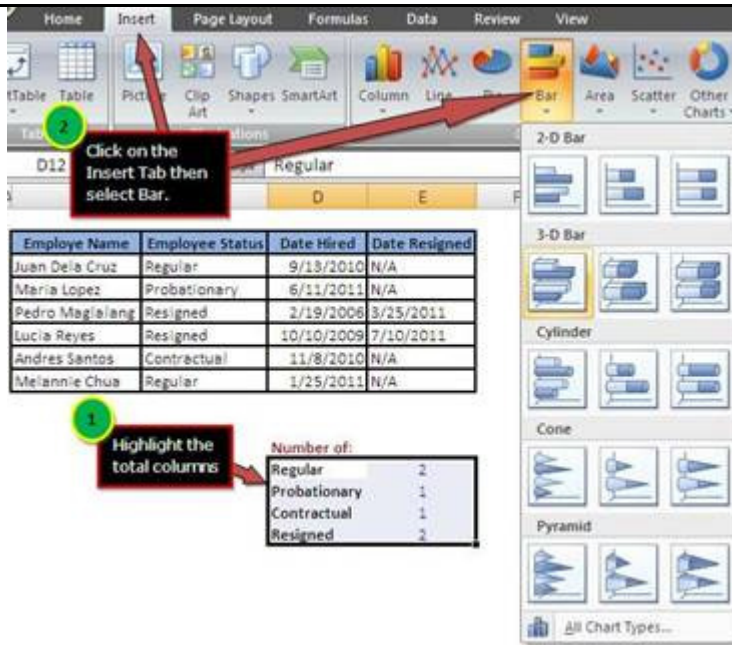


6. The final Pie Chart should look like this.

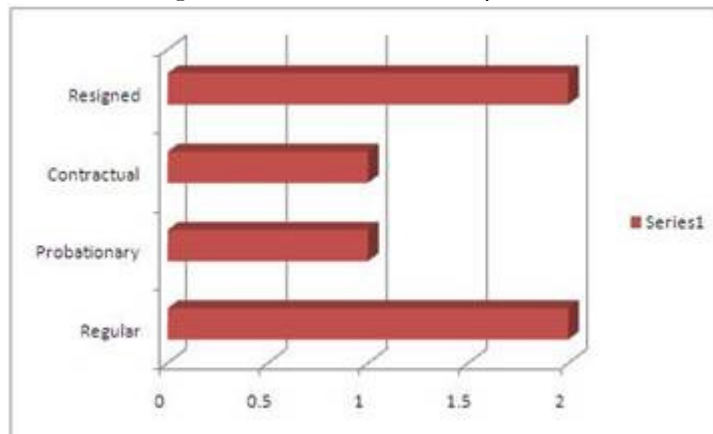


This time, let us illustrate the proportion of the number of employee status using a Bar Chart.

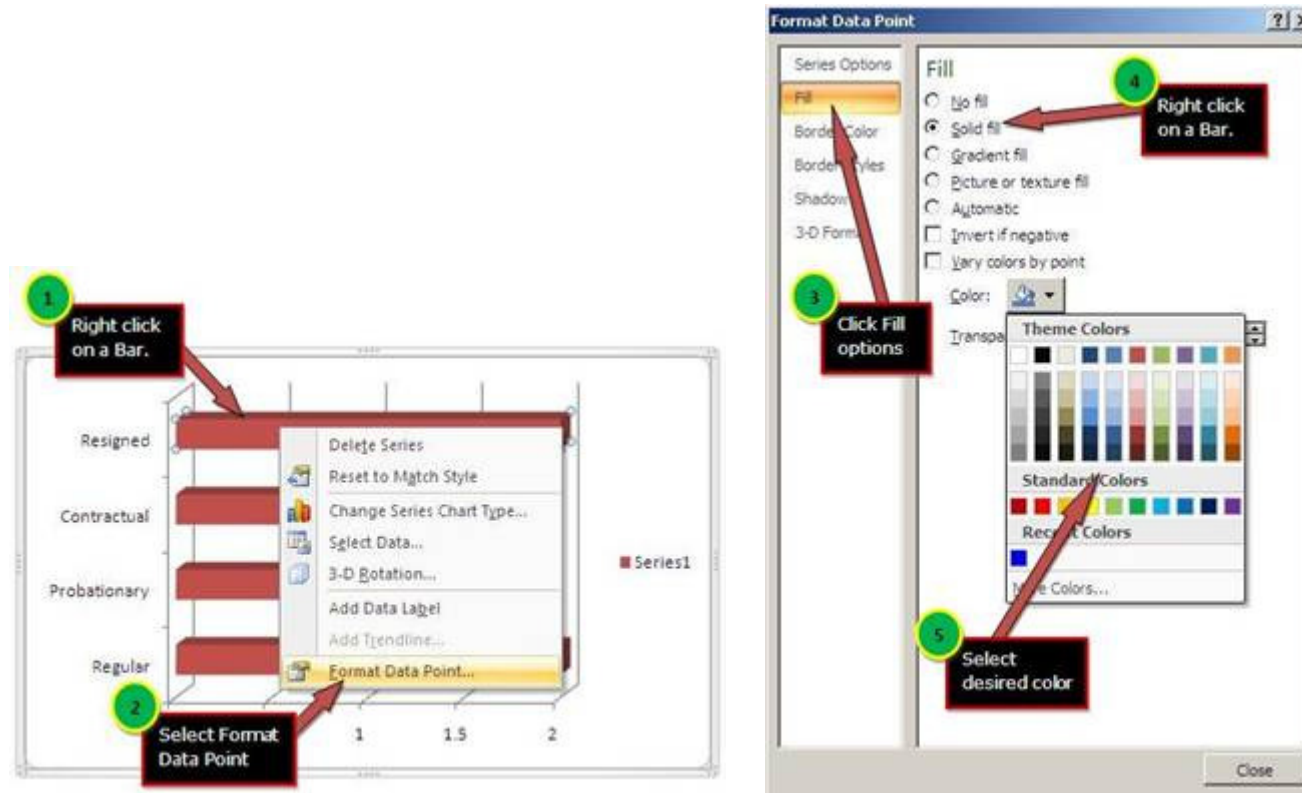
7. To start creating Bar Chart, highlight again the totals per employee status. Then click the Insert Tab in Excel Menu / Ribbon.
8. In the Charts selection, choose Bar and the type of Bar Chart that you like to use. In our example we will use **Clustered 3D Bar**.



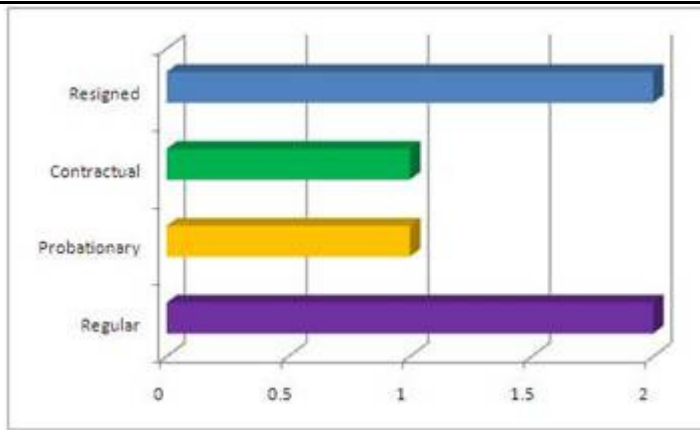
9. After selecting the Clustered 3D Bar, your chart should look like this.



10. To make the bar chart more presentable, delete the Legend and set a different fill color for each of the bar.
11. To change the color of the bars, right-click on one bar then select **Format Data Point**. This will display the Format Data Point Window. In the Format Data Point Window, select Fill > Solid Fill and choose your desired color. Do this with all the bars.



12. The final Bar Chart should look like this.



*Now try exploring other Chart Types with the same sample table and tell us what happens.*