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INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP DATE:-23.06.2020 (TUESDAY)

UNIT 3: SPREADSHEET(INTERMIDIATE)

PREVIOUS CLASS REVISION

SESSION 8: CREATE MODIFY AND FORMAT CHARTS

A chart is a graphical representation of data, in which the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart. A chart can represent tabular numeric data, functions or some kinds of qualitative structures.

A spread sheet enables you to create, modify and format charts based on the data given in the spread sheet.

Reopen the worksheet expenses_{YOUR NAME};

Now to create charts do the following.

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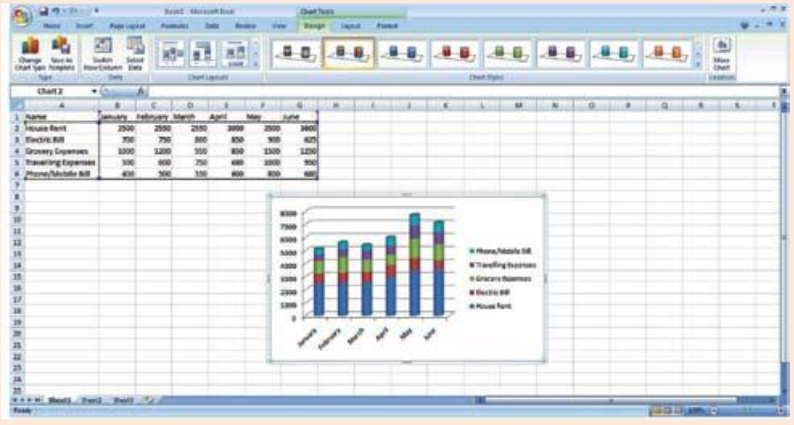
	A	B	C	D	E	F	G	H	I
1	Name	January	February	March	April	May	June		
2	House Rent	2500	2550	2550	3000	3500	3600		
3	Electric Bill	700	750	800	850	900	625		
4	Grocery Expenses	1000	1200	950	850	1500	1250		
5	Travelling Expenses	500	600	750	680	1000	950		
6	Phone/Mobile Bill	400	500	350	600	800	680		
7									
8									
9									

EXPENSES OF WORKSHEET

- Select all the expenses data.
- Click on this chart that you want from *Charts* group under the *Insert* tab.
- After selecting chart type the spread sheet will be displayed as shown below.



- You can modify the chart values by making necessary modification in the data table

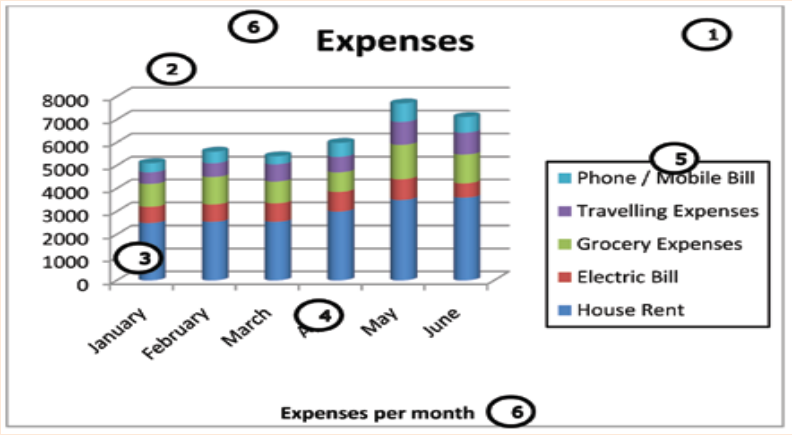


Chart has many elements, only some elements are display by default. Above chart has some elements are used to spreadsheet.

1. Chart Area of the Chart
2. Plot Area of the Chart
3. Data Points that are plotted in the chart
4. Horizontal and vertical Axis in the Chart
5. Legend of the chart
6. Chart and Axis Title used in the chart
7. Data Label for identifying details of data point in the chart

Note: - Once you insert a chart in the spreadsheet three additional tabs are available on the ribbon namely Design, Layout and Format.

Title Bar of chart in spreadsheet

- Chart Types: - It is different chart display data in very different ways. Using the best chart type and formats helps you to display data visually in the most meaningful way.
- Bar Charts: A bar chart(horizontal bars)emphasizes the comparison between items at a fixed period of time.
- Column charts: - A Column chart , unlike a bar chart to which it is often compared, variation over a period of time. This char type also includes cylinder, Cone, and pyramid subtypes.
- Line charts: - A line charts shows to relationship of the changes in the data over at a period of time.

- Pie charts: - Pie Charts contain just one chart data series. A pie chart shows the relationship of the parts of the whole
- Area charts:- An area chart shows the relative importance of values over time.
- XY (Scatter) charts: Scatter charts are useful for showing a correlation among the data points that may not be easy to see from data alone.

EXERCISE

1. **Fill in the blanks:**
   a) A chart is a _____ _____ of data, in which the data is represented by symbols, such as ____ in a bar chart, _____ in a line chart, or _____ in a pie chart.
   b) The three tabs that are available after inserting the chart in the spreadsheet _____ , _____& _____ _____

2. **Answer the following questions:**
   a) List seven chart elements.
   b) List five chart types available in spreadsheet.

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