



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI

INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

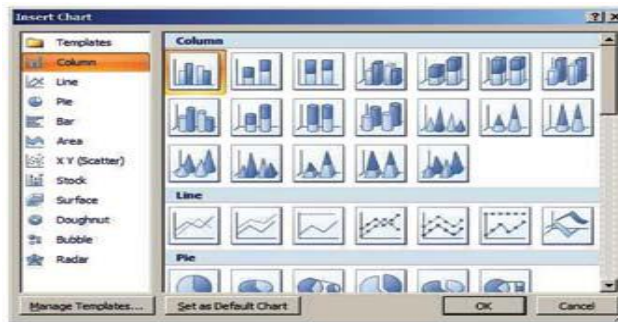
RAUSHAN DEEP DATE:-25.05.2020 (MONDAY)

### **UNIT 3: DIGITAL PRESENTATION(INTERMEDIATE)**

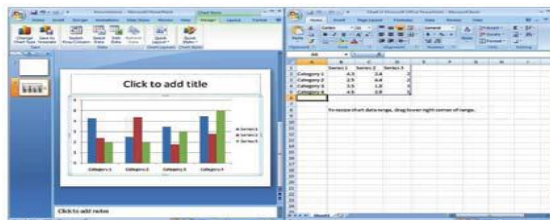
#### **SESSION 4 : WORKING WITH CHARTS**

Presentation software enables the user to insert charts in slides to present statistical table data in a pictorial representation. In this chapter, you will learn to work with charts. First of all open a new file using presentation software.

- To insert a chart in the slide
- Click on Chart option under illustrations group in the insert tab. A figure make appears is shown below



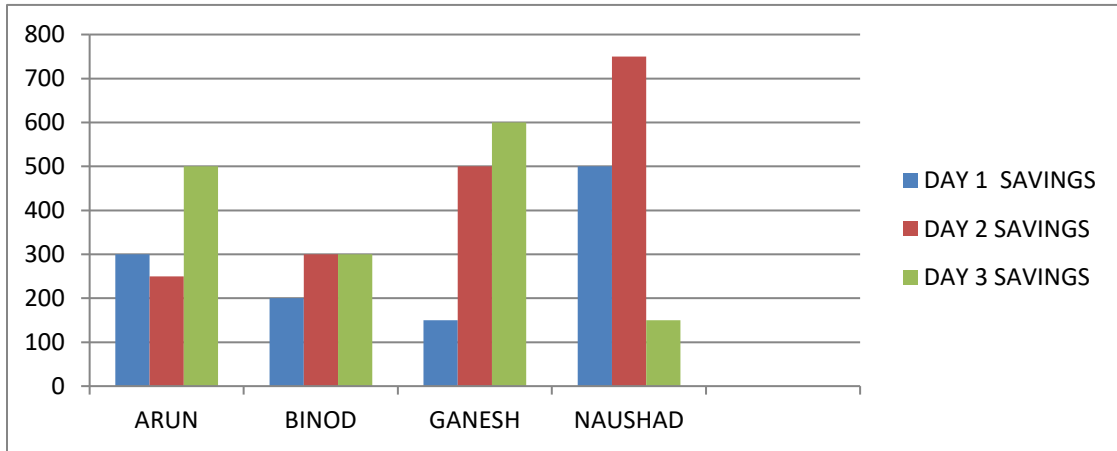
- You will notice that different type of the charts that can be use in presentation.
- Select a chart type and click OK. A default chart will be inserted on the slide. The default data table for the chart will be opened in a spreadsheet application separately is show this figure.



- You can edit the values in the spreadsheet and the presentation software will automatically update the chart. Now enter the following some data in spreadsheet window.

	DAY 1 SAVINGS	DAY 2 SAVINGS	DAY 3 SAVINGS
ARUN	300	250	500
BINOD	200	300	300
GANESH	150	500	600
NAUSHAD	500	750	150

- Once you have modified the data table in the spreadsheet chart in the slides gets modified automatically and the chart will displayed similar to the one below



- Now change the values in the spreadsheet and observe the changes in chart.
- You can change the colors and effects of the chart by using Chart Styles available under design tab.
- To change a different style, select a style from Chart Styles and double-click on it.

Some basic guidelines are as follows in charts presentation

- ❖ Convey one message per chart. Make the message the heading.
- ❖ Make bars and columns wider than the spaces between them.
- ❖ Eliminate all unnecessary details. Avoid grid lines, Data points, Boxes, etc.
- ❖ Use a few (maximum four) Colors as visual.

**EXERCISE**

Perform the following activities lockdown at home

S.No.	Activities																																																								
1.	Insert a chart onto a slide																																																								
2.	Create a chart using the data below in a spreadsheet. Import the chart onto a slide <table border="1" data-bbox="418 1409 1318 1598"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Name</td> <td>January</td> <td>February</td> <td>March</td> <td>April</td> <td>May</td> <td>June</td> </tr> <tr> <td>2</td> <td>House Rent</td> <td>2500</td> <td>2550</td> <td>2550</td> <td>3000</td> <td>3500</td> <td>3600</td> </tr> <tr> <td>3</td> <td>Electricity Bill</td> <td>700</td> <td>750</td> <td>800</td> <td>850</td> <td>900</td> <td>625</td> </tr> <tr> <td>4</td> <td>Grocery Expenses</td> <td>1000</td> <td>1200</td> <td>950</td> <td>850</td> <td>1500</td> <td>1250</td> </tr> <tr> <td>5</td> <td>Travel Expenses</td> <td>500</td> <td>600</td> <td>750</td> <td>680</td> <td>1000</td> <td>950</td> </tr> <tr> <td>6</td> <td>Phone/Mobile Bill</td> <td>400</td> <td>500</td> <td>350</td> <td>600</td> <td>800</td> <td>680</td> </tr> </tbody> </table>		A	B	C	D	E	F	G	1	Name	January	February	March	April	May	June	2	House Rent	2500	2550	2550	3000	3500	3600	3	Electricity Bill	700	750	800	850	900	625	4	Grocery Expenses	1000	1200	950	850	1500	1250	5	Travel Expenses	500	600	750	680	1000	950	6	Phone/Mobile Bill	400	500	350	600	800	680
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