

St. Michael's School, Muri

Std 8 Subject - Computer

Chapter 3. Microsoft Excel 2010 charts

Charts and graphs are great way of representing the data. Microsoft Excel2010 offers almost every chart type and makes it easier to draw them to show that the data can quickly understand in a graphical format

MS access 2010 charts

MS access 2010 supports many types of charge to help you display in the way that are meaningful to the audience.

- **Line chart:-**

This type of chart is like a bar chart. That data is represented by dots on line.

- **Pie chart:-**

This type of chart represents the data in the forms of round Pies cut into pieces of slices.

- **Columnchart:-**

This type of chart displays column of various lengths of vertically.

- **Bar chart:-**

This type of chart displays the horizontally by showing bars of various length.

- **Area chart:-**

This type of chart represents changes over time but emphasis on individual contributions of each data part.

- **Doughnut chart:-**

This type of chart compares multiple series of data.

- **Stock chart:-**

This type of chart represent the interaction of the three sets of data.

- **Bubble chart:-**

This type of chart uses three columns of data. Each data. Indicates a third dimension.

- **Stock chart:-**

This type of chart depicts separate axis for each data category radiating out from the centre.

- **Chart tools:-**

Once you insert a chart a set of chart tools arranged in two three tabs will appear on the ribbon.

Creating a chart:-

- Select the data that you want to represent on a chart..
- Click on the insert tab.
- Click on the chart type you want to use.
- Click on the chart style you want to use.

Moving a chart:-

1. click on an empty area of the chart the chart will be surrounded with the handle .
2. move the mouse pointer over the edge of the chart until mouse pointer changes to +.
3. Click and bring the chat to the new location.
4. Release the mouse button. The chart will be moved to a new place.

Holiday home work:-

- **Define the flying chart of the MS Excel 2010:-**

- Area chart
- Bubble chart
- Doughnut chart
- Stock chart
- Bar chart

- **Write through and f for false statement :-**

1. pie chart represent the data in the form of round pies cut into pieces or slice.
2. Bar chart display column of bar length horizontally.
3. Doughnut chart helps in tracking stock market activity.
 4. Surface chart represent the interaction of the three sets of data.
5. you cannot remove chart elements that you do not want to display.

C. Answer the following question:-

1. What is a chart?
2. Name and explain any four chart displayed in the Microsoft Excel 2010.
3. Write the steps to create a chart in the Microsoft Excel 2010 worksheet.
4. write the steps to change the type of chart in Microsoft Excel 2010 worksheet.
5. What do you remove a chart? Write the steps to move a chart in Microsoft Excel 2010 worksheet.