

Introduction to Computer Applications

CISY 1225
Chapter 7

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Last updated: May 2014

Good Morning

General Comments

- Midterm
 - Next Monday
 - May 26, 2014

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Midterm exam

- Computer Exam (15)
 - Chapters 5 to 8
 - All exercises of MyITLab
 - 6 Projects
- Written exam (15)
 - Chapters 1, 5 and 6
 - MCQs

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Exercises and Projects

- Try to submit
 - Before Midterm (May 26, 2014)
 - Multiple attempts are allowed
 - MyITLab gets highest grade
 - More practice will help you
 - For exam preparation

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Today's Lecture

- Chapter 8
 - Introduction of Datasets and tables
 - Selected topics
- Chapter 8 only exercises

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Chapters 7 - 8

- Chapters 7
 - Exercises
 - Projects
 - Important for exams
- Chapters 8
 - Selected topics/exercises

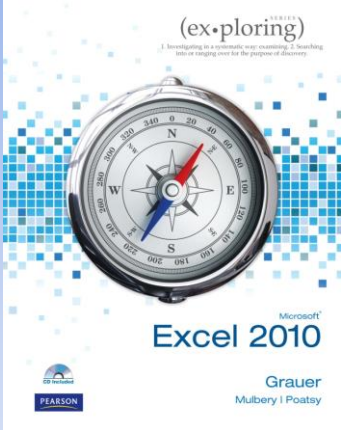
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CISY 1225 Custom book

Chapter 7 Excel Charts

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Exploring Microsoft Office
Excel 2010
by Robert Grauer, Keith Mulbery,
and Mary Anne Poatsy

Chapter 3
Excel Charts

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Objectives

- What is a chart
- Create a chart
- Change the chart type
- Change the data source and structure
- Apply a chart layout and style
- Move a chart

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Objectives (continued)

- Print charts
- Insert and customize a sparkline
- Select and format chart elements
- Customize chart labels
- Format axes and gridlines
- Add a trendline

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Chart Basics

- A **chart** is a visual representation of numeric data

	A	B	C	D	E	F
1	Hort University					
2	Number of Majors by College					
3						
4		2009	2010	2011	2012	Average
5	Arts	950	1,000	1,325	1,330	1,151
6	Business	3,975	3,650	3,775	4,000	3,850
7	Education	1,500	1,425	1,435	1,400	1,440
8	Humanities & Social Science	2,300	2,250	2,500	3,500	2,638
9	Science & Health	1,895	1,650	1,700	1,800	1,761
10	Technology & Computing	4,500	4,325	4,400	4,800	4,506
11	Undeclared	5,200	5,500	5,000	4,700	5,100
12	Totals by Year	20,320	19,800	20,135	21,530	20,446
13						

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Chart Basics

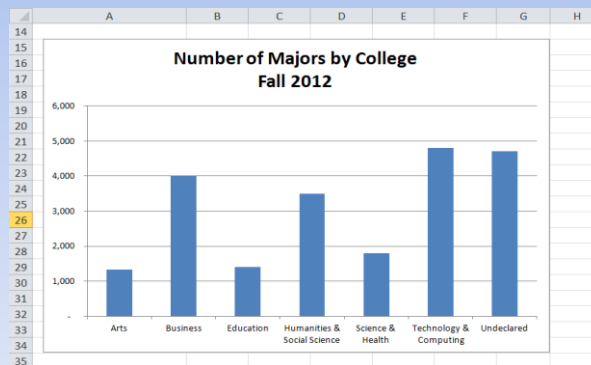
- Chart components include:
 - **Data Points**
 - One numeric value
 - **Data Series**
 - Group of related data points
 - **Category Labels**
 - Text describing a data point

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Column Charts

- **Column chart**
 - displays data vertically,
 - with each data series forming a column

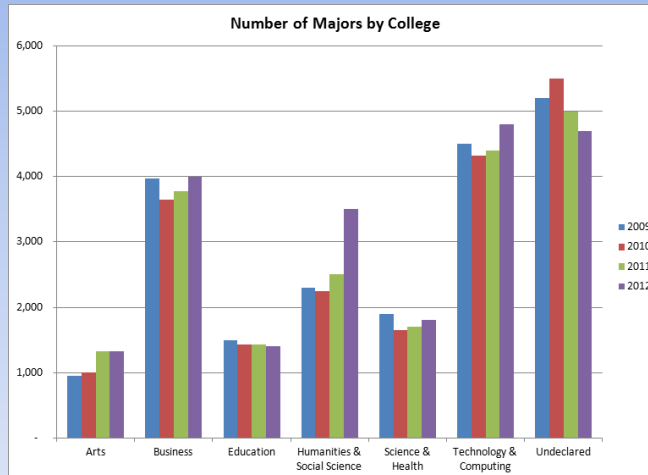


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Clustered Column Chart

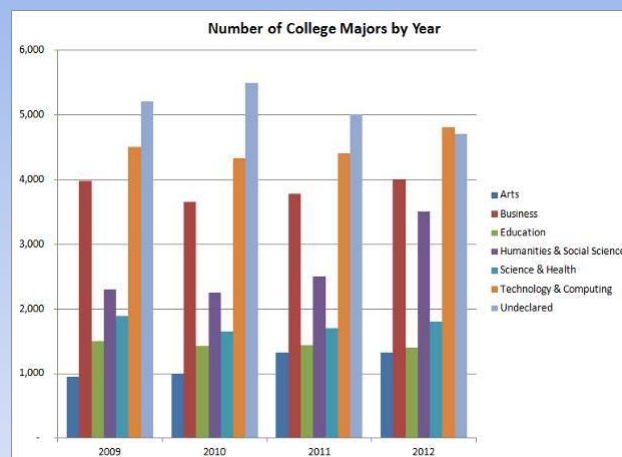
Multiple data series include two or more sets of data.



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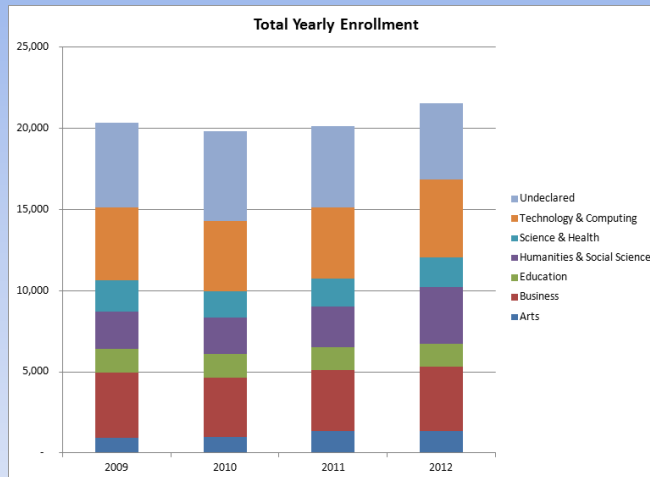
Reversing Categories and Data Series



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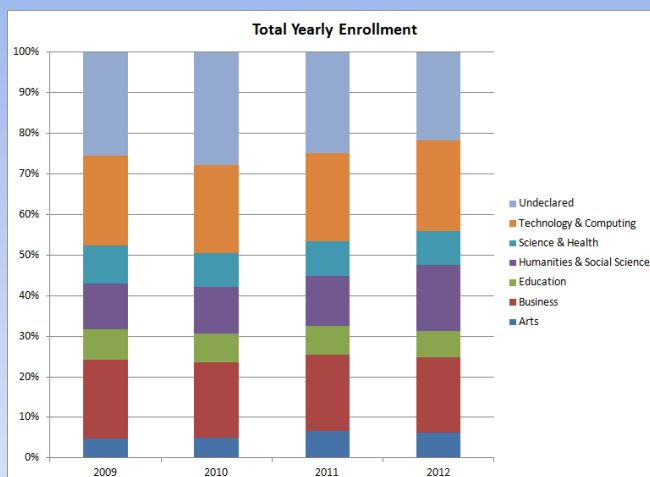
Stacked Column Chart



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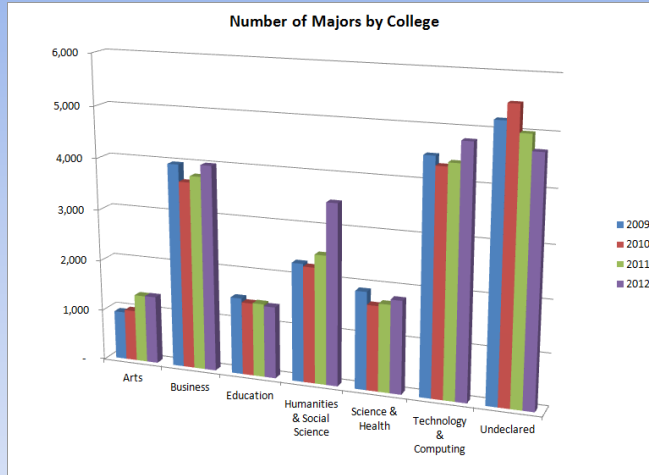
100% Stacked Column Chart



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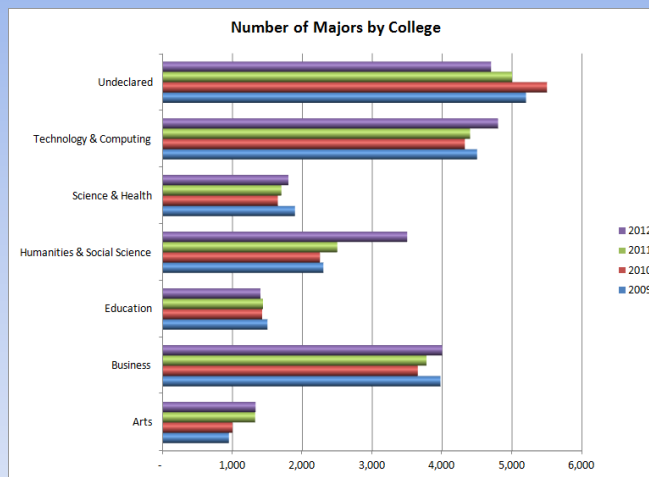
3-D Column Chart



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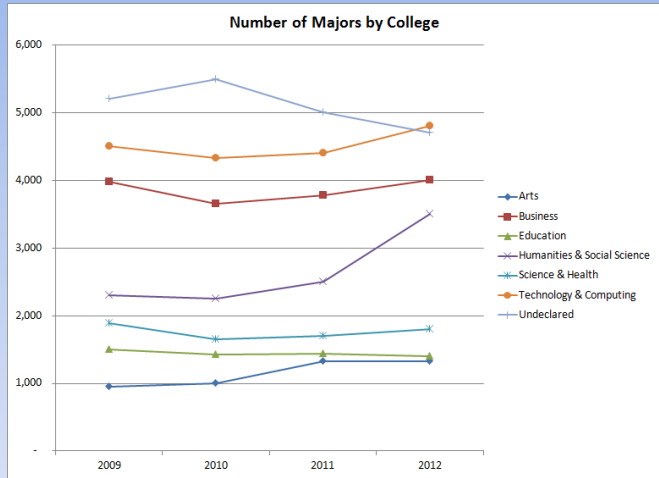
Bar Chart



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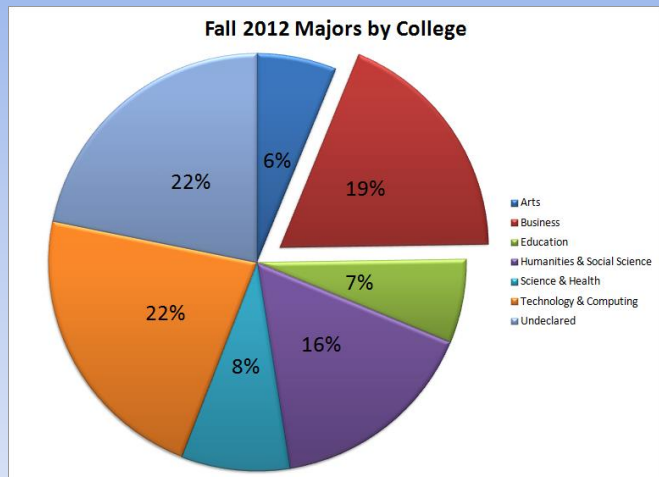
Line Chart



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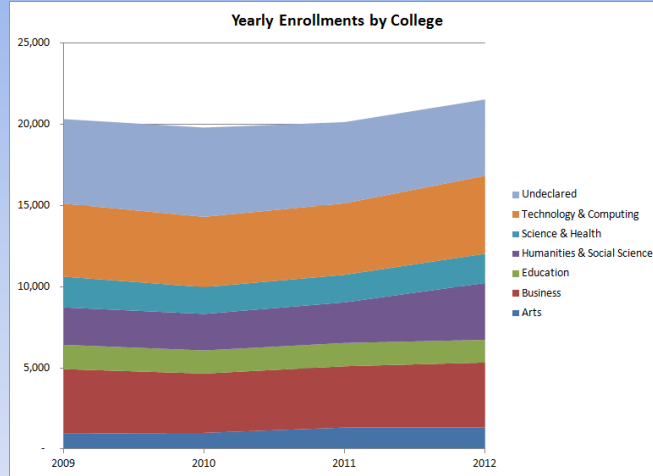
Pie Chart



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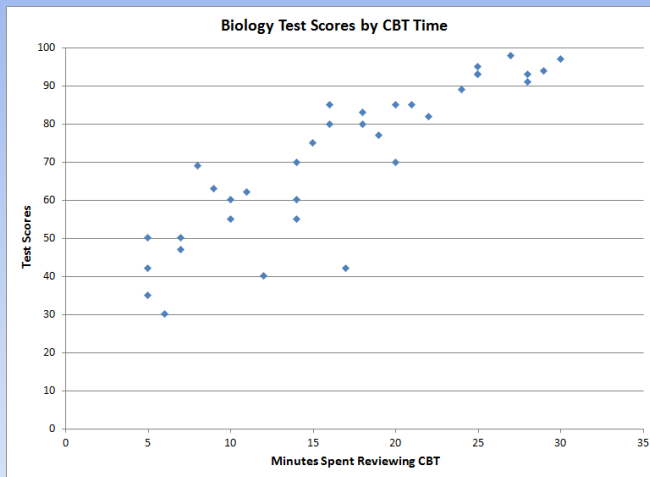
Area Chart



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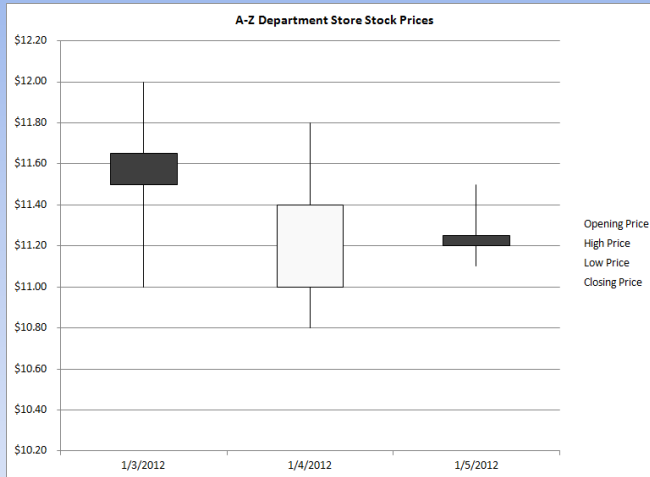
X Y (Scatter) Chart



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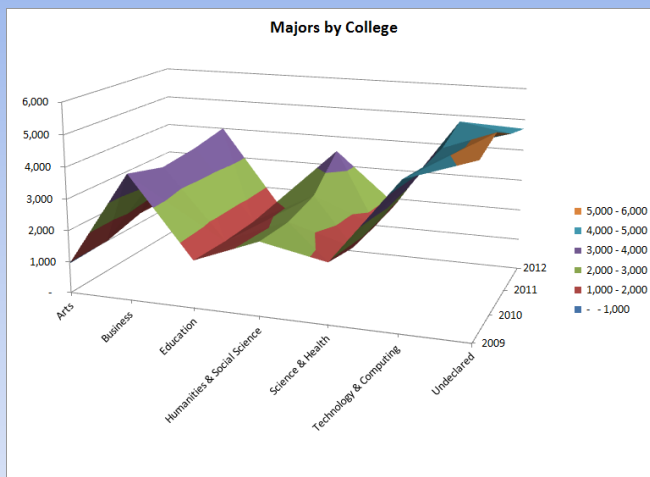
Stock Chart



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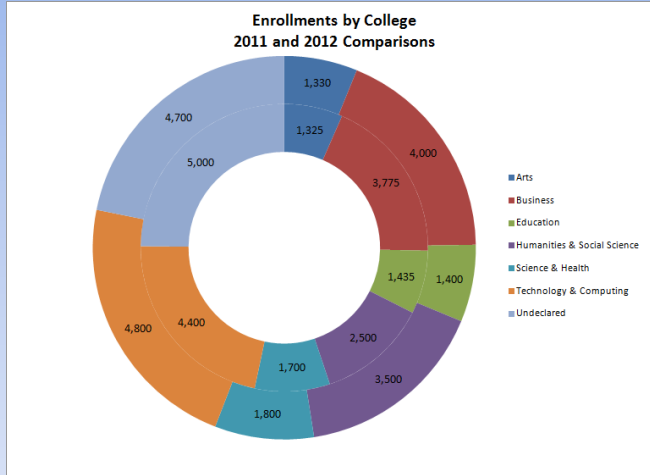
Surface Chart



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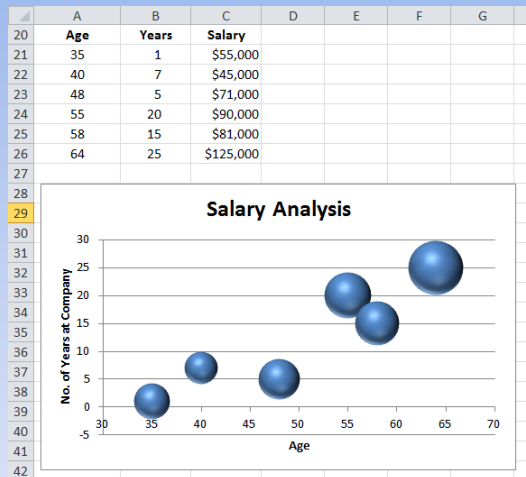
Doughnut Chart



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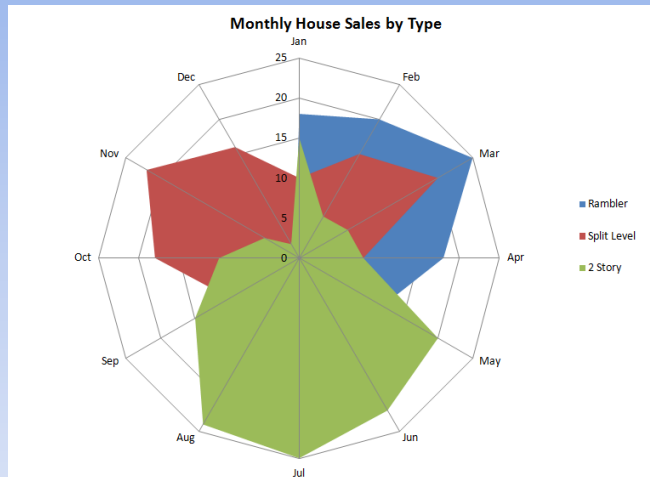
Bubble Chart



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Radar Chart

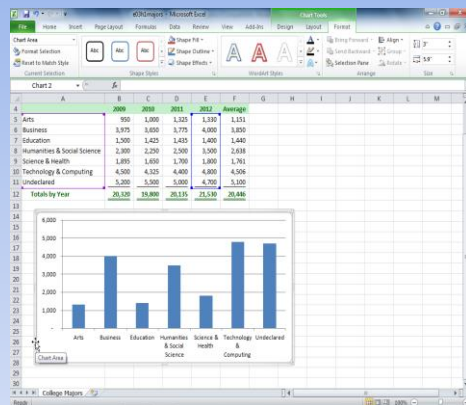


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Creating a Chart

- Select the **data source**
- Select the **chart type**
- Position and size the chart



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Changing the Chart Type

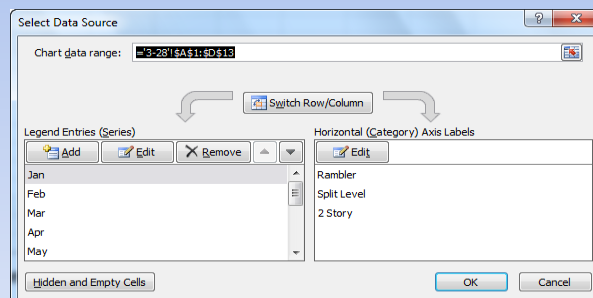
- Using the **Chart Tools** contextual tab:
 - Click the **Design** tab
 - Click **Change Chart Type**
 - Select the desired chart type

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Changing the Data Source

- To modify the chart data source:
 - Click the **Design** tab
 - Click **Select Data** under the **Data** group

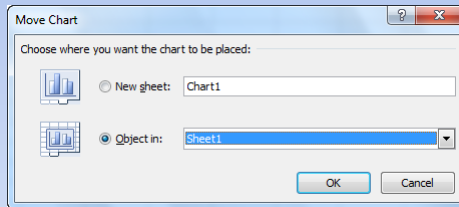


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Moving a Chart

- To move a chart:
 - Click the **Design** tab
 - Click **Move Chart** under the **Location** group



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Printing a Chart

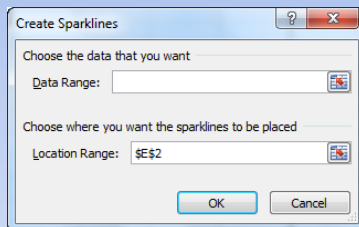
- To print an embedded chart:
 - Select the chart
 - Click the **File** tab
 - Click **Print** to display the **Backstage** view
 - Use the **Print Selected Chart** option
- To print a chart sheet:
 - Use the **Print Active Sheet** option

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Creating a Sparkline

- A **sparkline** is a miniature chart displayed in a single cell

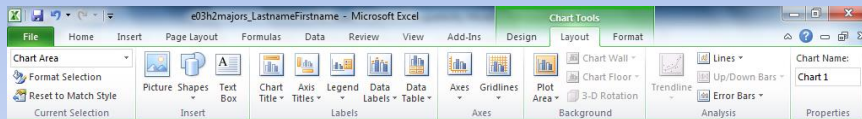


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Chart Layout

- The **Layout** tab offers many ways to enhance a chart visually

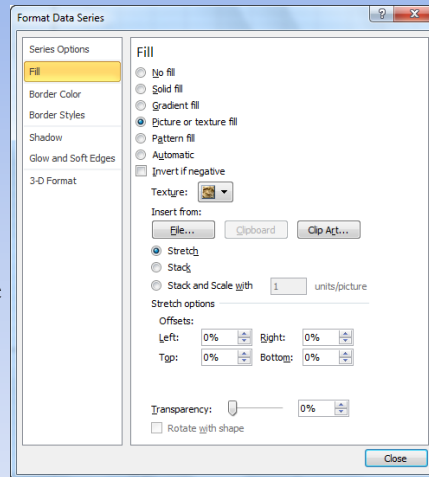


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Selecting and Formatting Chart Elements

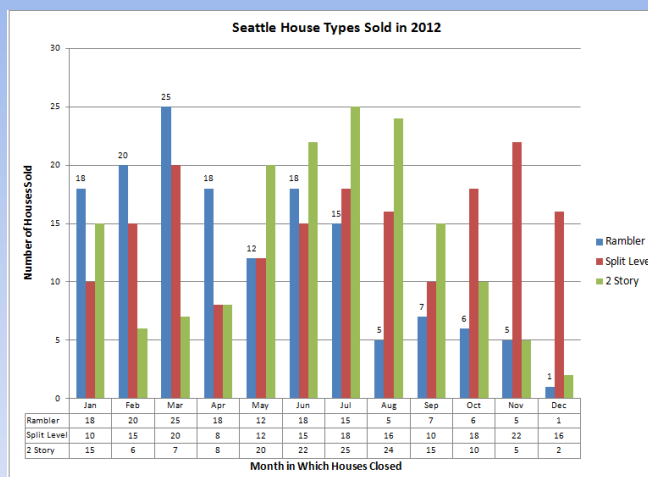
- Formatting a chart element:
 - Right-click the element and select the **Format element** command
 - The element portion will change depending on the selection (ex. Format Data Series)



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Customizing Chart Labels



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Chart Titles and Legend

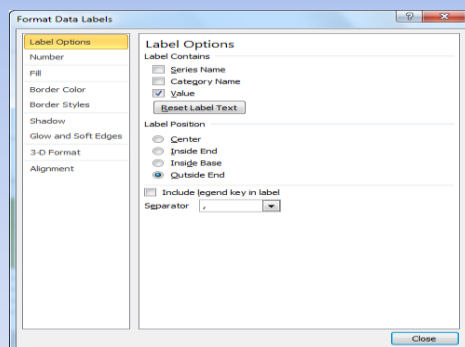
- A **chart title** is the label that describes the entire chart
- An **axis title** is a label that describes either the category or value axis
- A **legend** is used to distinguish data points in a pie chart or data series in a multiple series chart

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Data Labels

- A **data label** is the value or name of a data point

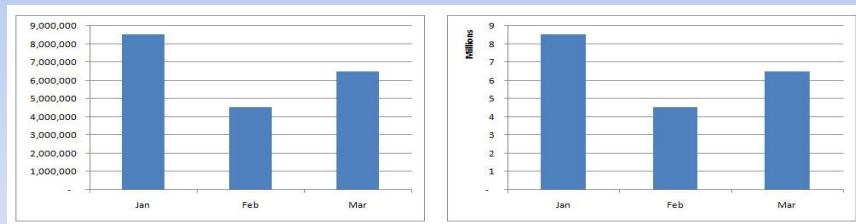


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Axes and Gridlines

- Excel computes starting, ending, and incremental values for display on the value axis
- A **gridline** is a horizontal or vertical line through the plot area

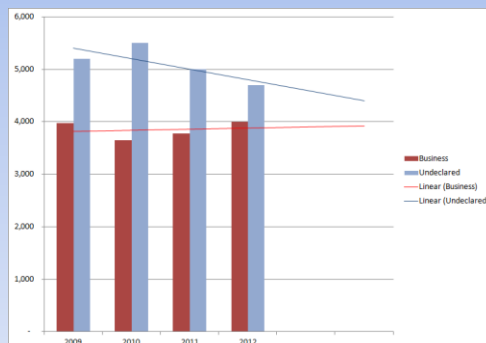


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Adding a Trendline

- A **trendline** is a line used to depict trends and forecast future data



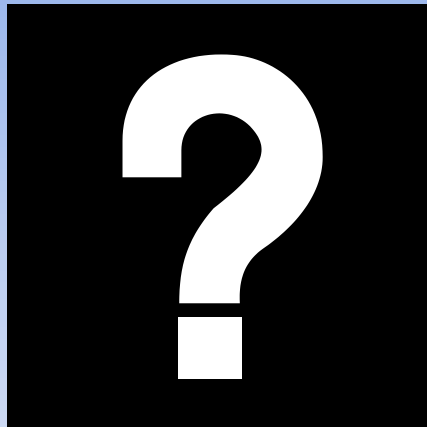
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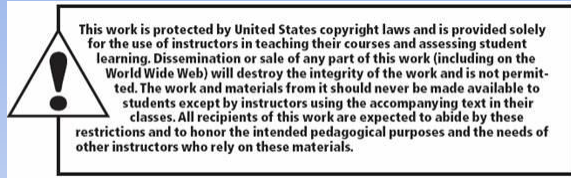
Summary

- In this chapter, you have learned to create charts such as column, bar, pie and line charts.
- You can modify an existing chart by changing the chart type, location or data source.
- You can insert, remove, and format chart elements such as titles, labels, and the legend.

Questions



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