Unit 4: Electronic Spreadsheet Using LibreOffice Calc
Chapter 5: Create and Insert Different Types of Charts in a Spreadsheet

1. Charts and Graphs

Charts and graphs are tools used to **present data visually**, making it easier to understand trends, patterns, and comparisons.

1.1 Advantages of Charts

- **Simplifies Data**: Converts large amounts of data into easy-to-understand visuals.
- **Quick Analysis**: Helps to compare and analyze data instantly.
- **Trends and Patterns**: Reveals trends over time.
- **Better Communication**: Makes presentations and reports more effective.

1.2 Types of Charts

Chart Type	Description
Column Chart	Vertical bars, best for comparing values.
Bar Chart	Horizontal bars, good for comparing long category names.
Pie Chart	Displays data as slices of a circle; shows proportions.
Line Chart	Shows changes or trends over time using a line.
Area Chart	Similar to line chart, but with the area under the line filled.
XY (Scatter)	Plots points using X and Y coordinates; used in scientific data.

1.3 Components of a Chart

Component	Description
Chart Title	Shows what the chart is about.
Legend	Identifies colors or patterns used in the chart.
Plot Area	The area where the chart is drawn.
Data Series	Actual data represented in the chart.
Axis Titles	Labels for X-axis (horizontal) and Y-axis (vertical).
Gridlines	Lines that help read values easily.

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2. Making a Chart in LibreOffice Calc

To make a chart, follow these simple steps:

Steps to Create a Chart

1. **Enter Data in Spreadsheet**
   Example:

Month	Sales
Jan	10000
Feb	15000
Mar	13000

2. **Select the Data**
   Highlight the cells that include both labels and values.
3. **Go to the Menu**
   Click on Insert → Chart
4. **Chart Wizard Opens**
   It will guide you through 4 steps:
   - **Step 1: Chart Type**
     Choose the desired type (e.g., Column, Pie, Line)

- **Step 2: Data Range**
  Check the selected range and set labels (rows/columns)
- **Step 3: Data Series**
  Adjust if required (select series, name, etc.)
- **Step 4: Chart Elements**
  Add title, axis labels, legend, etc.

5. **Click Finish**
   The chart will be inserted into your sheet. You can move, resize, and edit it.

Chart Example

Data Table:

Subject	Marks
English	80
Maths	90
Science	85

Best Chart Type: Column Chart
Why? Easy to compare marks in each subject

Tips:

- **Double-click** on the chart to edit it.
- **Right-click** for formatting options.
- You can **change chart type** anytime by right-clicking → "Chart Type".

Summary

Concept	Description
Chart	Visual tool to represent data
Advantages	Easy understanding, comparison, trend analysis
Types	Column, Bar, Line, Pie, Area, XY
Steps to Create	Insert → Chart → Wizard → Finish
Components	Title, Axis, Legend, Data Series, Plot Area