



Chart types

Type	Description
Column	Displays values in vertical columns where the height of the column represents the value; the taller the column the greater the value. Categories are displayed along the horizontal axis
Bar	Displays values in horizontal bars where the length of the bar represents the value; the longer the bar the greater the value. Categories are displayed along vertical axis.
Line	Displays category data on horizontal axis and value data on vertical axis. Appropriate to show continuous data to depict trends over time, such as months, years, or decades.
Pie	Shows proportion of individual data points to the total
Combo	Combines two chart types (such as column and line) to plot different data types (such as values and percentages).

Chart elements

Element	Description
Plot area	The part of a chart that shows the actual data, such as where bars are in a bar chart or lines in a line chart. The plot area does not include things like the titles or the legend.
Axes	Charts are typically plotted using X (horizontal) and Y (vertical) axes. The X axes typically have category labels (Computer Jobs), whereas the Y axes typically have numerical values (number of jobs).
Axis title	Label that describes category or value axes. Display axis titles, such as “In Millions of Dollars” or “Top Computer Jobs” to clarify what data is being displayed on the axes. Not displayed by default
Chart title	Label that describes entire chart. Should reflect the purpose of the chart. Can be set equal to label on data sheet.
Data label	Descriptive label that shows exact value or name of data point. Not displayed by default
Data table	A grid that contains data source values and labels. Redundant if chart is embedded on worksheet.
Error Bars	Displays a confidence interval – this is a statistical concept that is beyond the scope of this class.
Gridlines	Horizontal or vertical lines that display in the plot area, designed to help people identify plotted values
Legend	A key that identifies the color or other attribute assigned data series
Trendlines	A line that depicts trends or helps forecast future data.