

Your Excel Charts Cheat Sheet

To compare values

Column chart



Vertical bars represent values across categories.

USE CASES

1. Compare sales of different products.
2. Analyse the monthly revenue generated by each department in the company.

Bar chart



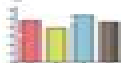
Horizontal bars represent values across categories.

USE CASES

1. Compare the age distribution of two populations.
2. Analyse the number of students enrolled in various courses.

To understand how data is distributed

Histogram



Displays the frequency distribution of a data set using vertical bars.

USE CASES

1. Examine the distribution of test scores.
2. Show the distribution of heights of students in a class.

Box plot



Shows the distribution of data using quartiles and outliers.

USE CASES

1. Compare the distribution of housing prices in different neighborhoods.
2. Analyse the variability of product manufacturing times.

To visualize relationships

Scatter plot



Displays the relationship between two continuous variables using points.

USE CASES

1. Analyse the correlation between advertising spend and sales.
2. Explore the relationship between a student's study time and test scores.

Bubble chart



A variation of the scatter plot, where the size of the bubbles represents a third variable.

USE CASES

1. Visualize the relationship between GDP, population, and life expectancy for different countries.
2. Analyse the correlation between product price, sales volume, and profit.

How to use this cheat sheet

Follow these steps to make the most out of this cheat sheet:

1. **Identify the purpose behind your chart.** This cheat sheet features the best charts for specific purposes: compare values, show part-to-whole relations, understand how a data is distributed, capture trends, and visualize the relationship between different value sets.
2. **Select the data you need for that purpose.**
3. **Select the right type of chart**—here's where our cheat sheet comes in.
4. **Fine-tune your chart.**
5. **Craft a compelling narrative to complement your charts' insights.**

To capture trends

Line chart



Displays data trends over time using points connected by lines.

USE CASES

1. Track the growth of a company's revenue over time.
2. Analyse stock price trends over time.

Area chart



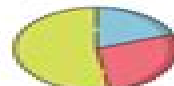
Plots changes over time while focusing on the total value across a trend.

USE CASES

1. Display population growth over time.
2. Show the trend of social media engagement over time.

To show part-to-whole relations

Pie charts



Shows the size of items in one data series, proportional to the size of the items.

USE CASES

1. Analyse market share.
2. Visualize the breakdown of expenses in a budget.

Doughnut chart

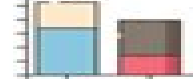


Similar to pie charts, but they can contain more than one data series.

USE CASES

1. Show the product sales by category.
2. Display the results of an employee satisfaction survey.

Stacked Column Chart



Represents data as columns stacked on top of each other.

USE CASES

1. Show revenue breakdown by product or service.
2. Show web traffic breakdown by traffic source.

Ultimate Guide To Excel 2007

Stewart Melart



Ultimate Guide To Excel 2007:

Excel 2016: The Complete Guide Stewart Melart, 2015-10-15 Microsoft Excel 2016 is one of the products offered in the new Microsoft Office 2016 dubbed Office 16 Designed to replace the previously released Office 2013 and Office for Mac 2011 the product was first released to the public in July of 2015 The initial release was on the OS X software designed for users of Office 365 with the licensed version becoming available by mid September of the same year Among the new features is the animated effect now included when making cell selections or highlighting content to share across cells The effect is now smoother and thus more user friendly Excel 2016 is able to boast compatibility with the basic keyboard shortcuts previously found in Microsoft Word Users will be able to apply shortcuts like Ctrl P and Ctrl C to complete simple copy and paste functions The status bar has now also been colorfully modified while the Tables ribbon has been redesigned **Excel 2007**

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