



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT: COMPUTER PRACTICE

LEVEL:N4

MODULE NO: SPREADSHEET



After completing this topic, you will be able to:

- Define and explain the different elements of a official letter
- Prepare and create different types of official letters
- Create letter with a tear off slip on a letterhead

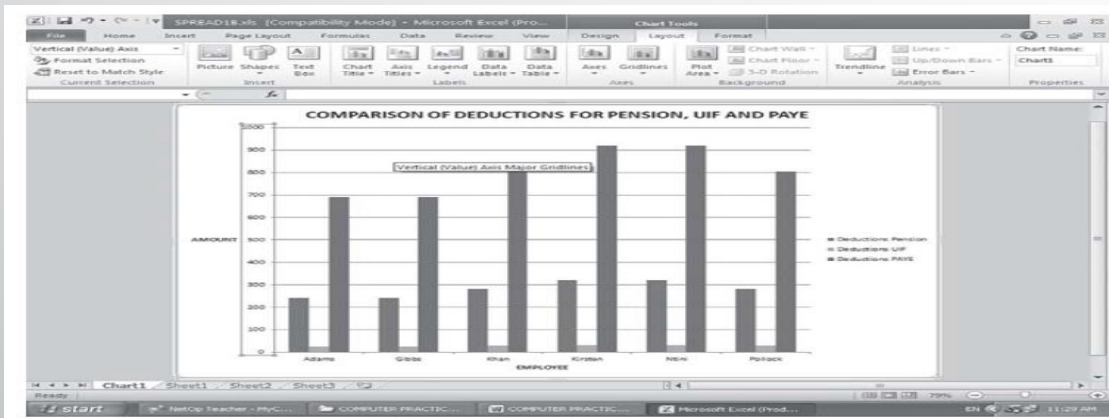
CHARTS AND GRAPHS

An introduction to charts and graphs

- Graphs and charts are used in the graphical function of MS Excel to perform a graphical presentation of your numeric information in a worksheet.
- These charts are automatically linked to your numbers in the worksheet and will change automatically when you change the numbers in your worksheet.

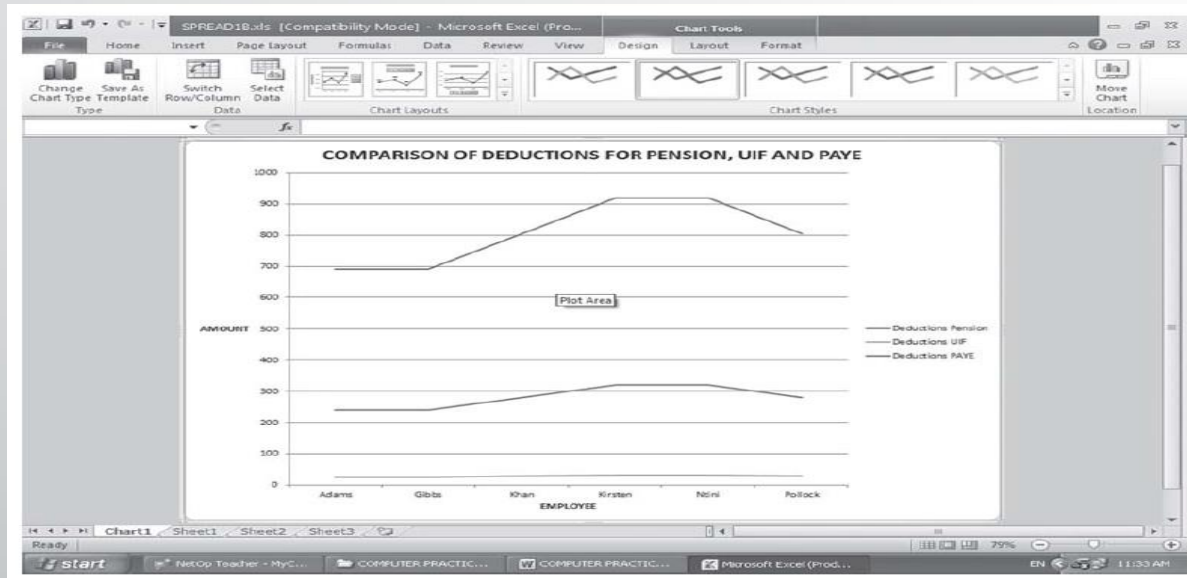
The column or bar chart

The series of information is indicated in columns on your graph, and you can use more than two series of information in this graph.



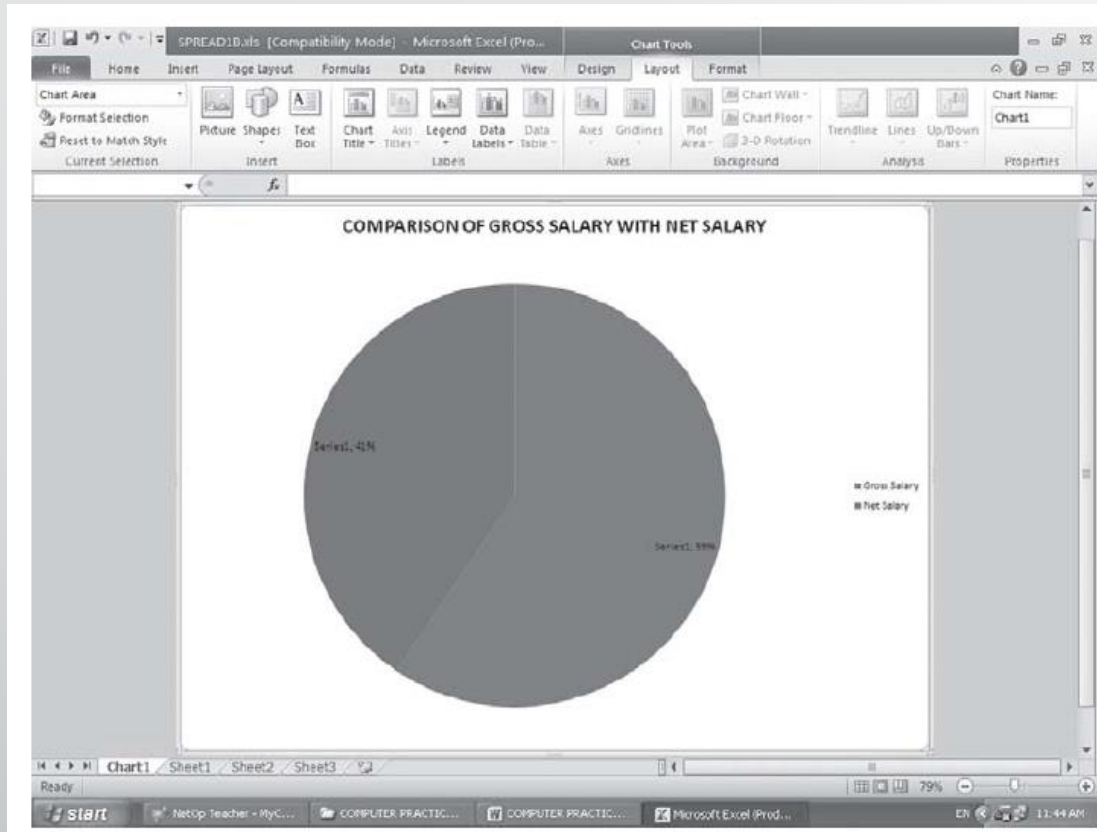
The line chart

- A line connects the different data points.



The pie chart

- This graph is a circle which is divided into different segments like a sliced cake.
- Represents the number as a percentage of the totals.
- Can place a label next to each segment.
- Different segments are indicated by different colours



Terminology for charts

- A Series

Range of values stored in different cells of a worksheet.

- The X-axis

The horizontal line at the bottom of the chart.

- The Y-axis

The vertical line at the left-hand side of the chart.

Terminology for charts

- Titles

Descriptions for chart titles and axis titles.

- The legend

Explains what different colours and patterns used in a graph for different series and values indicate on the graph.

HOW TO CREATE A CHART

How to select data

- A single row or column of information, or a range of different cells.
- A range of different columns or cells in your worksheet.
- To do this you have to hide the information that you do not want to include in your graph.
- You have to select from column A–D and also from row 5–10.
- Click on Insert.
- Click on Column and select the first chart.
- Now you have to move your chart into a new sheet.

- On the Design menu click on Move chart.
- The Move chart dialog box will appear.
- Click on New Sheet.
- Click on OK.
- Your chart will appear as a new sheet on a separate document.
- Now you can insert your chart titles, your X-axis titles and Y-axis titles, as well as the positioning of your legend in your graph



HOW TO CHANGE YOUR CHART OR GRAPH TO ANOTHER TYPE OF GRAPH

Changing the chart type

- Under the Design menu click on Change Chart Type.
- Select the new chart type, then click OK.
- The new chart will appear.