

# WORD 2000

## Charts



*In this lesson you will learn how to*

- Insert a chart
- Add Data
- Delete a Chart
- Edit a chart
- Navigate around a chart
- Change and remove the legend
- Alter the colour scheme
- Alter the look of your chart
- Increase and Decrease the size of your chart

*To get the most out of this lesson, it is important that you print it out and work alongside it. By practising the techniques ,you will remember more of the lesson..*

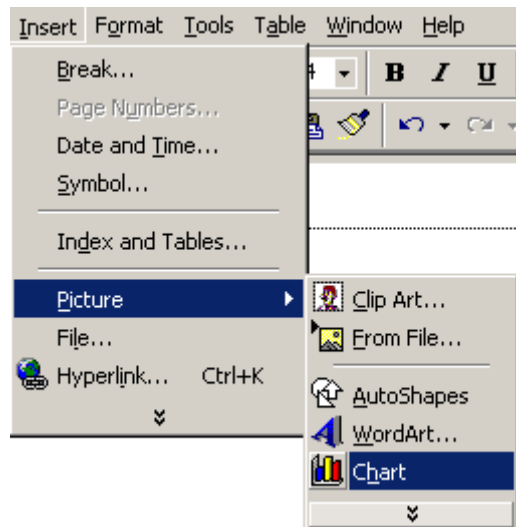
Open up **WORD 2000**

Type the following text:

Chrissy's Salon Products

	Price each	Total Sold
Shampoo	20.00	450
Conditioner	15.00	801
Hair Gel	10.00	308
Wax	14.00	257

Click on **Insert/Picture/Chart**



**WORD 2000** inserts the following chart and datasheet for you.

**To add data into the datasheet.**

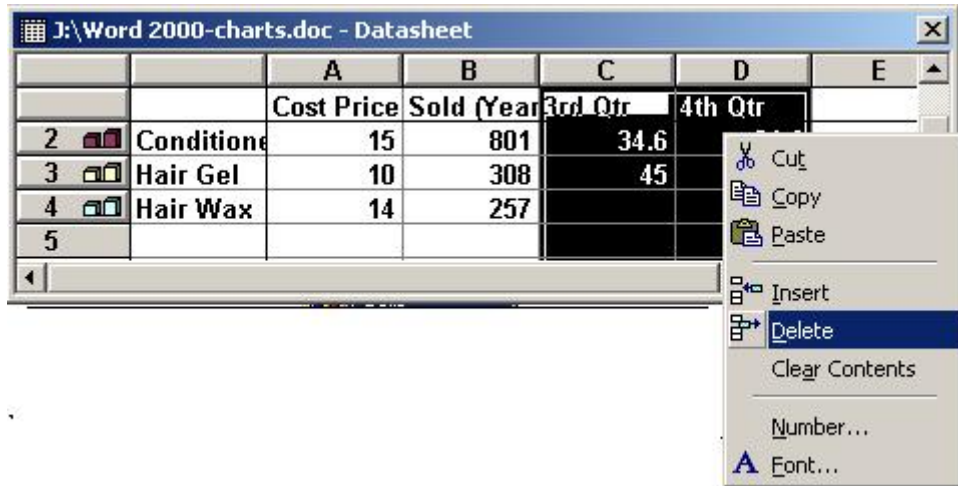
Click on the cell that you want to change. You will find a box that has its border more defined than the other boxes, this means that you can type data into this cell. (Selected)

	A	B	
	1st Qtr	2nd Qtr	3rd Qtr
East	20.4	27.4	
West	30.6	38.6	
North	45.9	46.9	

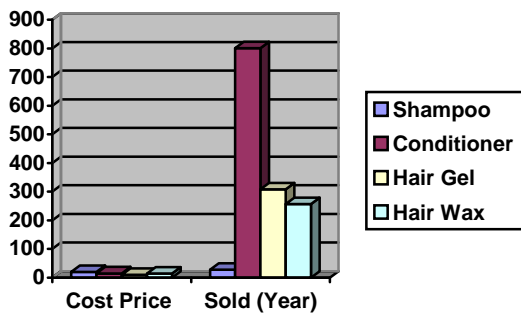
Whenever you want to type into a cell on the data sheet, it must be selected. To Select cells, simply use the tab key and the arrow Keys on your keyboard. Practise moving around the chart now.

Let's type in the data for our chart. The content of our chart is unimportant at this time. Change the EAST, WEST etc to the Products. Shampoo, Conditioner, Hair Gel, Hair Wax. Then type in the headings Cost Price and Sold (Year) Format the text in the cells as per usual. When you have finished enter the figures.

The Last two columns we do not need. To remove these columns. Select the whole 2 columns until they show black, right click on your mouse and click on delete cells. click and the datasheet will disappear. To get it to reappear, click on the chart twice and it will return. Try that now.

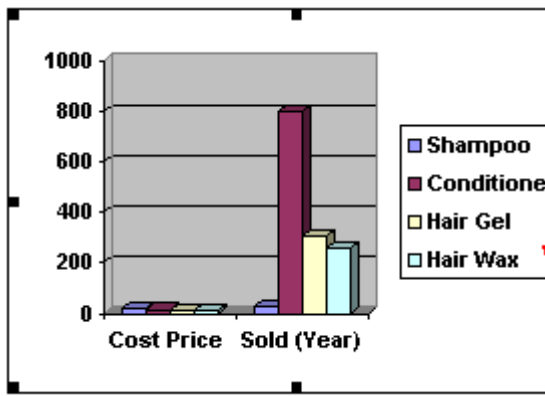


**WORD 2000** with then Edit the chart, leaving you with this chart shown below.



**WORD 2000** presents you with the above chart. Notice the legend alongside of it. We can immediately see that the conditioner is the best seller.

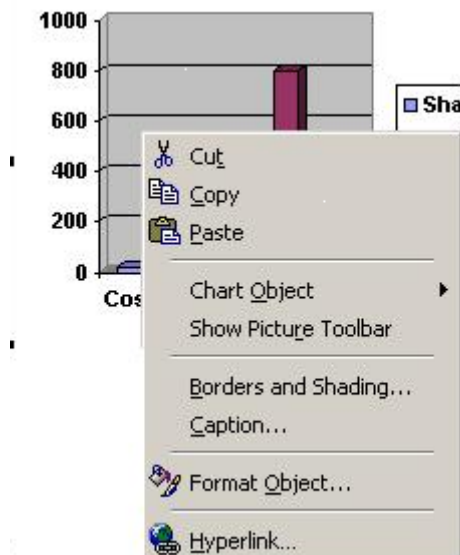
If you still have the handles around your chart, click once outside of the chart to remove them. You may accidentally delete your chart or make other changes if these handles are active.



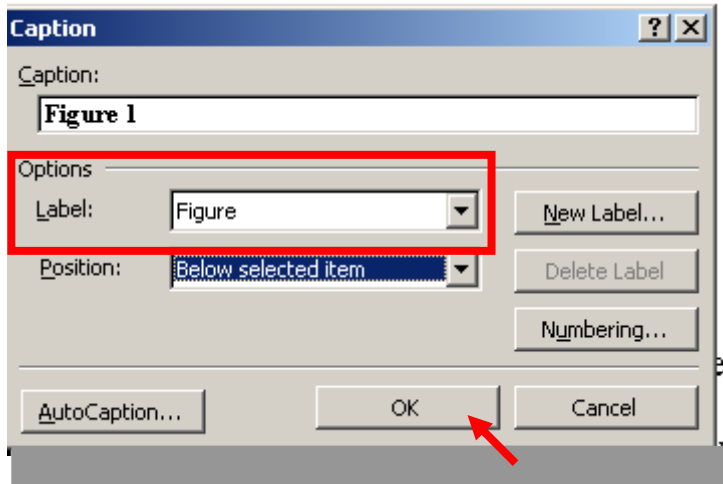
Notice the handles, (small black squares around the chart).

To delete the Chart, Click on the Chart, until you see the handles and then delete as per usual. To re-size the Chart, click on the chart, until you see the handles and then hover the cursor on one of the handles until you see a double pointed arrow, you can then hold and drag your mouse to enlarge the chart. To size your chart so all the sides are the same measure, ensure you grab on a corner handles, then **WORD 2000** will automatically format the chart ensuring all sides are increased the same.

To edit your chart, Click on the chart, right click on your mouse.

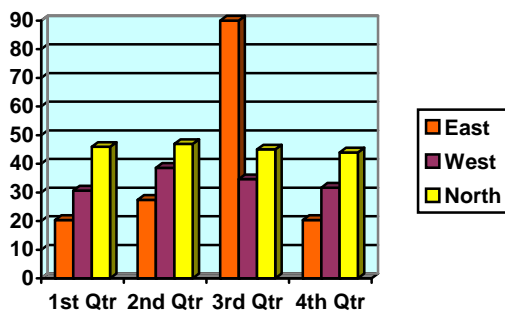


This menu will appear giving you options to make changes in your chart. Click on **Chart/Caption**

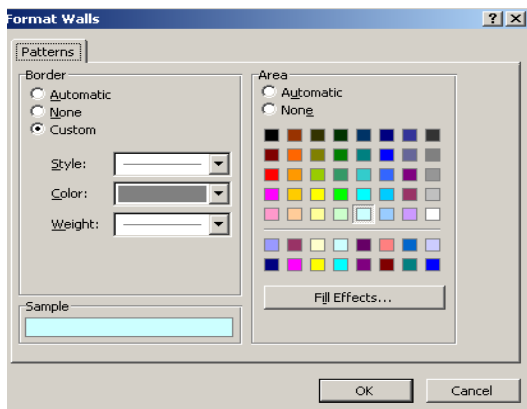


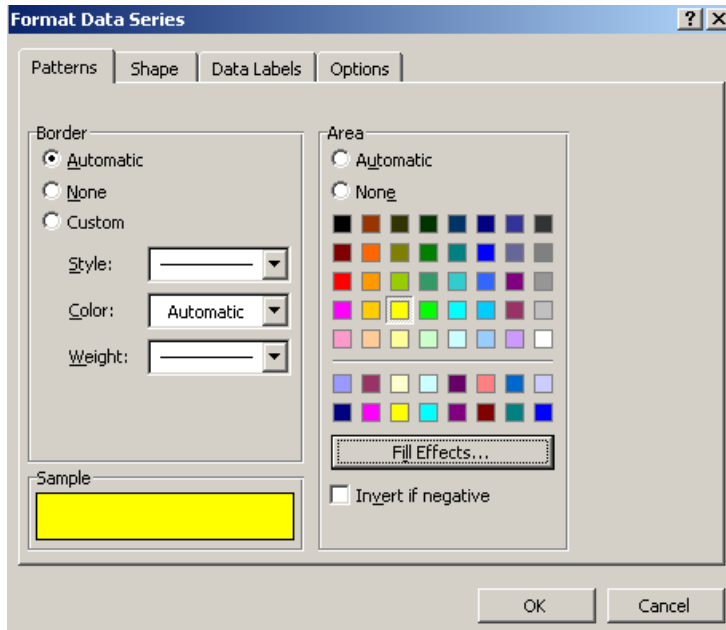
Here you can add a title for your Chart  
 In the options box click in the **Label** box, and type in **StockFlow** then click **OK**  
 Chose where you want the Title to go in the Position box, above or below your chart.

**WORD 2000** will then insert a title for your chart.  
 We can change the colours of our Chart if we want to.  
 Select the Chart that you want to change.

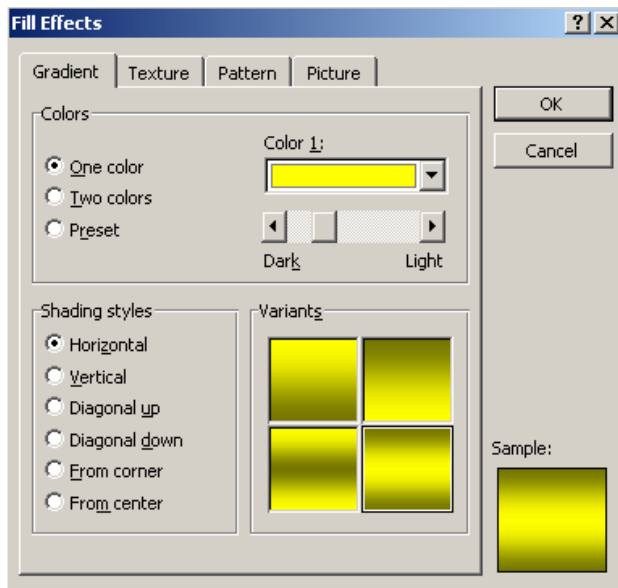


Keep clicking on an object, in your chart for example to change the walls of your chart, keep clicking on the walls until you see the **Format Walls** box shown below, change the colour by clicking on the colour you like. For the individual towers of your chart, click on them repeatedly until you see the **Format Data Series** box. Shown on next page, here you can change the colour of your data series towers.





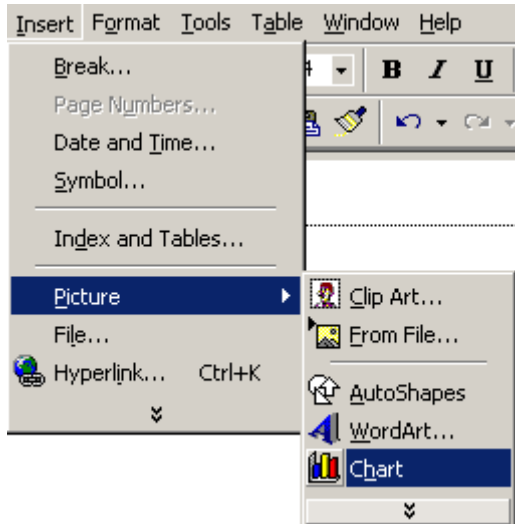
If you click on Fill Effects you will get further options for the fill.



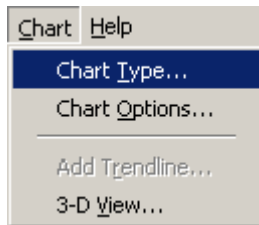
Click in the Shading Styles as to what fill you want. You can have fun changing all the various colours and effects until your chart looks right. You can change the Texture, click on the Texture Tab. Change the Pattern, Click on the Pattern Tab and so on. You can even add a picture. Try these fills now.

If you do not like your Chart, or it is not suitable. You can chose what sort of Chart to use.

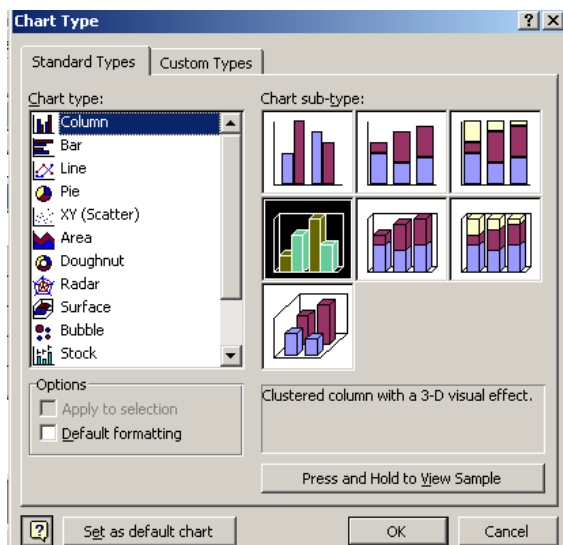
See if you have the **Chart menu** shown on the **Toolbar**? **Click on your Chart to select it**, If you still do not see the **Chart menu** at the top of your **Toolbar**, you will have to Chose **Insert/Picture/Chart** to get the **Chart menu** show up on the toolbar and redo your chart.



Once you see the Chart menu, you can change the **Chart Type**



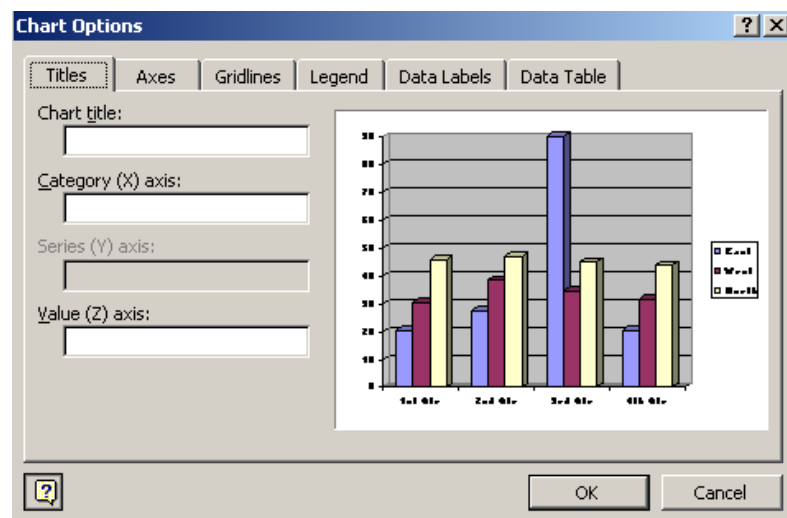
Click on **Chart Type** now



The box above will appear

From here you can choose a different look for your chart, the Chart Types are on the left hand side of this box, Click on the Chart Type that you want to use, and then Click on the sub-type to choose a 3-D option or another Style.

From this menu, you can go to **Chart Options**, where you can change the Chart Title, if you click on the Tab - Legend, you will be able to place your legend or remove it altogether. Experiment with the Chart Options for awhile.



Once you have completed your Formatting and you will have finished your Chart. You have now finished your lesson.

**Well Done!**

*In this lesson you learned how to:*

- *Insert a chart*
- *Add Data*
- *Delete a Chart*
- *Edit a chart*
- *Navigate around a chart*
- *Change and remove the legend*
- *Import Data*
- *Alter the colour scheme*
- *Alter the look of your chart*
- *Increase and Decrease the size of your chart*