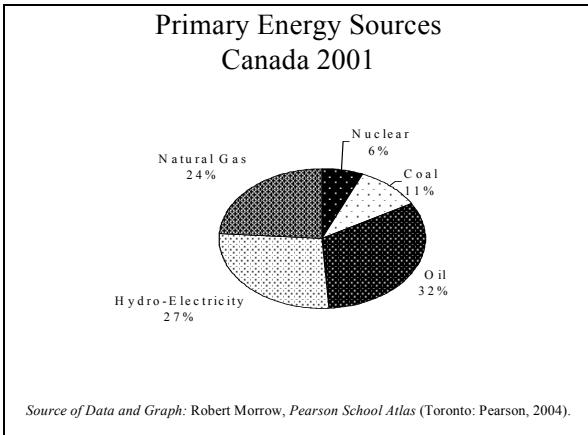


Presenting Information Visually: Charts and Graphs

Tables may be all you need to present small data sets. However, when data is more complex, well-designed charts and graphs can help your audience see data at a glance, identify trends, and translate data into meaningful information.

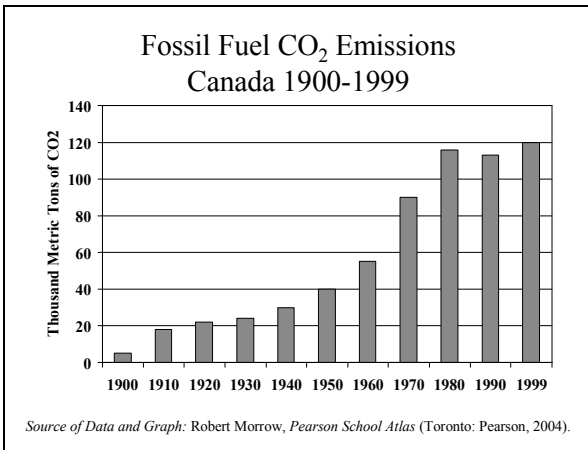
The following six charts and graphs were made using a spreadsheet program. The result was inserted into a word-processed document. Check “Help” files for types of, and tips on creating, charts and graphs.



Pie Charts

Use pie charts to illustrate parts of a whole as percentages. Keep it simple in two dimensions; three dimensions don't add value. Use black-and-white formats to show different parts clearly.

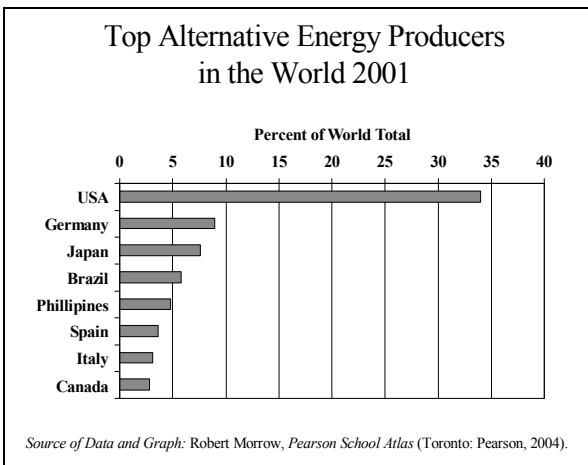
Pie charts are a clear way of showing comparative values; however, don't use them if there are too many categories (use bar graphs instead).



Bar Graphs (Vertical Column)

Use bar graphs (vertical column) to compare values/quantities across categories. Label each column, either on the axes (shown here) or on the bars themselves.

Adding a horizontal “average line” may help a reader compare the values more easily.



Bar Graphs (Horizontal Bar)

Use Bar Graphs (Horizontal Bar) to compare values/quantities across categories, especially when you need longer descriptive labels for each category than in vertical columns.

Put the label for the x-axis values above it if you have inverted the chart so the highest value appears at the top (shown here).