# COMPUTER CLASS – VIII CHAPTER – 3

### **ANS: 4**

## **Draw the Diagrams Also**

### **Steps to show Values and Percentage**

1. Select values placed in range **B3:C6 and Insert a 2D Clustered Column Chart** (Go to Insert Tab >> Column >> 2D Clustered Column Chart).

			Insert	Pag	e Layout	Form	ulas	D	ata	Review	Vie	ew I
Groups	Count			22	R		-1	1	N/		=	
Delhi	73	_	Dicture	Clin	Chanac	Emart Art			1 inc	Die	Par	Area 2
Mumbai	31	-	Picture	Art	snapes *	SmartArt	Colu		- The	T	Ddi T	Area
Bangalore	100			Illust	trations		2-0	) Co	lumn			
Chennai	45								1			
:	:		С		D			h				

Insert 2D Clustered Column Chart

#### 2. In cell E3, type =C3\*1.15 and paste the formula down till E6

E3 🔻		3 🗸	(•		
	А	В	С	D	Е
1					
2		Groups	Count	Market Share (%)	Concat
3		Dolhi	72	20%	02.05
		Denn	13	2370	03.55
4		Mumbai	31	12%	35.65
4		Mumbai Bangalore	31 100	12% 40%	35.65 115

Insert a formula

3. In cell F3, type the following formula and paste the formula down till F6. =C3&CHAR(10)&" ("&TEXT(D3,"0%")&")"

F3 ▼ (> fk =C3&CHAR(10)&" ("&TEXT(D3,"0%")&")"					
A B	С	D	E	F	
Groups	Count	Market Share (%)	Concat	Concat2	
Delhi	73	29%	83.95	73 (29%)	
Mumbai	31	12%	35.65	31 (12%)	
Bangalore	100	40%	115	100 (40%)	
Chennai	45	18%	51.75	45 (18%)	
	A B Groups Delhi Mumbai Bangalore Chennai	A B C A B C Groups Count Delhi 73 Mumbai 31 Bangalore 100 Chennai 45	3 <ul> <li>fx</li> <li>=C3&amp;CHAR(10)&amp;" ("&amp;</li> </ul> A         B         C         D           Groups         Count         Market Share (%)           Delhi         73         29%           Mumbai         31         12%           Bangalore         100         40%           Chennai         45         18%	B         C         D         E           Groups         Count         Market Share (%)         Concat           Delhi         73         29%         83.95           Mumbai         31         12%         35.65           Bangalore         100         40%         115           Chennai         45         18%         51.75	

Formula to concatenate Value and Percentage

4. **Select Chart** and click on "**Select Data**" button. Then click on **Add button** and Select **E3:E6** in Series Values and Keep Series name blank.

Select Data Source	2 X
Chart <u>d</u> ata range: =Sheet1!\$B\$3:\$C\$6	<b></b>
Switch Row/Column	
Legend Entries (Series) Horizontal (Categ	ory) Axis Labels
Add <u>Edit</u> <u>Remove</u> <b>Edit</b>	
Series1 Delhi	
Edit Series	
Series <u>n</u> ame:	
Series <u>v</u> alues: =Sheet1!\$E\$3:\$E\$6 <b>E</b> = 83.95, 35.65,	Cancel
OK Cancel	

Select Data and Add Series

5. In chart, select Second Bar (or Series 2 Bar) and right click on it and select Format Data Series and then check Secondary Axis under Plot Series On box in Series Options tab.



Format Data Series

Format Data Series		? ×
Series Options Fill Border Color Border Styles	Series Options Series Overlap Separated 0%	Overlapped
Shadow 3-D Format	Gap <u>W</u> idth No Gap 150%	Large Gap
	Plot Series On <u>P</u> rimary Axis <u>S</u> econdary Axis	

Change from Primary to Secondary Axis

6. Select chart and click on **Select Data** button and select **Series 2 and** click on **Edit button** under **Horizontal Axis Labels** and then give reference **F3:F6** in Axis Label Range.

Legend Entries ( <u>S</u> eries)	Horizontal (Category)
Series 1	
Series2	Mumbai Bangalore Chennai
Axis Labels	? ×
=Sheet1!\$F\$3:\$F\$6	

Change Horizontal Axis Labels

7. Right Click on bar and click on Add Data Labels Button.

8. Right Click on bar and click on **Format Data Labels** Button and then **uncheck Value and Check Category Name.** 

Label Options
Label Contains
Series Name
Category Name
Value
Reset Label Text
Format Data Labels

9. Select Bar and make color No Fill ( Go to Format tab >> Under Shape Fill - Select No Fill)

10. Select legends and remove them by pressing **Delete key** 

11. Select Secondary Axis and right click on it and select Format Axis >> Select None in all the 3 drop downs for tick mark and Axis labels (as shown in the image below)

Axis Options	Axis Options
Number	Minimum:      Auto      Eixed 0.0
Fill	Maximum:      Auto      Fixed 140.0
Line Color	Major unit:      Auto      Fixed 20.0
Line Style	Minor unit:      Auto      Fixed      4.0
Shadow	Values in reverse order
3-D Format	Logarithmic scale Base: 10
Alignment	Display <u>u</u> nits: None
	Show display units label on chart
	Major tick mark type: None
	Minor tick mark type: None
	Axis labels:

Make Tick Marks and Axis Labels None