

Quattro Pro: Charts & Graphs

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To Create a Chart or Graph

Select the block of text you would like to graph by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key, and using your arrows on the keyboard to block the section. Remember to include any labels that you may want to use in a legend or as x-axis labels. If the range of data you wish to graph is separated by data that you do not wish to include in your graph (the labels and data to be graphed are not located in one continuous block of rows and columns), block in as much of the data as you can and add in the other range of data after the graph has been created. Select **Graphics** from the menu bar and click **New Graph** from the pull down menu. Give your graph a name below **Graph Name**, check the **X-Axis** series of data to make sure the block does contain the labels that define each point to be graphed (whether it be each point of a line graph or each bar of a bar graph), check the **Legend** series of data to make sure the block does contain the labels that define what is being graphed (whether it be each line in the line graph or the pieces of a pie in a pie chart), and finally check each data series (**1st** through **6th**) to make sure they represent the data you are graphing. If you are creating a line graph, you must have a data series for each line to be graphed. Since Quattro Pro only displays six series, click the **Add** button to add additional series to your graph. If you are creating a bar graph, you must have a data series for each different set of bars to be graphed (each set of bars will either have the same color or the same pattern). If you are creating a pie graph, you will never have more than one series since a pie graph is simply the comparison of data within a single series. If you realize that Quattro Pro has misinterpreted the block you selected and has chosen your x-axis labels to be the legend and chosen your legend labels to be the x-axis labels, click the **Row/Column Swap**. To reverse or change the display of each series, click the **Reverse Series** button. You may have to experiment with this to see how it will change the look of your chart. Click the **OK** button to create the graph. Quattro Pro will put the graph in a separate window with the name of the graph at the top of the window. To switch between the spreadsheet and the graph, click **Window** in the menu bar and select the window you would like to view.

To Select a Chart or Graph Type

Go to the graph window, select **Graphics** from the menu bar, click **Type** from the pull down menu, and select the desired graph type. Another way to change the graph type is to click one time on the grid of the graph so that black dots appear around the square or rectangular grid of the graph, point at the grid with your mouse, click the right mouse button one time to display a floating menu, and select the **Type** option from the floating menu.

To Edit a Series or Add a New Series

Go to the graph window, select **Graphics** from the menu bar, click **Series** from the pull down menu, click one time on the arrowed button to the right of any range of data you would like to change or add, highlight the range in your spreadsheet with your mouse, click the maximize button for the **Graph Series** window that currently appears at the top of your spreadsheet as a blue bar, and click the **OK** button when you're finished to apply the changes or additions. Another way to change the graph series is to click one time on the grid of the graph so that black dots appear around the square or rectangular grid of the graph, point at the grid with your mouse, click the right mouse button one time to display a floating menu, and select **Series** option from the floating menu.

To Add or Edit a Chart or Graph Title

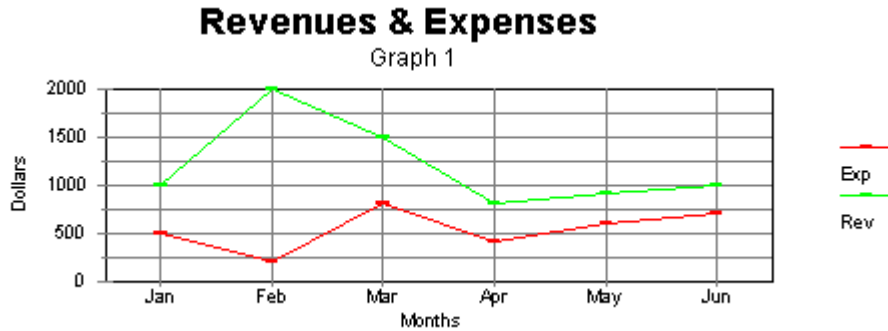
Go to the graph window, select **Graphics** from the menu bar, click **Titles**, and type in any title you wish to display in your graph. Another way to change the graph titles is to click one time on the title you wish to edit so that black dots appear around the title of the graph, point at the grid with your mouse, click the right mouse button one time to display a floating menu, and select **Titles** option from the floating menu.

To Format the Elements of a Chart or Graph

To make formatting changes to any of the elements in your graph, click one time on the element with your mouse to create a box around the element (the box may appear as solid lines or as dots) or create a straight line of dots as in the case of the x-axis and y-axis, point at the element with your mouse, click the right mouse button one time to display a floating

menu, and select the **Properties** option from the menu. The elements that are created in your graph and that can be formatted are the graph title, graph subtitle, x-axis title, y-axis title, legend, x-axis, y-axis, graph pane, and each series (whether it be each line, each series of bars, or each piece of a pie).

Graph 1 is a line graph. Each line represents a different series, therefore, this particular graph has two data series defined. The first data series represents expenses and the second series represents revenues for a six month period. The legend contains the labels for each series (or line). The x-axis title illustrates that the x-axis labels are the months of the year which define each point on each line. The y-axis title illustrates that the numbers along the y-axis represent revenue and expenses in dollars.



Graph 2 is a bar graph. Each set of bars represents a different series, therefore, this particular graph has three data series defined. The first data series represents expenses, the second series represents revenues, and the third series represents net income for the six month period. The legend contains the labels for each series (or set of bars). The x-axis title illustrates that the x-axis labels are the months of the year which define each point on each line. The y-axis title illustrates that the numbers along the y-axis represent revenue, expenses, and net income in dollars.

