

- 4) As you change chart types, other selections become available on the right-hand side. For example, some chart types have both 3D and 2D variants. When **3D Look** is selected, more options become available for selection of shapes for the columns or bars.
- 5) Choose the chart characteristics you want and click **OK** to save your changes and return to the edit window.
- 6) Continue to format the chart, add data to it, or click outside the chart to return to normal view.

## Chart types

The following summary of the chart types available will help you choose a type suitable for your data. Column, bar, pie, and area charts are available as 2D or 3D types. Examples of these types are given in detail in Chapter 3, Creating Charts and Graphs, in the *Calc Guide*.

### Column charts

A column chart shows vertical bars, with the height of each bar proportional to its value. They usually display data that shows trends over time. It is recommended to use column charts where you have a relatively small number of data points. If you have a large time series as your data, it is recommended to use a line chart.

### Bar charts

A bar chart is like a column chart that has been shifted 90 degrees. It shows horizontal bars rather than vertical columns. Bar charts give an immediate visual impact for data comparison where time is not important, for example comparing the popularity of products in a marketplace.

### Pie charts

A pie chart shows values as sections of a circle. The area of each section is proportional to its value. Pie charts give a comparison of proportions, for example, when comparing what different departments spent on different items or what different departments actually spent overall. They work best with a small range of values, up to about. Using a larger range of values, the visual impact begins to fade.

### Area charts

Area charts are versions of line or column charts. They are useful when you want to emphasize volume of change. Area charts have a greater visual impact than a line chart, but use them carefully, because the type of data you use does make a difference to the visual impact.

### Line charts

Line charts give time series with progression. They are ideal for raw data and useful for charts with data showing trends or changes over time where you want to emphasize continuity. On line charts, the X-axis is ideal for representing time series data. 3D lines may confuse the viewer, so just using a thicker line gives a better visual impact.

### XY (Scatter) charts

Scatter charts are great for visualizing data that you have not had time to analyze and may be best for data where you have a constant value for comparison: for example weather data, reactions under different acidity levels, conditions at altitude, or any data which matches two numeric series. The X-axis usually plots the independent variable or control parameter (often a time series).

### Bubble charts

A bubble chart is a variation of a scatter chart that can show three variables in two dimensions. Two variables identify the position of the center of a bubble on a Cartesian graph, while the third variable indicates the radius of the bubble. These charts are often used to present financial data or social/demographic data.