

Charts and graphs

Charts and graphs are graphical interpretations of data, often from a spreadsheet. For more information, see Chapter 3, *Creating Charts and Graphs*, in the *Calc Guide*.

Inserting a chart

You can add a chart to your document as an OLE object (see page 9) or using the tools in Writer.

To add a chart using Writer's tools, choose **Insert > Chart** on the Menu bar to insert a generic chart (Figure 432) at the cursor location. The chart is selected and the Menu bar and toolbars change to those appropriate for charts.

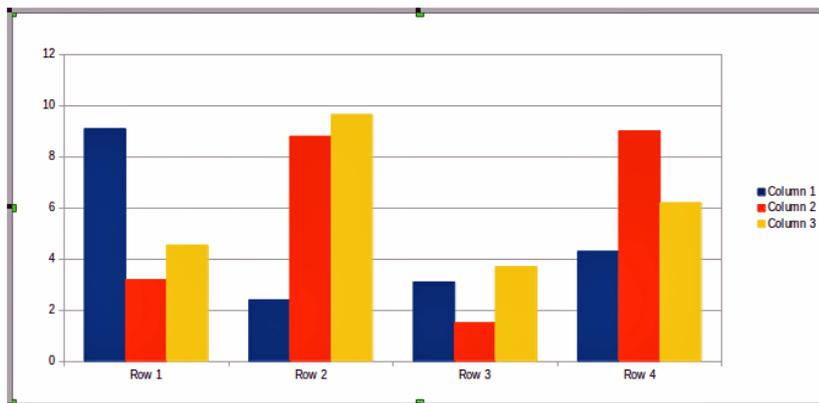


Figure 432: Chart with sample data

Selecting chart type

Your data can be presented using a variety of different charts. Writer contains several chart types that will help you convey your message to your audience. See “Chart types” on page 411.

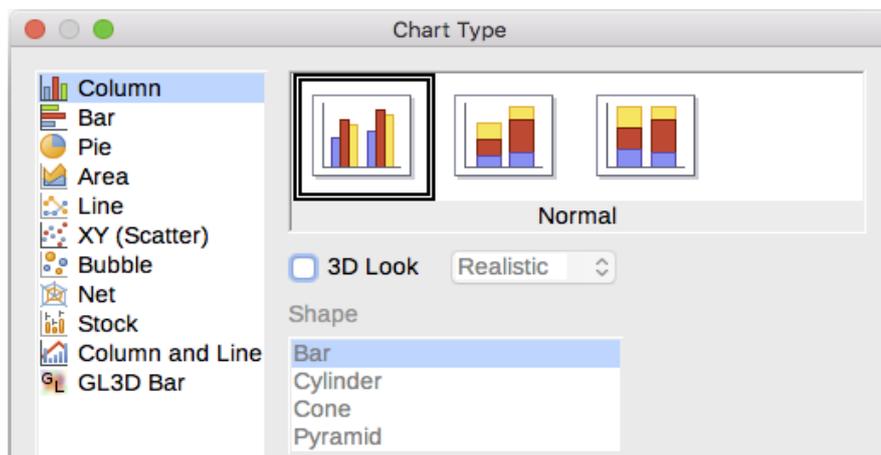


Figure 433: Chart Type dialog showing two-dimensional charts

- 1) Make sure that the chart is selected. The chart has a border and selection handles when selected.
- 2) Click the **Chart Type** icon on the Formatting toolbar or go to **Format > Chart Type** on the Menu bar, or right-click the chart and select **Chart Type** in the context menu to open Chart Type dialog (Figure 433).
- 3) As you change selections in the left-hand list, the chart examples on the right change. You can move the Chart Type dialog to one side to see the effect in the chart.