

Computerised Accounting Practical

Model # G001

Project No:

Title : **Column and Line Charts**

Question

The Total Sales targets achieved by two salesmen Mr.Manoj and Mr.Sanoj are given below

Year	Manoj	Sanoj
2010	250000	175000
2011	220000	180000
2012	240000	140000
2013	190000	130000
2014	295000	220000

- a) Present the data in a column chart
- b) Change the chart type to line chart

Procedure

Step-1 : Open a blank worksheet in Libre Office Calc

Step-2 : Enter the table headings as given below in various cells

Cell	Value
A1	Years
B1	Manoj
C1	Sanoj

Step-3 : In the range A2:C6, enter all the details given in the question correctly.

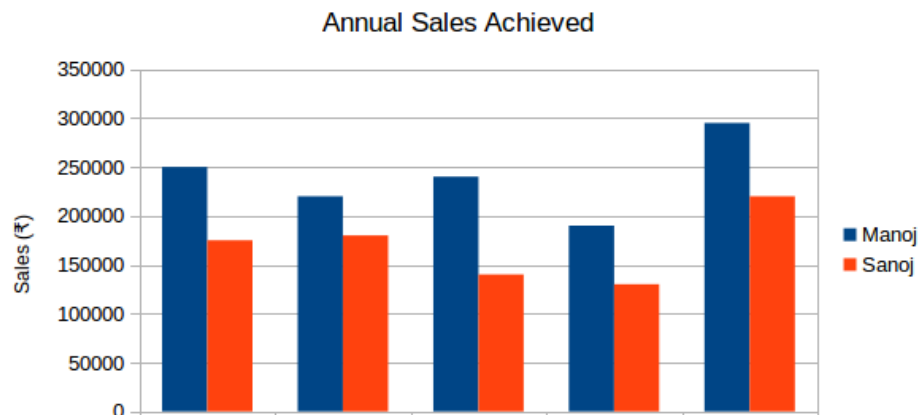
Step-4 : Select the range A1:C6

Step-5 : Go to the menu **Insert** → **Chart..** This will display '**Chart Wizard**'

- Step-6 : Click on **Chart Type** and select **Column** as chart type. If you need a 3D Type chart put a tick mark in 3D Look and select appropriate style. Click Next Button
- Step-7 : In **Data Range** against Data Range field no change is required, as we already selected the correct range. Select the option '**Data Series in Column**'. Also put tick marks in '**First Row as Label**' and '**First Column as Label**'. Then click Next Button.
- Step-8 : In **Data series** section no changes are needed. Click Next Button
- Step-9 : In **Chart elements**, Against the title give '**Annual Sales Achieved**'. Against X-Axis give '**Years**'. Against Y Axis give '**Sales (₹)**'. Set the position of Legend as Left, Right, Top or Bottom. Then click **Finish** Button
- Step-9 : To change Chart Type, Double click on the chart to display chart layout menus, then Right Click on chart and select the menu Chart Type... (or click the 'Chart Type' button in the button panel)
- Step-10 : Then in the **Chart Type** window select Line as chart type and choose an appropriate Chart Style form the right side and click **Finish** Button

Output

Output-1



Output-2

