

Computerised Accounting Practical

Model # G002

Project No:

Title : **Column Chart**

Question

Draw a column chart for the following data a give a title **Marks Scored by Students**.

Marks	0-20	20-40	40-60	60-80	80-90	90-100
No.of Students	12	58	160	240	252	35

Procedure

- Step-1 : Open a blank worksheet in Libre Office Calc
- Step-2 : Enter Row headings as '**Marks**' in A1 and '**No.of Students**' in A2
- Step-3 : In the range B1:G1, enter the range of Marks as 0-20, 20-40, 40-60, 60-80, 80-90 and 90-100
- Step-4 : In the range B2:G2, enter the No.of students, who secured different ranges of marks as given.
- Step-5 : Select the range A1:G2, Go to the menu **Insert → Chart..** This will display '**Chart Wizard**'
- Step-6 : Click on **Chart Type** and select **Column** as chart type. Then 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 Rows**'. 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 '**Marks Scored by Students**'. Against X-Axis give '**Marks**'. Against Y Axis give '**No.of Students**'.

Step-10: Since we have only one Data Series and no need of Legend, Uncheck the tick mark against 'Display Legend' and Click **Finish** Button

Output

