

## Chart Creation Reference

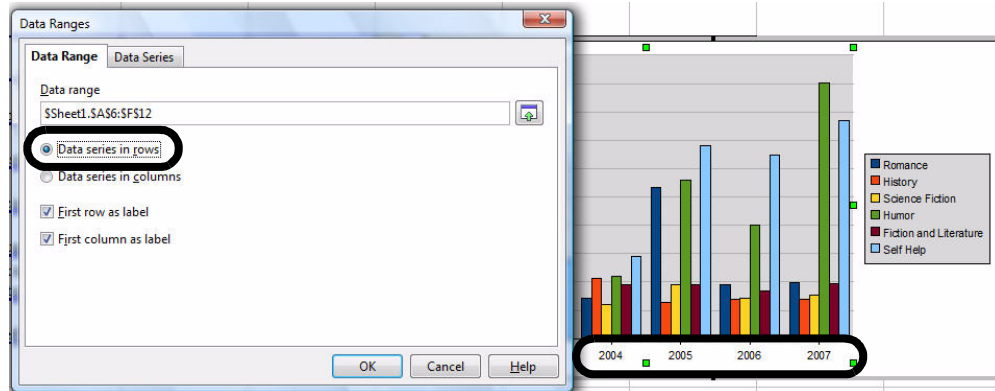
There's a lot to know about how the data can be arranged. Here's a quick guide to a couple of the more powerful (complex) chart attribute windows.

### Data Series in Rows or Columns

You can choose how to arrange the data so that the X axis (data series) uses the rows of data from the data source, or the columns. Here's what the choices look like.

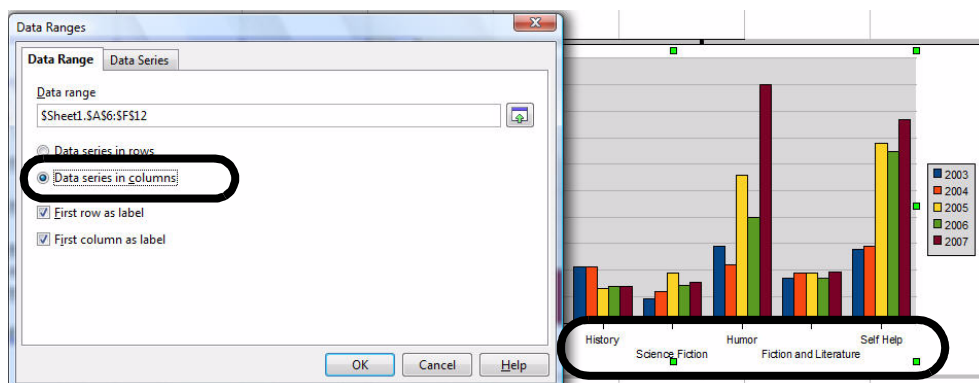
*Data series in rows: the horizontal categories are used on the X axis*

Genre	2003	2004	2005	2006	2007
Romance	\$13,351.00	\$14,352.00	\$53,377.00	\$18,990.00	\$19,900.00
History	\$21,299.00	\$21,223.00	\$12,889.00	\$13,990.00	\$14,000.00
Science Fiction	\$9,003.00	\$12,004.00	\$18,990.00	\$14,094.00	\$15,500.00
Humor	\$29,050.00	\$22,005.00	\$55,899.00	\$40,022.00	\$90,022.00
Fiction and Literature	\$17,045.00	\$19,055.00	\$18,990.00	\$17,005.00	\$19,344.00
Self Help	\$27,900.00	\$29,055.00	\$67,993.00	\$64,855.00	\$76,855.00



*Data series in columns: The vertical categories are used on the X axis*

Genre	2003	2004	2005	2006	2007
Romance	\$13,351.00	\$14,352.00	\$53,377.00	\$18,990.00	\$19,900.00
History	\$21,299.00	\$21,223.00	\$12,889.00	\$13,990.00	\$14,000.00
Science Fiction	\$9,003.00	\$12,004.00	\$18,990.00	\$14,094.00	\$15,500.00
Humor	\$29,050.00	\$22,005.00	\$55,899.00	\$40,022.00	\$90,022.00
Fiction and Literature	\$17,045.00	\$19,055.00	\$18,990.00	\$17,005.00	\$19,344.00
Self Help	\$27,900.00	\$29,055.00	\$67,993.00	\$64,855.00	\$76,855.00



### First Row or Column as Label

When you select data, you might include the labels, or headings (shown below) to accurately identify the data in your chart.

<i>Genre</i>	2003	2004	2005	2006	2007
Romance	\$13,351.00	\$14,352.00	\$53,377.00	\$18,990.00	\$19,900.00
History	\$21,299.00	\$21,223.00	\$12,889.00	\$13,990.00	\$14,000.00
Science Fiction	\$9,003.00	\$12,004.00	\$18,990.00	\$14,094.00	\$15,500.00
Humor	\$29,050.00	\$22,005.00	\$55,899.00	\$40,022.00	\$90,022.00
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However, sometimes you might simply select the data, or you might not have headings. Either way, OpenOffice.org lets you specify whether the first row of the data you selected, and the first column, are just labels for your chart or whether they are data to be used in the chart.

To drag the range you want rather than type, click this button to collapse the window, then select a range.



### First row and column not used as labels

The screenshot shows a spreadsheet with a data table and a bar chart. A dialog box titled "Choose a data range" is open, showing the data range as "\$Sheet1.SA\$6:\$F\$12". The "Data series in columns" radio button is selected. The "First row as label" and "First column as label" checkboxes are unchecked. The chart legend shows "Column A" through "Column F".

### First row and column used as labels

The screenshot shows the same spreadsheet and dialog box as above. In this case, the "First row as label" and "First column as label" checkboxes are checked. The chart legend shows the years "2003", "2004", "2005", "2006", and "2007".

## Data Series, Names, Y-Values, and Categories

You have a huge amount of control over which data, and what information is used to label the data.

### Names

When you select a data series, you can specify which cell or range of cells is used to label, or name, that data series in the chart. The contents of the cell you specify in the Range for Names field is used in the chart instead of the name selected in the Data Series list; in this example, for instance, the contents of a new cell in the Range for Name field would replace “2003” in the chart. You can also, in the Categories field, specify the names to use for the categories (the names of book genres in this example). When you change the Categories range, it is changed for all data series.

The screenshot shows the 'Chart Wizard' dialog box with the 'Data Series' step selected. The 'Customize data ranges for individual data series' section is active. The 'Data series' list contains '2003', '2004', '2005', '2006', and '2007'. The 'Data ranges' section shows 'Name' set to '\$Sheet1.\$B\$6' and 'Y-Values' set to '\$Sheet1.\$B\$7:\$B\$12'. The 'Range for Name' field is also set to '\$Sheet1.\$B\$6'. The 'Categories' field is set to '\$Sheet1.\$A\$7:\$A\$12'. A table below shows the data for various book genres from 2003 to 2007. Arrows indicate the mapping from the dialog fields to the corresponding cells in the table.

Genre	2003	2004	2005	2006	2007
Romance	\$13,351.00	\$14,352.00	\$53,377.00	\$18,990.00	\$19,900.00
History	\$21,299.00	\$21,223.00	\$12,889.00	\$13,990.00	\$14,000.00
Science Fiction	\$9,003.00	\$12,004.00	\$18,990.00	\$14,094.00	\$15,500.00
Humor	\$29,050.00	\$22,005.00	\$55,899.00	\$40,022.00	\$90,022.00
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Self Help	\$27,900.00	\$29,055.00	\$67,993.00	\$64,855.00	\$76,855.00

To drag the range you want rather than type, click this button to collapse the window, then select a range.



### Y-Values

The Y-Values selection is simply the data that is actually used in the chart. You can modify it for each item in the Data Series list. In the Range for Y-Values field, specify the range in the chart for the data, and as before, you can specify the range of cells to use as labels for the categories. When you change the Categories range, it is changed for all data series.

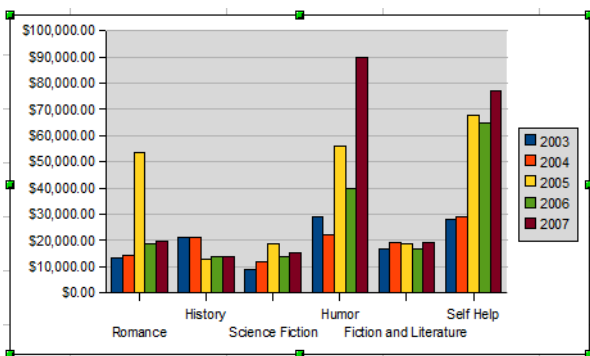
Genre	2003	2004	2005	2006	2007
Romance	\$13,351.00	\$14,352.00	\$53,377.00	\$18,990.00	\$19,900.00
History	\$21,299.00	\$21,223.00	\$12,889.00	\$13,990.00	\$14,000.00
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Self Help	\$27,900.00	\$29,055.00	\$67,993.00	\$64,855.00	\$76,855.00

To drag the range you want rather than type, click this button to collapse the window, then select a range.

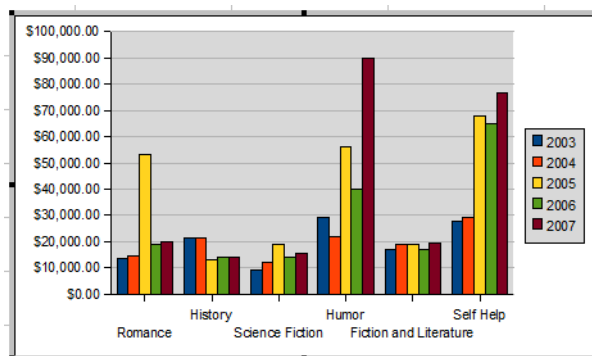


### Chart Modification Reference

To get into chart modification mode, double-click the chart to see black handles and a gray border.



Single-clicking just gives the chart green handles, and lets you move it and resize it.



Double-clicking gives the chart black handles with a gray border, and lets you modify it.

After you have double-clicked, then you can modify the chart in a number of ways.

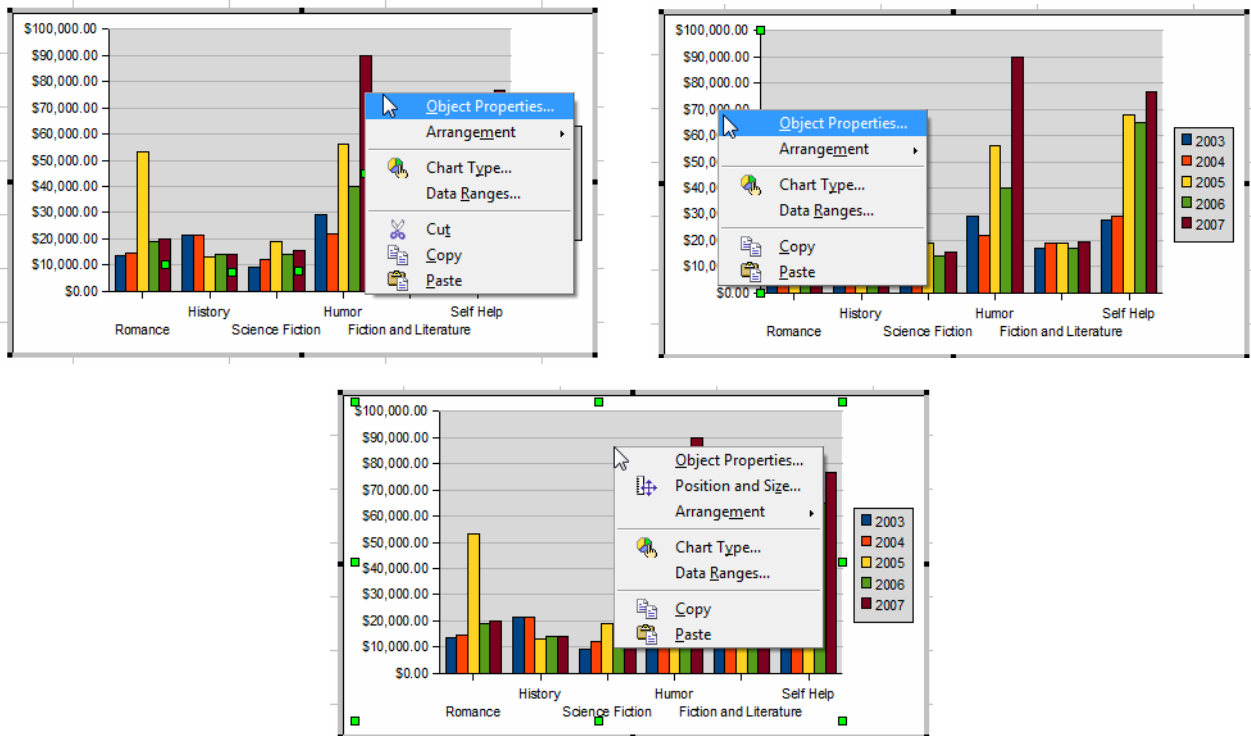
- **Formatting toolbar:** When you double-click, the chart Formatting toolbar appears.



- **Format menu:** Click on the Format menu to see another set of formatting options.



- **Right-clicking:** Right-click on the part of the chart you want to modify and you'll see options. You'll see different options depending on what you right-click on. Typically you want to choose Object Properties from the context menu that appears, but there are other options such as Data Ranges.



- **Double-clicking:** Move your mouse over the part that you want to modify, to see the label and confirm you're double-clicking on the right thing. Then double-click to get an object properties window.

