

Practicals 2022-2023



LibreOffice Calc

**PRACTICAL - 7**

Preparation of Column Chart

The total commission earned by TOM and JERRY for the years 2018-2022 were given below:

YEAR	TOM	JERRY
2018	9000	6000
2019	10000	8000
2020	15000	11500
2021	12000	14000
2022	17000	13000

a) Present the data in a Column Chart

b) Change the Chart type to Line chart

AIM

To prepare a Column chart from the given details and then convert the chart type to a Line chart

PROCEDURE

A) Prepare Column Chart

Step 1 : Open LibreOffice Calc spreadsheet

Applications → Office → LibreOffice Calc

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Step 2 : Enter the given details in respective cells as below:

	A	B	C
1	YEAR	TOM	JERRY
2	2018	9000	6000
3	2019	10000	8000
4	2020	15000	11500
5	2021	12000	14000
6	2022	17000	13000

Step 3 : Select the data range A1:C6 to prepare Column chart.

Then Go to INSERT Menu → CHART

A Chart Wizard window appears.

- Chart Type: Here select the chart type as COLUMN Chart. Click Next button
- Data Range : (A1:C6 range already selected) Select the Check box against “First Column as Label”. Click Next button
- Data Series : (Here we can customise data ranges for individual data series) Click on Next button
- Chart Elements : Title, Legend and Grid Settings
 - Title : Commission Earned 2018-2022
 - X-Axis : Years
 - Y-Axis: Amount
 and click FINISH button to insert chart

B) Change Column chart to Line Chart

Step 1 : Double click on Column chart

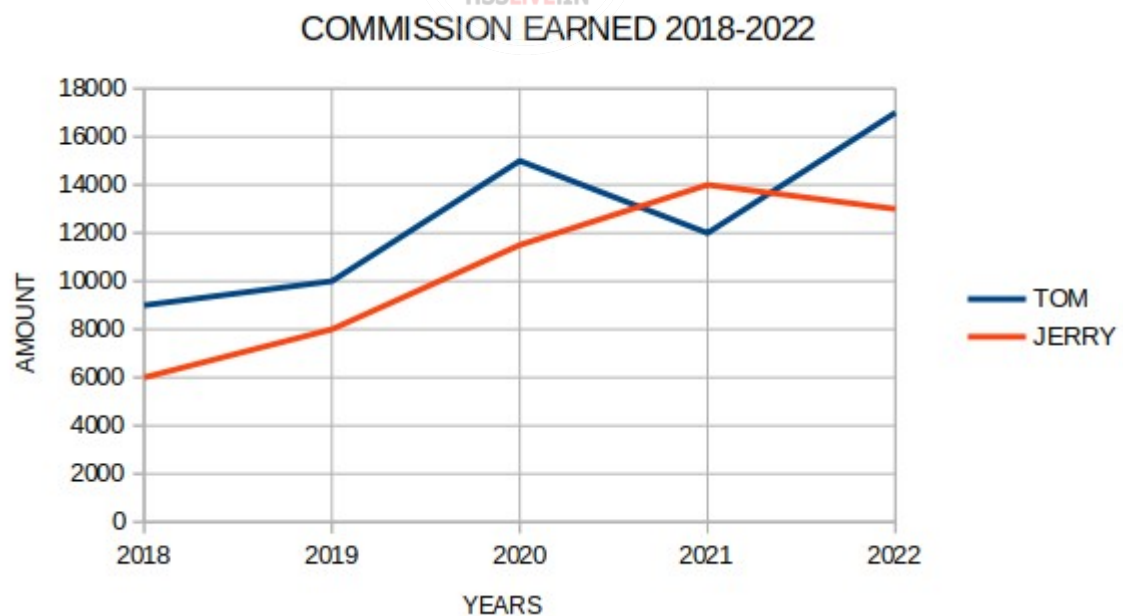
Step 2 : Select **Format** menu → **Chart** type

Step 3 : Select Line chart from Chart type. Select style of Line chart. Click on **OK** button

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OUTPUT - 1**COLUMN CHART****OUTPUT - 2****LINE CHART**harikumarmavelikara7@gmail.com