

## Chart Wizard

Use Chart Wizard to create professional-looking charts with just a few mouse clicks. You can use this Wizard to make charts for reports, essays, or just for fun things—like tracking the statistics of a basketball team.

Click any of the following topics for more information:

[How to use Chart Wizard](#)

[Saving your chart \(and finding it again\)](#)

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## How to use Chart Wizard

### To start the Wizard

1. Do one of the following:

- From the Control Panel, click  and then click .
- =OR

- From the Main Menu, select Homework Wizards.

2. In the Select a Wizard window, click .

3. Click New Chart or Existing Chart and then click Next.

The Chart Wizard will begin walking you through the process of creating or changing your chart.

### Working in Chart Wizard

The Chart Wizard Menu will walk you through a series of screens to set up your chart, prompting you for input when needed. You can pick from four types of charts: a vertical bar, horizontal bar, line, or pie or circle, and pick the type of comparison you are making. Chart Wizard sets up a table for you to fill in with the information for your chart, and then creates a chart. You can adjust the appearance of the chart as you see fit.

### See also

[Saving your chart \(and finding it again\)](#)

[Common questions about Chart Wizard](#)

## Saving your chart (and finding it again)

When you finish your chart, Chart Wizard will prompt you to save the chart. It is important that you remember your chart name and where it is kept on your computer, in case you need to revise it. When you see a prompt to save, you must (1) specify a name for your file, and (2) specify a directory (sometimes called a folder) for your file.

1. File name. Pick a name that you can easily remember. The default name is the title of the chart.
2. Directory. You can save your chart file in any directory you wish. For example, you may want to create a directory folder with your name and put all of your chart files in it. If you do not specify a directory folder, Chart Wizard will automatically put your chart file and any other files it creates for your work in the folder where World Book is stored on your computer.



**It's a good idea to write the name of your chart file and the directory down.**

3. Each time you save your chart, the Chart Wizard will automatically save two files – one that you can edit and one that you can insert into another document. The two files have the same name but different extensions (an extension is the three characters of a computer file's name that come after the "."). The file with the extension "cht" is the one you will edit with Chart Wizard. The file with the extension "bmp" is actually a picture file that can be inserted into a word processing document or presentation. The Chart Wizard will save both a "bmp" file and a "cht" file each time you save a chart.

### See also

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## Common questions about Chart Wizard

### When I enter my data into the two column table, the left column says "Label." What does that mean?

The information in the label column identifies a particular bar, line, or pie piece in your chart. Let's say that you are building a bar chart to show how many books each of your friends read this summer. You would have a bar for each friend. So the label for each bar would be your friend's name. The labels you enter in this column will appear on the chart's legend. The chart's legend shows what each bar represents.

### How do I change the colors (colours) of my chart?

1. Go to the screen that says, "Change the Chart's Colors (Colours) or Patterns."
2. Click on the particular piece, such as a bar or line, that you want to change.
3. On the palette, click on the color (colour) that you want to use.

### I don't have a color (colour) printer. Will my charts still look good in black and white?

Yes. With Chart Wizard, you can also use patterns for elements of your chart. To select patterns, go to the screen that says, "Change the Chart's Colors (Colours) or Patterns." Click the patterns button. Then change the patterns the same way that you change colors (colours).

### When I save my chart I get a message that the Chart Wizard saved two files. Why did it create two files?

The Chart Wizard saves two files to make it simple for you to edit your chart. The two files have the same name but different extensions (an extension is the last three characters of a computer file's name that come after the "."). The file with the extension ".cht" is the one you can easily edit with Chart Wizard. The file with the extension ".bmp" is actually a picture file that can be inserted into a word processing document or presentation. The Chart Wizard will save both a ".bmp" file and a ".cht" file each time you save a chart.

### Can I include my chart in an essay or presentation?

Yes. When you save your chart, the Chart Wizard makes two files. One file has an extension of ".bmp". It contains a picture of your chart. You can insert a copy of this file into a word processing document or in a presentation. You may also read this file in a graphics program.

## See also

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