

Overview: Chart types

Word Pro provides twelve types of charts, including column, stacked column, bar, stacked bar, line, area, line and picture, pie, expanded pie, picture, and stacked picture charts. The charting data displays in different ways depending upon the chart type you select.

Word Pro can create a chart with the row data displaying in different colors or the column data displaying in different colors. You can specify how you want the colors to be used.

Column or Stacked Column

In [column charts](#), Word Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart. The row values display from left to right in each set.

In [stacked column charts](#), Word Pro displays the values in the first row at the bottom of each set, and the values in the last row of data at the top of each set. The column values display from left to right in the chart.

Bar or Stacked Bar

In [bar charts](#), Word Pro displays the values in the first column of data at the bottom of the chart, and the values in the last column of data at the top of the chart. The row values display from bottom to top in each set.

In [stacked bar charts](#), Word Pro displays the values in the first row of data on the left side of each data set, and the values in the last row of data on the right side of each data set. The column values display from bottom to top in the chart.

Line or Area

In [line charts](#), Word Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart.

In [area charts](#), Word Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart. The row values display from bottom to top in the chart.

If you want to create a line, area, or line and picture chart, the charting data must include more than one column or row of values.

Line and Picture

In [line and picture charts](#), Word Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart. The row values either display with the same picture or on the same line.

You can specify the pictures you want Word Pro to use every time you create this type of chart.

Pie or Expanded Pie

In [pie](#) and [expanded pie charts](#), Word Pro uses only the values in the first column of data to draw the chart, even if additional columns of data exist.

If the Pie or Expanded Pie chart displays only one value, select Flip Data in the Chart Properties dialog box.

If the first column of data contains label information, Word Pro uses the values in the second column to draw the chart and displays the labels as descriptions for the data.

Picture or Stacked Picture

In [picture charts](#), Word Pro displays the values in the first column of data on the left side of the chart, and the values in the last column of data on the right side of the chart. The row values display from left to right in each set.

In [stacked picture charts](#), Word Pro displays the values in the first row of data at the bottom of each set, and the values in the last row of data at the top of each set. The column values display from left to right in the chart.

You can specify the pictures you want Word Pro to use every time you create this type of chart.

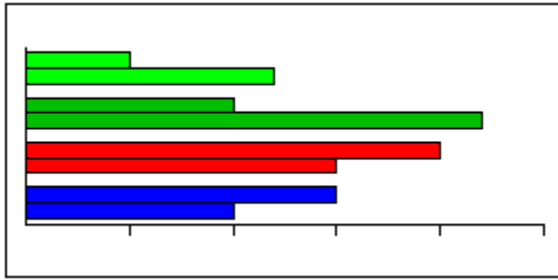
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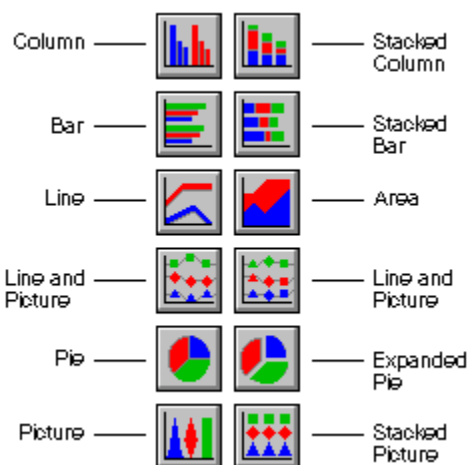
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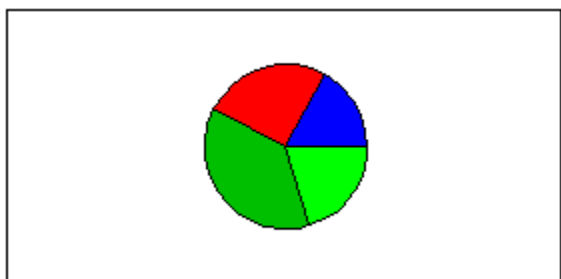
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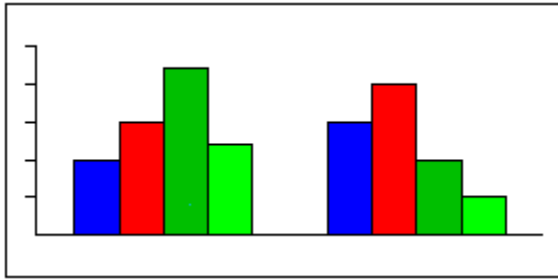
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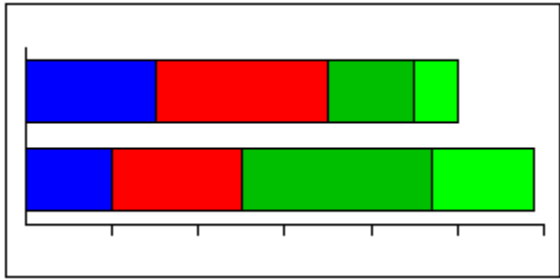
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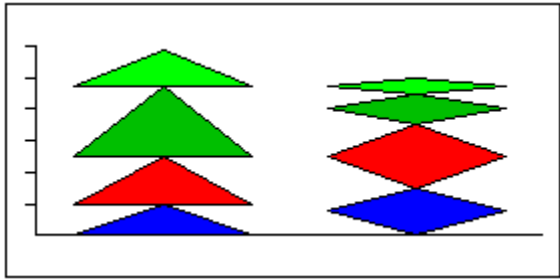












You can also click the right mouse button in the chart and choose Chart Properties.

Details: Typing data into the Charting data dialog box

Word Pro uses numeric data separated by tabs or spaces to create a chart in an empty frame.

- Press SPACEBAR to separate columnar values.
- Press ↓ to move from one row to another.
- Press ENTER only when you finish typing the charting data.

If you want labels along the X or Y axis of a chart, you must type the label text in the first row, preceding any rows of numeric data. The labels appear along the X axis in all charts except stacked bar charts, where they appear along the Y axis. If you want labels or a legend included in a pie chart, type the text in the first column, preceding any columns of numeric data.

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Details: Using pictures in charts

Word Pro displays the picture next to the number of the data set you selected.

The pictures you specify affect the current chart and any charts you create in the future. The pictures do not affect any charts you previously created.

If you decide you do not want to use a particular picture in the chart, select that picture in the Pictures dialog box and choose Default. Word Pro displays the original picture next to the number of the data set.

Word Pro displays a picture for each data set in the example chart. If there are more than 16 data sets, Word Pro repeats the pictures.

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Overview: Creating data for a chart

When you create data for a chart, you can follow these guidelines.

- Charting data must consist of numeric data separated by tabs or spaces. The numbers can be negative or exponential and can include decimal symbols. Word Pro accepts currency symbols and commas, but does not use them in the chart.
- Columns must be separated by one or more spaces or a tab.
- The maximum number of columns and rows is determined by the size of the chart, which is limited to 5,000 columns and rows or available memory.
- If you want labels in any chart except a pie chart, type the label text in the first row, preceding any rows of numeric data.
- If you want to create labels that are numbers, such as the year 1995, type an underscore before the number: `_1995`. Word Pro treats the numbers as text.
- If the labels contain multiple words, type an underscore between the words: `Label_A`. Word Pro displays the underscore as a space in the chart.
- If you want labels or a legend included in a pie chart, type the text in the first column preceding any columns of numeric data.
Word Pro uses the text for either a legend or a label, depending on the chart variation you select when you create the chart.
- If you want a legend included in any chart, type the legend text in the first column preceding any columns of numeric data.
- Word Pro accepts enhanced text, but does not use the enhancements in the chart.
You can modify the attributes of text in a chart using the Drawing function.

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Overview: Using Drawing to modify a chart

A Word Pro chart is a Word Pro Draw file. Each value in the data used to create the chart is a separate object within the chart. If you have a mouse, you can use any of the draw icons to move or modify selected objects, including text objects, or create new objects in the chart.

You can add text to a chart and move or size the legend in the chart using the draw icons.

For greater flexibility when you are modifying a chart, deselect Snap To until you move the chart segments to the desired position.

You can save the changes to a Word Pro Draw file.

Note: When you use Drawing to edit a chart, the chart becomes a drawing, and you can no longer use any of the Charting options to edit it.



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Editing existing data in the Charting data dialog box

You can edit the data you cut or copied to the Clipboard, or typed in the Charting Data dialog box.

1. Double-click the chart you want to modify.



2. Click Data.
3. Make the desired changes.

If you want to insert a new row of data, place the insertion point at the left margin in the desired location and press CTRL+ENTER.

4. Click OK to return to the Chart Properties dialog box.

Word Pro displays an example chart using the modified data.



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Ways to create data for a chart

There are two ways to create data for a chart.

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Details: Creating a chart

Word Pro creates the chart in the frame. It uses abbreviations for the numbers along the X or Y axis: K for thousands, M for millions, B for billions, and so on.

You can adjust the size and position of the legend frame by converting the chart to a drawing.

Chart options

Legend

Displays any text in the first column of data as a legend in the chart. Word Pro vertically centers the legend text in a small frame to the right of the chart.

If there is no text in the first column of data and you select Legend, Word Pro uses 1st, 2nd, etc. as the legend text.

Grid

Displays dashed grid lines behind the chart. The lines align with the values on the axis of the chart, and may be horizontal or vertical, depending upon the chart type you select.

3D

Displays the chart with a multidimensional effect using the depth you specify. You can specify any number between 1 and 100.

Perspective

Enhances the 3D effect in the chart.

Axis Options

Automatic

Word Pro automatically places numbers on the X or Y axis of the chart based on the data in the Charting Data dialog box.

Inc

Word Pro places numbers on the X or Y axis of the chart based on the increment you specify.

Word Pro automatically adjusts the increment if it does not provide sufficient space to display the minimum and maximum numbers you specify.

Min

Word Pro displays the number you specify as the minimum number on the X or Y axis of the chart.

Max

Word Pro displays the number you specify as the maximum number on the X or Y axis of the chart.

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Using pictures in charts

1. Double-click the chart.

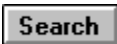


Tip

2. Select line and picture, picture, or stacked picture as the Chart Type.
 3. Choose Pictures.
 4. Select a picture next to one of the numbers.
 5. Choose Drawing.
 6. Specify the directory that contains the Word Pro Draw file you want to use as a picture in the chart.
 7. Specify the name of the draw file you want to use for the data set.
 8. Click OK to return to the Charting Pictures dialog box.
 9. Click OK.
-



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Setting color defaults

You must have a mouse to set color defaults.

1. Double-click the chart.
2. Click the arrow in the Color Set bar to display additional color sets.
3. Select the desired color set by clicking any color in that set.
4. If you want to replace a color in a color set with either a different color or a fill pattern, double-click the desired color or fill pattern in the color set bar or box.
5. Specify the desired color or fill pattern.
6. Select the desired Pattern.
7. Click OK.

Word Pro replaces the existing color in both the color set and the chart with the color and fill pattern you select.



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Deleting a chart

There are two ways to delete a chart:

- Click in the frame that contains the chart and choose Frame - Delete Frame.



- Click on the border of the frame that contains the chart and press DEL.

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Using Drawing to modify a chart

When you use Drawing to edit a chart, the chart becomes a drawing, and you can no longer use any of the Charting options to edit it.

1. Click in the frame that contains the desired chart.
 2. Click the right mouse button and choose Convert Chart to Drawing.
 3. Double-click the chart to change to Drawing mode.
Word Pro displays the draw icons across the top of the screen.
The chart is now composed of draw objects.
 4. Select the desired objects in the chart and modify them using the draw icons.
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Overview: Using pictures in charts

If you select a line and picture, picture, or stacked picture chart type in the Charting dialog box, you can specify the pictures and colors you want to display in the current chart and any picture charts you create in the future. The pictures can be any Word Pro Draw file copied to the WORDPRO\DRAWSYM directory during the installation, or any drawings you created and saved as Word Pro Draw files.

You can select separate default pictures for line and picture, and for picture or stacked picture chart types. In line and picture charts, Word Pro uses the pictures to represent the points on the lines. In picture and stacked picture charts, the pictures represent the actual charting data.

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Overview: Charting

You can use the Word Pro Charting function to create a variety of charts. Word Pro creates the chart using data you provide. You can specify the type of chart you want: column, stacked column, bar, stacked bar, line, area, line and picture, pie, expanded pie, picture, and stacked picture charts. In addition, Word Pro provides options for a legend, a grid, colors that should be used in the chart, and the numbers that should display along the X or Y axis.

If there are colors or pictures you generally want to use for charts you create, you can specify charting color and picture defaults. In addition, you can edit a chart by changing the chart type or by using Drawing to add text or modify the chart segments. Word Pro also allows you to place a chart created in another application into a frame in a Word Pro document.

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Changing the chart type

1. Double-click the chart you want to modify.

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2. Select a different Chart Type.

3. Click OK.

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Creating a chart




Before creating a chart, you can copy to the Clipboard any existing data you want Word Pro to use to create a chart.

1. Place the insertion point where you want the chart to appear, or create/select an empty frame of the desired size.
2. Choose Create - Chart.



Word Pro checks the Clipboard to see if it contains data. If the Clipboard does not contain data, Word Pro displays a message. Click OK and type the data Word Pro should use to create the chart.

3. Select a Chart Type.
4. Click the selected Chart Type or press SPACEBAR to display the color and text variations for that type of chart.
5. Select the desired chart options.
6. If you want to change the order of the colors in the color set bar, select the color you want to move and drag it to the desired position in the set.
7. Specify the desired Axis options.
8. If you want to reverse the way Word Pro uses the data to create the chart and legend, select Flip Data.
9. Click OK.

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Typing data into the Charting data dialog box

You can create the data you want to use for a chart as part of the charting function.

1. Choose Create - Chart.



Word Pro checks the Clipboard to see if it contains data. If the Clipboard does not contain data, Word Pro displays a message. Click OK.

2. Type the data Word Pro should use to create the chart.

The text should be in columnar format with spaces separating the columns.

3. Choose OK.

Word Pro displays the Chart Properties dialog box, which contains an example chart using the data you specified.



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Cutting or copying existing data

You can use existing data to create a chart by cutting or copying it to the Clipboard.

1. Make the document that contains the data the active window.

The data can be stored in an Word Pro document or table, or in a file created in another application.

2. Select the desired data.
3. Choose Edit - Cut or Edit - Copy to place the data in the Windows Clipboard.



4. If necessary, make the document you want to contain the chart the active window.
5. Choose Create - Chart.



Word Pro displays the Chart Properties dialog box with an example chart using the data you cut or copied.



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