

*A Show Me movie presented either conceptual or procedural information about a feature in 1-2-3 that was hard to explain in hardcopy text. Each script identified the help pages that the movie could be launched from, the animations and corresponding narrations, and a summary of key points. Editor and authored several scripts.*

<b>Show Me Title: Choosing the Right Graph Type</b>		
Type: <b>Conceptual</b>	Product: <b>1-2-3 for Windows</b>	Writer: <b>Kyle</b>
Help Topic Access From: Creating Graphs (H_G1), About Graph types (H_GWCGT), Chart Type (H_GWCT)		

## **Animation**

### **Section: Intro**

*Show a worksheet with a series of larger than icon-sized graphs moving in front of the worksheet. Crystallize onto line chart.*

### **Section: Line Graph**

*Show Graph 12: a line graph showing 6 months of data for 3 cities. Animate the lines so that they are drawn on point to point.*

*Wipe on Graph 6: a line graph showing 6 months of monthly data for 6 cities and their monthly totals.*

## **Narration**

With 1-2-3 you can choose from 7 graph types to present your data.

One of these graph types presents your data in just the right way.

To choose the right graph type, display the graph in a Graph window and choose Chart Type.

If you want to present trends in your data, use a line graph.

The steepness of the line indicates the rate of change.

A line graph is especially useful if you have many data points over a long period of time.

Use a line graph for 3 or less sets of data.

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**Narration**

A line graph with 6 data ranges looks like a tangled mess.

*Add Graph 5: a line graph showing 6 months of monthly data for 3 cities and their monthly totals on top of Graph 6. Highlight Munich.*

In this case, consider separating your data into a series of line graphs.

Now you can see that Munich sales held steady through November when the other cities fell into a slump.

**Section: Area Graph**

If you want to highlight how much each data range contributes to a total value, use an area graph.

Also use an area graph to emphasize the degree of total change over time.

*Show Graph 1: an area graph showing 6 months of monthly data for 3 cities. Wipe on each data range individually; use callouts to highlight the difference between lines.*

For example, in this area graph, the areas between the sets of lines represent the sales for each country and the top line represents the total sales for all countries.

You can see that London contributed the least in July and the most in December.

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**Narration**

Avoid using an area graph if you need to emphasize the actual data values.

For instance, it is hard to see exactly what the London sales figures are.

A line or bar graph is probably a better choice.

**Section: Bar Graphs**

To compare relatively few data values at a fixed point in time, use a bar graph.

*Wipe on Graph 9: a bar graph showing 3rd quarter data for 5 cities.*

In this example it is easy to see that Brussels had the highest sales in 3rd quarter.

**Label: Stacked Bar Graphs**

Use a stacked bar graph to show the cumulative total for a set of values and to compare how each data range contributes to that total.

*Wipe on Graph 4: a stacked bar graph showing 3rd and 4th quarter data for the same 5 cities.*

By stacking the bars you can easily see that London's big 4th quarter makes it the leading sales office for the year.

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**Label: Horizontal Bar Graph**

**Narration**

To focus attention on the relative numerical value of the data ranges, use a horizontal bar graph.

Setting the ranges before creating the graph improves the readability of the graph.

*Show Graph 2: a horizontal bar graph showing 3rd quarter data for 5 cities.*

In this horizontal graph London stands out as the city with the least sales for Q3.

**Section: Pie Chart**

Use a pie chart to show how each value in a single data range relates to the whole.

*Show Graph 8: a pie chart showing 3rd quarter data for 5 cities.*

For instance, a pie chart is a good choice when dramatizing the percent to total sales contributed by each city for the 3rd quarter.

**Section: XY Graph**

Use an XY graph, which is also called a scatter graph, to show relationships between 2 sets of data.

Be sure that your X data range contains numerical values only.

*Show Graph 7: an XY graph comparing total sales and costs.*

For instance, when you are showing the correlation between sales and costs to determine profits, an XY graph may be your best choice.

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**Narration**

**Section: HLCO Graph**

To show fluctuations in data during a specific period of time, use a High-Low-Close-Open graph.

Typically, if you are graphing stock market prices, you will choose this graph type.

**Section: Mixed Graph**

If you are distinguishing between 2 sets of data, use a mixed graph.

*Show Graph 10: a bar graph showing Q4 data for 3 cities with an area graph showing Q4 forecasts.*

For example, a mixed graph is a good choice when you are comparing actual and forecasted sales.

**Section: 3D Graphs**

Many of the graph types have a 3D version.

*Show Graph 5 (a line graph), then show its 3D version. Show Graph 8 (a pie chart), then show its 3D version. Show Graph 4 (a stacked bar graph), then show its 3D version.*

Choose a 3D graph when you need a more dramatic presentation.

A 3D graph is not more informative than an 2D graph, but it is more appealing.

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**Narration**

**Section: Summary**

**In Summary...**

**To Show:**

**Select:**

The comparison of a range to the total

Line graph

A comparison of values

Area graph, stacked bar graph

How much each value contributes to the range

Pie chart

Relationships between two sets of data

XY chart

Fluctuations in data

High-Low-Close-Open graph

Differences between two sets of data

Mixed graph