

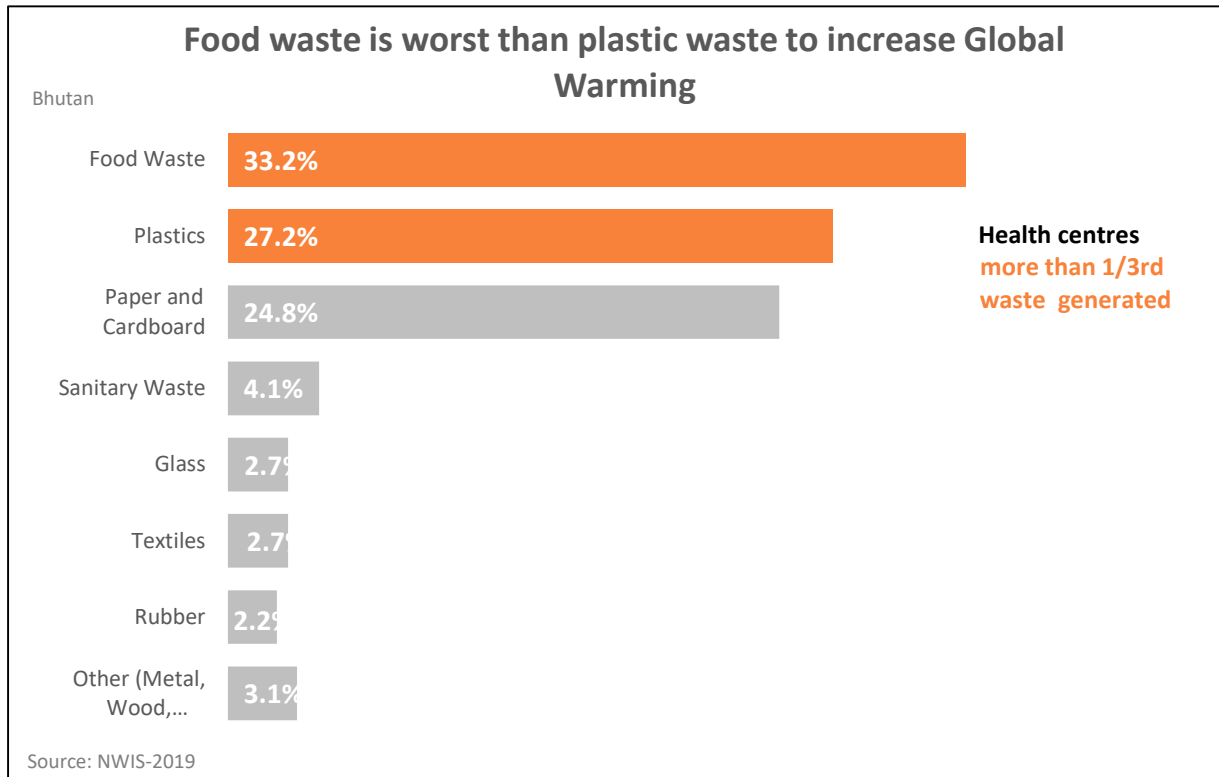
Storytelling Through **Data Visualization**

CREATE VISUALIZATIONS USING EXCEL

User Manual

BAR CHART

Create the bar chart shown below to present a story on “**Composition of general waste from health centres**”.



Follow the steps below to create the chart:

Step 1 – Select the data.

Step 2 – Click **Insert** > **Column Chart** icon, and select bar chart option of your choice.

Step 3 – To apply a formatting option to a specific component of a chart (such as *Vertical (Value) Axis*, *Horizontal (Category) Axis*, *Chart Area*, to name a few), click **Format** > pick a component in the **Chart Elements** dropdown box, click **Format Selection**, and make any necessary changes. Repeat the step for each component you want to modify.

Step 4 – To associate “%” sign with data value, use **concatenate** function in excel to concatenate with the data values.

Step 5 – Click on the label option and check ‘select range’ and select % range so value can be show with % sign.

Step 6 – To change the bar colors to gray, go to **Format** tab and fill with gray color

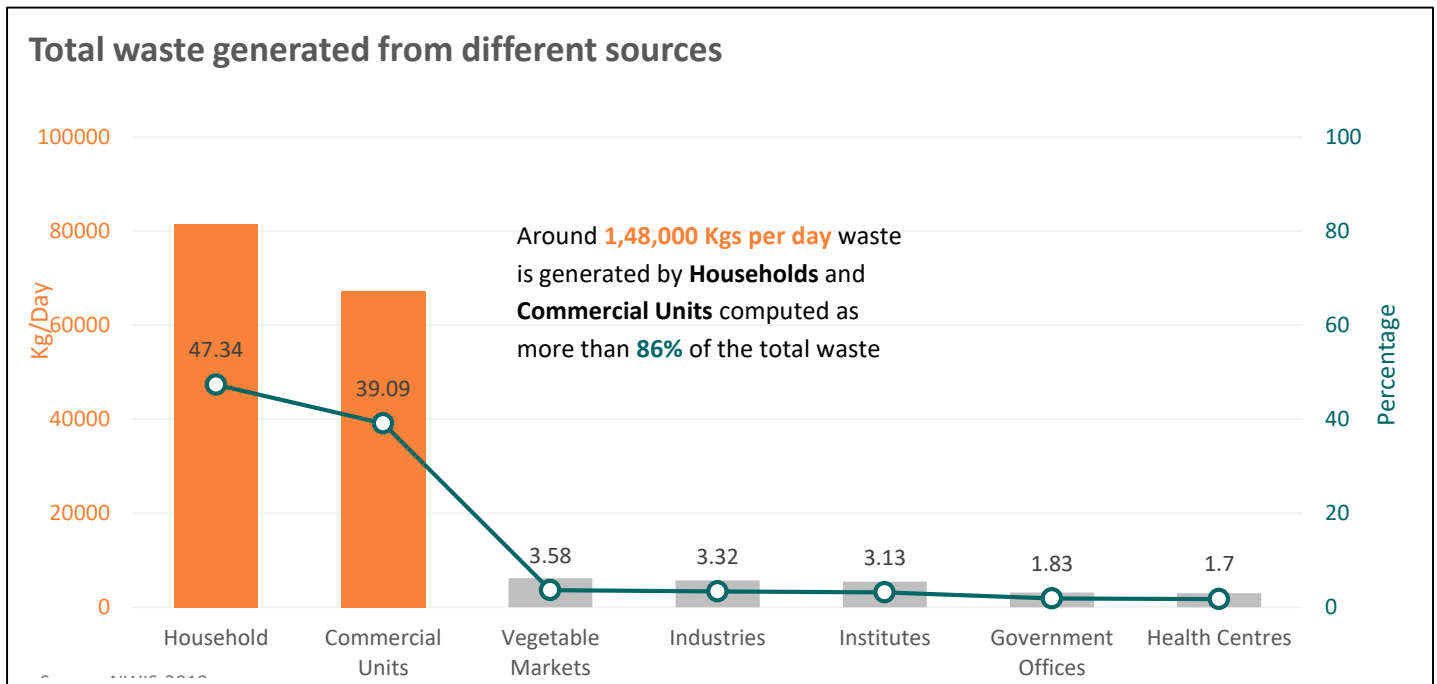
Step 7 – To assign different colors to highlight the bar, click on the desired bar twice to select and fill it with an appropriate color.

Step 8 – Add title and subtitle.

Step 9 – Add text box to present the source and narrative.

DUAL-AXIS CHART

Create the dual axis chart shown below to present a story on “**Total waste generated from different sources in kilograms per day**”.



Follow the steps below to create the chart:

Step 1 – Select a chart to open **Chart Tools**.

Step 2 – Select **Design > Change Chart Type**.

Step 3 – Select **Combo > Cluster Column** on **Secondary Axis**.

Step 4 – Select **Secondary Axis** for the data series you want to show.

Step 5 – Ensure **Cluster Column** is selected or Select the drop-down arrow and choose the same.

Step 6 – Select **OK**.

Step 7 – **Format** chart as steps mentioned in the previous exercise

Step 8 – Assign an appropriate heading to the visualization to interpret it well

Step 9 – To add narrative to the visualization, select **Insert > Text box** and click inside the chart to make it a chart component.

STACKED BAR

Create the stacked bar chart shown below to present a story on “**Total waste generated from different sources in kilograms per day**”.



Follow the steps below to create the chart:

Step 1 – Select the data.

Step 2 – Click **Insert** > select **Column Chart** icon, and select **More Column Charts**.

Step 3 – Click on **Bar** > **Stacked Bar** and click **OK**.

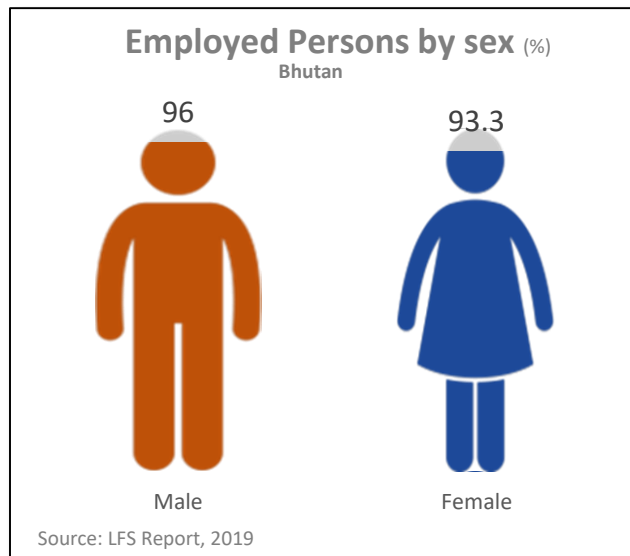
Step 4 – Right click on axis and select **Format Axis**

Step 5 – Go to **Axis Options** and adjust Minimum and Maximum ranges.

Step 6 – Remove all non-required elements.

Step 7 – Right click on bars and select **Add Data Labels** and format them as required.

INFOGRAPHICS - FIGURES



Follow the steps below to create the chart:

Step 1 – Select dataset and add another series with value 100 and name it as “Gray series”.

Step 2 – Click **Insert > Column Chart** icon, and select **Stacked Column Chart**.

Step 3 – Select actual data series and select **Series Options > Secondary Axis**.

Step 4 – Change both **vertical axis** and set **minimum** and **maximum** values to **0** and **100** respectively (to keep both axis of same size).

Step 5 – Select Gray series and change the color to gray to indicate gray data.

Step 6 – Insert pictures to be used in the visualizations by clicking **Insert > Pictures**.

Step 7 – Make a copy of pictures and color them gray using **Format > Color**.

Step 8 – Copy the gray pictures and select ‘Gray series’ and paste the pictures.

Step 9 – Copy the colored pictures, select secondary series and Paste the pictures.

Step 10 – To change the image in other bar, select the individual bar and paste the desired picture.

Step 11 – Select Gray series, click **Fill > Picture or Texture Fill > Stack and Scale with > Unit/Picture > 100**

Step 12 – Apply same settings for colored series.

Step 13 – Give an appropriate title to visualization and applied desired formatting.