



## About charts

Charts are visually appealing and make it easy for you to see comparisons, patterns, and trends in data. With the Microsoft Office Chart Component, you can interact with a dynamic chart that updates to reflect the latest changes to the data on which the chart is based.



► Interacting with a chart



## **Browsers that support charts**

To work with interactive charts in Microsoft Internet Explorer 5.01 SP2 and later, you must have the Microsoft Office Web Components installed and an appropriate Office 2003 license. If you do not have an Office 2003 license, you can install the components and view them on a Web page, but you cannot interact with them.

Following are the levels of browser support available when you have the Office Web Components installed and an Office 2003 license.

- ▶ [Microsoft Internet Explorer 5.01 SP2 and later](#)
- ▶ [Other browsers](#)

## **About Microsoft Office Web Components**

Microsoft Office Web Components is a set of ActiveX controls installed with Microsoft Office 2003. With Office Web Components installed on your computer, you can interactively use a spreadsheet, a PivotTable list, and a chart on a Web page in Microsoft Internet Explorer 5.01 SP2 or later. If you want to use the components on a data access page in Microsoft Access, you should have Internet Explorer 5.01 SP2 or later.

If Office Web Components is not installed on your computer but you have an Office 2003 site license that permits intranet distribution, you can configure the components so that users will be prompted to download Office Web Components from your corporate intranet. This allows users at your site to use a data access page without having Office 2003 software installed on their computers.

For information about how to configure Office Web Components, see the *Microsoft Office 2003 Resource Kit*.

## About View-only mode for Office Web Components

If you do not have a Microsoft Office 2003 software license installed on your computer or accessed via a Microsoft Office 2003 application, you can view a Microsoft Office Web Component— a Spreadsheet Component, Chart Component, or PivotTable Component— on a Web page, but you cannot interact with it.

To be able to interact with and use full functionality of the component you are viewing, you must install Microsoft Office 2003 or have access to an Office 2003 license. If you are in a corporate or group environment, check with your network administrator for assistance.

When you are in View-only mode, you can:

View data.

Print.

Select and scroll.

Use hyperlinks.

Resize a component.

Select sheets in the Spreadsheet Component.

Expand or collapse members in a PivotTable list.

Refresh data in a PivotTable list.

Use the **About**, **Help**, and **Refresh** commands. Help topics that deal with interactivity (such as formatting cells, dragging fields, sorting, filtering, and so on) do not apply.

All commands except **About**, **Help**, and **Refresh** are unavailable in View-only mode.



## About getting help for charts

Some of the content in this topic may not be applicable to some languages.

When you view and interact with a chart in your Web browser, you are working with a component that was created in another program called a design program. In a design program such as Microsoft FrontPage or data access pages in Microsoft Access, you can specify the data you want to chart, format the chart, set options for displaying the chart, and publish the Web page to a Web server. Help about designing charts is available from within the design program.

To learn more about designing a chart, first choose a design program to work in. You can start in any of the supported design programs, and then later work on the same chart in a different design program if you need different design features.

- ▶ [Getting help in design programs](#)
- ▶ [Getting help writing scripts and programs that use charts](#)
- ▶ [Getting help in the browser](#)





## Keyboard shortcuts

Some of the content in this topic may not be applicable to some languages.

- ▶ [Keys for working with fields](#)
- ▶ [Keys for working with the field list](#)
- ▶ [Keys for working with Help](#)

## **Print a chart**

To print a chart, you must print the entire Web page.

On the Microsoft Internet Explorer **File** menu, click **Print**.

**Note** If the chart is wider or longer than the printed page, the areas that don't fit on the page are not printed.



## About chart tools, commands, and the field list

Access to the chart toolbar, the field list, the shortcut menu, and the **Commands and Options** dialog box depends on whether the designer of the Web page you are viewing made these tools available. For more information, contact the designer of the chart or your system administrator.

- ▶ The toolbar
- ▶ The **Commands and Options** dialog box
- ▶ The field list
- ▶ The shortcut menu

## Show or hide the chart toolbar

Right-click the chart, and then click **Toolbar** on the shortcut menu.

## Show or hide drop areas

When the drop areas are hidden, you cannot add or drag fields in the chart.

Right-click the chart, and then click **Drop Areas** on the shortcut menu.

**Note** The **Drop Areas** menu item is not available unless the chart is based on database data or a PivotTable list, and the Web page designer has not disabled it.

## Show or hide a chart legend

On the [toolbar](#), click **Show/Hide Legend** .





## About accessing a data source in a different domain

The Chart Component attempts to access data in another domain, but fails due to one of the following reasons:

In Internet Explorer, on the **Security Settings** dialog box, under **Miscellaneous**, **Access data sources across domains** is set to either **Disable** or **Prompt** and when prompted, you clicked **Cancel**.

The site being accessed by the control is not included in the list of trusted sites.

To enable access across domains, do the following:

- ▶ [Enable prompting](#)
- ▶ [Add the site to the list of trusted sites](#)



## Elements of a chart

- ▶ Series, categories, and data representation
- ▶ Axes
- ▶ Titles and labels
- ▶ Fields

## About data series and categories

Data series are represented by names in the legend and appear as like-colored groups of data markers on your chart. One point from each data series makes up a category. Categories, then, are groups of data points with similar characteristics. The values for categories and data series can come from either the rows or columns of the data source.

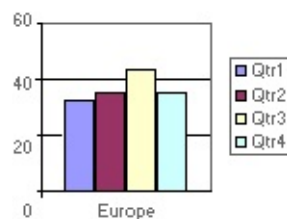
For example, suppose the data for your chart comes from a spreadsheet that looks like this:

	A	B
1		Europe
2	Qtr1	32
3	Qtr2	35
4	Qtr3	43
5	Qtr4	35

If the chart is comparing unit sales in Europe categorized by quarters, and your series are in columns and your categories in rows, the chart would look like this:



If you specify that your series are in rows, instead, the chart would use Europe as the category, and each quarter would make up a series, like this:



## Change series to categories or categories to series

This option is available only if your chart is based on data from a database or a PivotTable list.

Click **By Row/Column**  on the [toolbar](#).



## About adding and removing fields

When a chart is based on database data or on a PivotTable list, you select fields from the source data for display in the chart.

- ▶ Viewing the fields available to the chart
- ▶ Adding fields to the category or series area
- ▶ Adding fields to the data area
- ▶ Adding fields to the filter area
- ▶ Adding total fields
- ▶ Removing fields
- ▶ Moving fields
- ▶ Impact of adding and removing fields on filtering










## **Add, change, or remove a field**

- ▶ Add a field
- ▶ Change the summary function for a data field
- ▶ Remove a field

## Move a field in a chart

1. If the drop areas for the chart are not displayed, show them by right-clicking the chart and then clicking **Drop Areas** on the shortcut menu.
2. In the chart, click the field you want to move, and then drag it until the pointer changes to represent the area where you want to move it.

This pointer	Represents this area
	Series area
	Category area
	Filter area
	Data area
	MultiChart area

3. Release the mouse button.

**Note** The pointers shown above apply only when you're moving fields within the chart, not when you're adding fields from the field list.




## About changing the layout of fields in a chart

When a chart is based on data from a database or PivotTable list, you can control how the data is shown by moving fields and customizing the layout— if the Web page designer has not restricted your ability to do so. A different layout lets you compare values for different elements in your data in ways that are most meaningful for you.

- ▶ Using the drop areas
- ▶ Moving fields to the category and series areas
- ▶ Moving fields to the data area
- ▶ Moving fields to the filter area
- ▶ Moving fields to the MultiChart area
- ▶ Moving the category or series fields to inner or outer levels
- ▶ Adding and removing fields
- ▶ Restrictions on moving and adding fields
- ▶ Impact of changing layout on filtering

## Summary functions available for chart data fields

The following table lists the summary functions provided by the **AutoCalc**  command used to summarize data fields.

Function	Description
<b>Sum</b>	Calculates the sum of the values.
<b>Count</b>	Tallies the number of values. Empty values, such as zero-length strings (strings that contain no characters), are included in the count, but null values (values that indicate missing or unknown data) are not included.
<b>Min</b>	Returns the smallest value in the field being summarized.
<b>Max</b>	Returns the largest value in the field being summarized.
<b>Average</b>	Returns the average of the values in the field being summarized.
<b>Standard Deviation</b>	Returns the standard deviation of the values in the field being summarized, assuming the values are a sample of a larger population.
<b>Standard Deviation Population</b>	Returns the standard deviation of the values in the field being summarized, assuming the values are the entire population.
<b>Variance</b>	Returns the variance of the values in the field being summarized, assuming the values are a sample of a larger population.
<b>Variance Population</b>	Returns the variance of the values in the field being summarized, assuming the values are the entire population.

**Note** The summary functions available for a field depend on the type of data in the field. For example, if a field contains text, you can use only the **Count** function for that field.



## About filtering data in a chart

When the chart you are viewing is based on database data or data from a PivotTable list, you can use the filter feature to find specific data values or all data that matches a value— if the Web page designer has not restricted your ability to do so.

- ▶ [Filtering techniques](#)
- ▶ [Combining multiple filters](#)
- ▶ [Removing and reapplying a filter](#)
- ▶ [Identifying the filters that are currently in effect](#)






## **Filter a field in a chart**

- ▶ Filter a field in the category, series, or filter area (autofiltering)
- ▶ Filter a series or point for the top or bottom  $n$  values, or for a percentage (conditional filtering)



## Remove filters to display all data in a chart

When items in a field are hidden by filtering a field, the arrow  in the field label is blue.

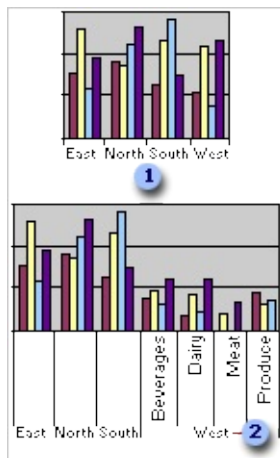
- ▶ [Remove all filters](#)
- ▶ [Remove an autofilter from a field](#)
- ▶ [Remove a conditional filter](#)



### Notes

If you don't want to retain your filters, make sure the **AutoFilter** button is not selected before you start selecting items to filter. If the button is not selected, selecting new items to filter automatically turns filtering on and removes your former filter settings.

## Expand or collapse items in fields

You can expand or collapse items in series fields or category fields to show or hide more detailed information for a particular item. Expanding is similar to drilling except items on the same level are not hidden. In the example, West is expanded to show detailed information for West, but other regions are still displayed without detailed information. Collapsing will remove the detailed information for that item, and return the chart to the state it was prior to expanding.

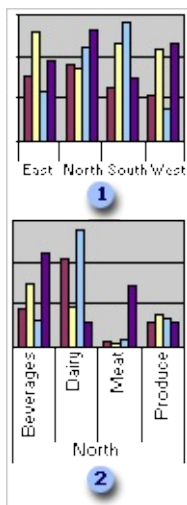




- 1 Chart that shows sales in each region
- 2 Chart with West expanded to show sales per product in the West region
  1. Click the field that contains the item or items you want to expand or collapse.
  2. On the [toolbar](#), click **Expand**  or **Collapse** .

## Drill into or out of data in fields

You can drill into an item in an outer category field to focus on detailed information for that particular item, or you can drill out to remove detailed information for that item. Drilling is similar to expanding, except that when you drill into an item, other items on the same level are hidden.



In the example, the region North is drilled into, showing detail information for the North region and hiding all information for other regions. When you drill out of an item you drilled into, the detailed information is removed, and items on the same level are shown again.



- 1 Chart that shows sales information for products by region.
- 2 Chart that shows North region item drilled into to show sales information for each type of product in the North region only. Other regions are hidden.
  1. Click the item on the category axis that you want to drill into or drill out of.
  2. On the [toolbar](#), click **Drill Into**  or **Drill Out** .

## Sort data in a chart

You can sort category and series data in a chart that is based on a PivotTable list, database table, or query.

1. Do one of the following:
  - If you want to sort numerical data in a series, click the series or a series point within the series.
  - If you want to sort items in a field alphabetically, click the category or series field, or click a category axis label or legend entry.
2. Do one of the following:
  - Click **Sort Ascending**  or **Sort Descending**  on the [toolbar](#).
  - If you have a stacked bar, stacked area, or stacked column chart, and you want to sort numerically based on the height of the entire stacked value rather than just one series, right-click the series or point, point to **Sort**, and then click **Ascending By Total** or **Descending By Total**.





## Troubleshoot charts

- ▶ An exclamation point appears in the bottom left corner of my chart.
- ▶ I published a chart from Excel, and it has more data in it now than it did in Excel.
- ▶ I published a chart from Excel, but it contains no data when I view it in the browser.
- ▶ When I attempt to display or refresh a chart on Microsoft Internet Explorer, I get prompted with the message “This page is accessing information that is not under its control. This poses a security risk. Do you want to continue?”
- ▶ I have a blank box on the Web page where my chart should be.
- ▶ I can't display or interact with my chart in the browser.
- ▶ My chart for the Web does not update in the browser.
- ▶ Clicking the **Edit** button in my Web browser opens my Web page in the wrong program.
- ▶ There is no Help for the **Commands and Options** dialog box.
- ▶ My 3-dimensional charts are displayed as 2-dimensional charts.