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## Creating Effective Charts Summary

As you choose a chart type to display your data, you should keep in mind the following points:

<b>Chart Type</b>	<b>Considerations</b>
<b>Bar Chart</b>	Does your numerical data fall into categories? Do you have too many categories for the viewer to digest?
<b>Line Chart</b>	Did you display numerical data over time?
<b>Pie Chart</b>	Did you show proportions with six or fewer sections? Does the whole have meaning? Beware the pie chart. It can be misleading.
<b>Map</b>	Is geography important? Is it the driver of your presentation?
<b>Scatter Plot</b>	Do you want to see outliers and trends across variables? Do you want to see a pattern of distribution?
<b>Gantt Chart</b>	Are you displaying project tasks/schedule?
<b>Bubbles</b>	Are you using them on a map or scatter plot to show how data is concentrated?
<b>Histogram</b>	Did you wish to group your data?
<b>Bullet Graph</b>	Do you wish to show progress toward a goal?
<b>Heat Map</b>	Do you want to show the relationship between two factors?
<b>Highlight Table</b>	Did you want a heat map display with numbers?

After you have created your chart, you should again review it to make sure that the chart type you have chosen conveys your message. Professionals always review their work and sometimes try several different chart types for their data before settling on the most effective display.

