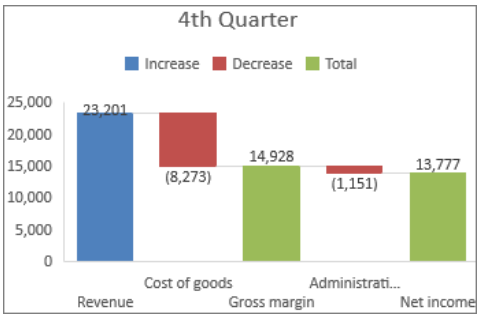
Create a waterfall chart

A waterfall chart shows a running total as values are added or subtracted. It's useful for understanding how an initial value (for example, net income) is affected by a series of positive and negative values.

The columns are color coded so you can quickly tell positive from negative numbers. The initial and the final value columns often start on the horizontal axis, while the intermediate values are floating columns. Because of this "look", waterfall charts are also called bridge charts.

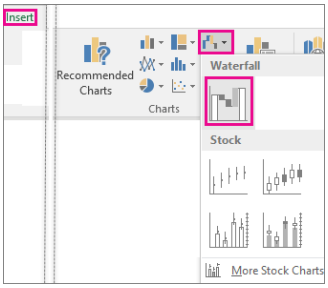


Create a waterfall chart

1. Select your data.

	A	B
1	Revenue	23,201
2	Cost of goods	(8,273)
3	Gross margin	14,928
4	Administrative expense	(1,151)
5	Net income	13,777

2. Click **Insert** > **Insert Waterfall or Stock chart** > **Waterfall**.

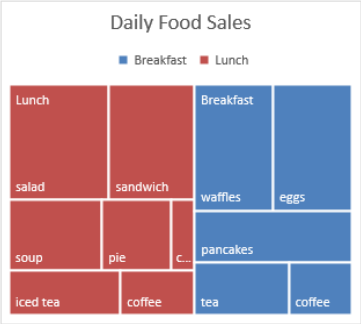


You can also use the **All Charts** tab in **Recommended Charts** to create a waterfall chart.

Create a treemap chart in Office

A treemap chart provides a hierarchical view of your data and makes it easy to spot patterns, such as which items are a store's best sellers. The tree branches are represented by rectangles and each sub-branch is shown as a smaller rectangle. The treemap chart displays categories by color and proximity and can easily show lots of data which would be difficult with other chart types.

Treemap charts are good for comparing proportions within the hierarchy, however, treemap charts aren't great at showing hierarchical levels between the largest categories and each data point. A sunburst chart is a much better visual chart for showing that.

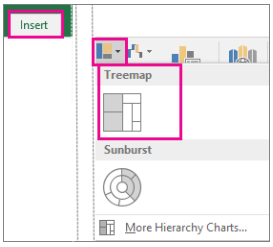


Create a treemap chart

	A	B	C	D	E	F
1				price	quantity	profit
2	Breakfast	Beverage	coffee	$2.00	10	$20.00
3	Breakfast	Beverage	tea	$3.00	3	$9.00
4	Breakfast	Food	waffles	$6.00	2	$12.00
5	Breakfast	Food	pancakes	$5.00	7	$35.00
6	Breakfast	Food	eggs	$6.00	4	$24.00
7	Lunch	Beverage	coffee	$2.00	5	$10.00
8	Lunch	Beverage	iced tea	$3.00	15	$45.00
9	Lunch	Food	soup	$4.00	4	$16.00
10	Lunch	Food	sandwich	$6.00	6	$36.00
11	Lunch	Food	salad	$7.00	10	$70.00
12	Lunch	Food	pie	$3.00	15	$45.00
13	Lunch	Food	cookie	$1.00	25	$25.00

1. Select your data.
2. Click **Insert** > **Insert Hierarchy Chart** > **Treemap**.

   You can also use **Recommended Charts** to create a treemap chart, although the treemap chart will only be recommended when empty (blank) cells exist within the hierarchal structure (click **Insert** > **Recommended Charts** > **All Charts** tab).



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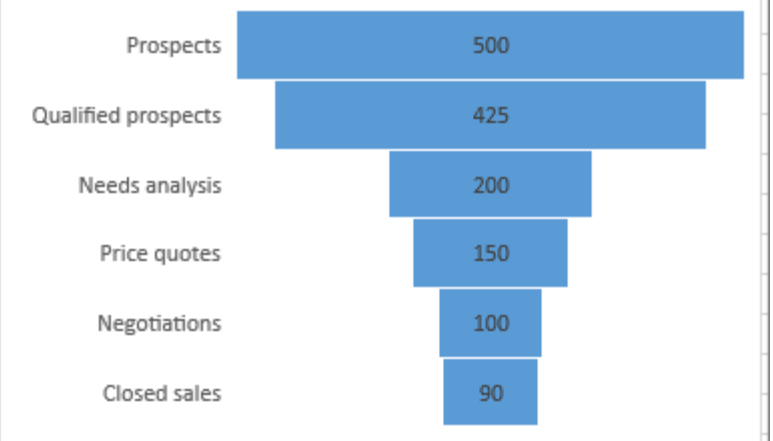
Create a funnel chart

Funnel charts show values across multiple stages in a process. For example, you could use a funnel chart to show the number of sales prospects at each stage in a sales pipeline. Typically, the values decrease gradually, allowing the bars to resemble a funnel.

Sales Pipeline	
Stage	Amount
Prospects	500
Qualified prospects	425
Needs analysis	200
Price quotes	150
Negotiations	100
Closed sales	90



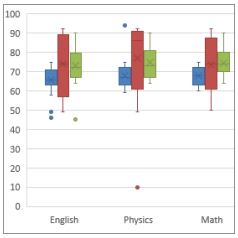
Create a histogram

A histogram is a column chart that shows frequency data.

Create a box and whisker chart

A box and whisker chart shows distribution of data into quartiles, highlighting the mean and outliers. The boxes may have lines extending vertically called “whiskers”. These lines indicate variability outside the upper and lower quartiles, and any point outside those lines or whiskers is considered an outlier.

Box and whisker charts are most commonly used in statistical analysis. For example, you could use a box and whisker chart to compare medical trial results or teachers' test scores.



Create a box and whisker chart

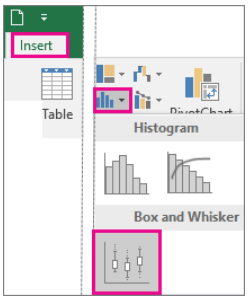
1. Select your data—either a single data series, or multiple data series.

   (The data shown in the following illustration is a portion of the data used to create the sample chart shown above.)

	A	B	C	D
1	Course	School A	School B	School C
2	English	63	53	45
3	Physics	61	55	65
4	English	63	50	65
5	Math	62	51	64
6	English	46	53	66
7	English	58	56	67
8	Math	60	51	67
9	Math	62	53	66
10	English	63	54	64
11	English	63	52	67
12	Physics	60	56	64
13	English	60	56	67
14	Math	61	56	45
15	Math	63	58	64
16	English	59	54	65

2. In Excel, click **Insert** > **Insert Statistic Chart** >**Box and Whisker** as shown in the following illustration.

   Important: In Word, Outlook, and PowerPoint, this step works a little differently:

   a. On the **Insert** tab, in the **Illustrations** group, click **Chart**.

b. In the **Insert Chart** dialog box, on the **All Charts** tab, click **Box & Whisker**.