


Graphs in Microsoft Access

This presentation explores the power of graphs in Microsoft Access. We'll cover the benefits of visualizing data, different graph types available, and how to create, customize, and link them to data.

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Why Use Graphs in Access?

Visual Insights

Graphs make complex data easier to understand at a glance. They reveal patterns and trends quickly.

Effective Communication

Graphs are a powerful tool for communicating findings to stakeholders. They are more engaging than plain text.

Types of Graphs in Access

Bar Graphs

Ideal for comparing data across categories.

Pie Charts

Perfect for illustrating parts of a whole.

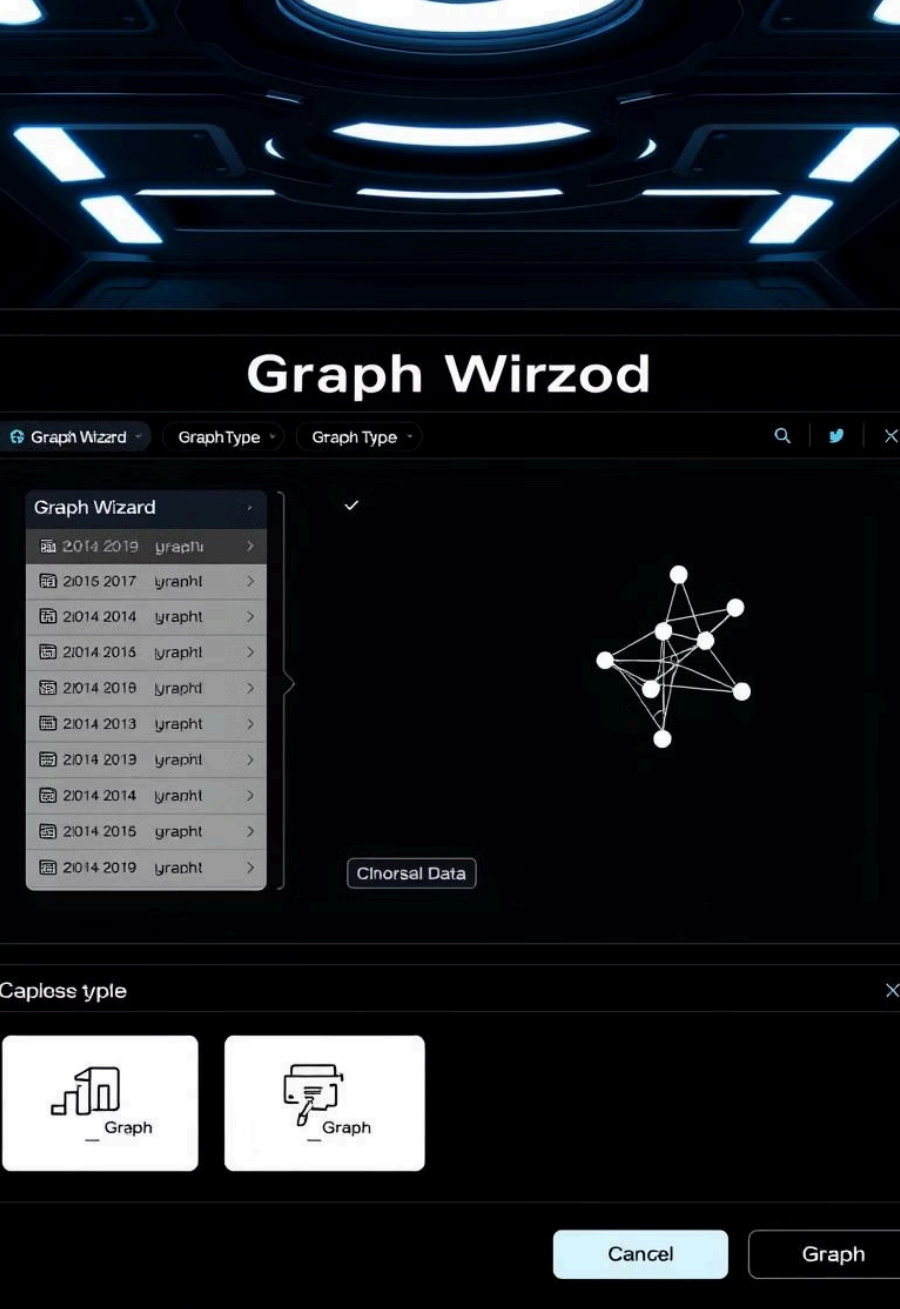
Line Graphs

Show trends over time or relationships between variables.

Scatter Plots

Show relationships between two variables.





Creating a Graph in Access



Create

Go to the "Create" tab and select "Chart."



Choose Data

Select the table or query containing your data.



Select Graph Type

Choose the graph type that best suits your needs.

Customizing Graph Appearance

1

Titles

Add informative titles to clarify what the graph represents.

2

Labels

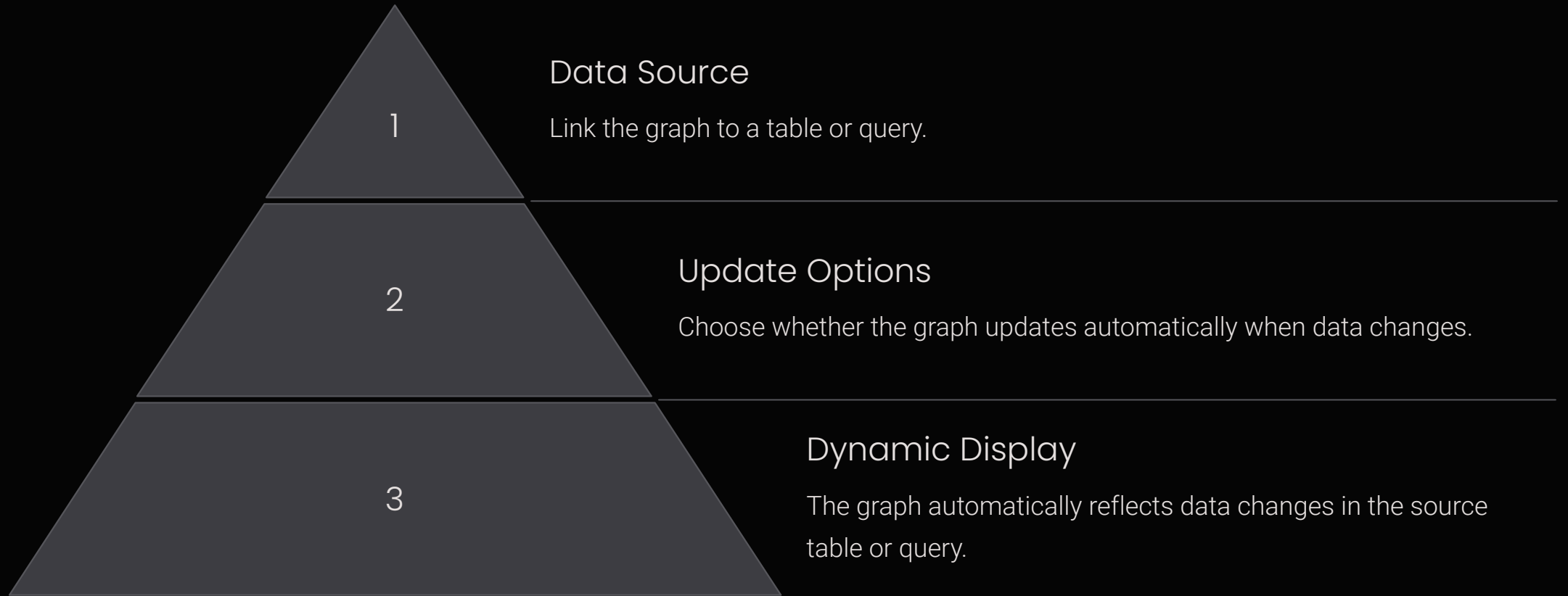
Label axes and data points for clarity.

3

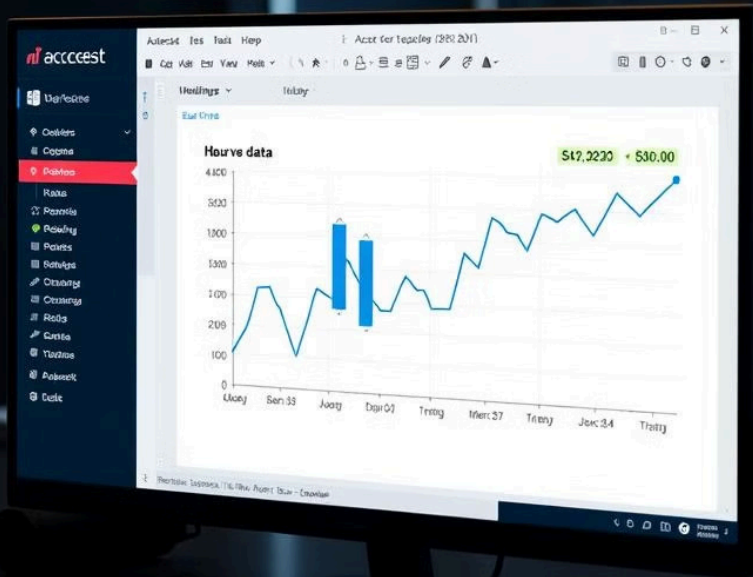
Colors

Choose a color scheme that enhances the visual appeal and clarity of the graph.

Linking Graphs to Data



Updating Graphs with New Data



1

Refresh

Right-click the graph and select "Refresh."

2

Update

Manually add new data to the source table or query.

3

Dynamic Display

The graph automatically updates to reflect the changes in data.

Embedding Graphs in Reports

1

Report Design

Open the report in design view.

2

Insert Graph

Select the graph and drag it into the report.

3

Customize

Adjust size, position, and formatting to fit the report design.

