

Bar Charts: To compare one item with others.

Table 2 Statistics on Debts Owed to China That Have Been Canceled by the Chinese Government (by the end of 2009)

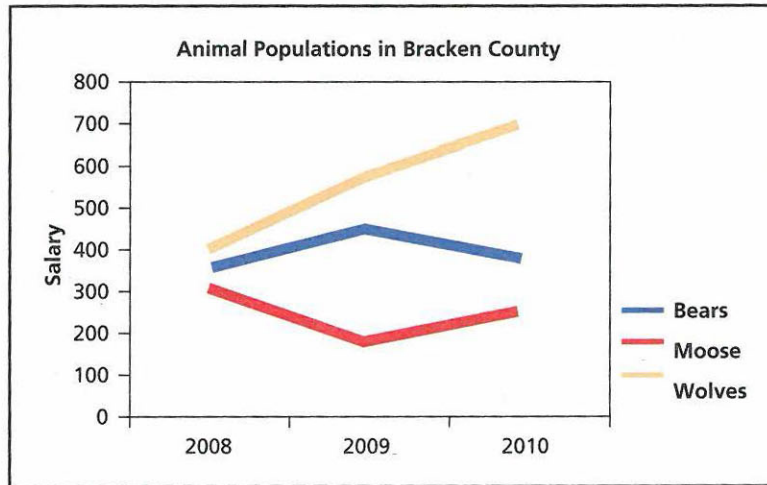
Region	Number of Countries	Number of Debts Canceled	Amount Canceled (Unit: 100 million yuan)
Africa	35	312	189.6
Asia	10	41	59.9
Latin America and the Caribbean	2	14	4.0
Oceania	3	13	2.3
Total	50	380	255.8

Tables: To show exact figures and values.

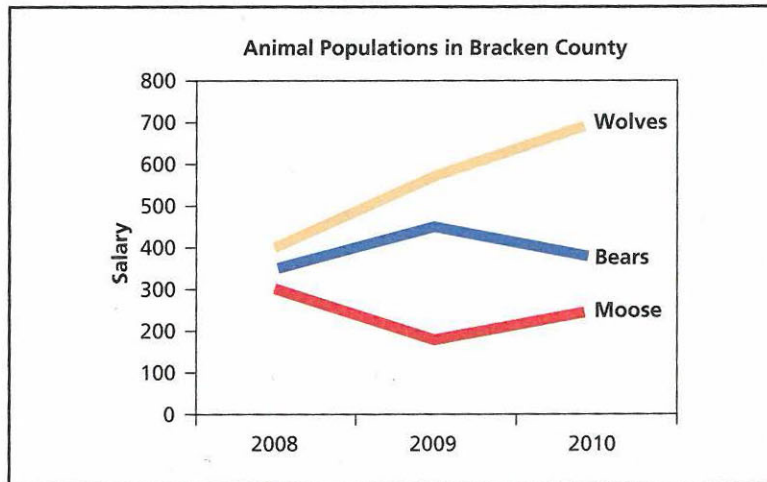
Line Charts:

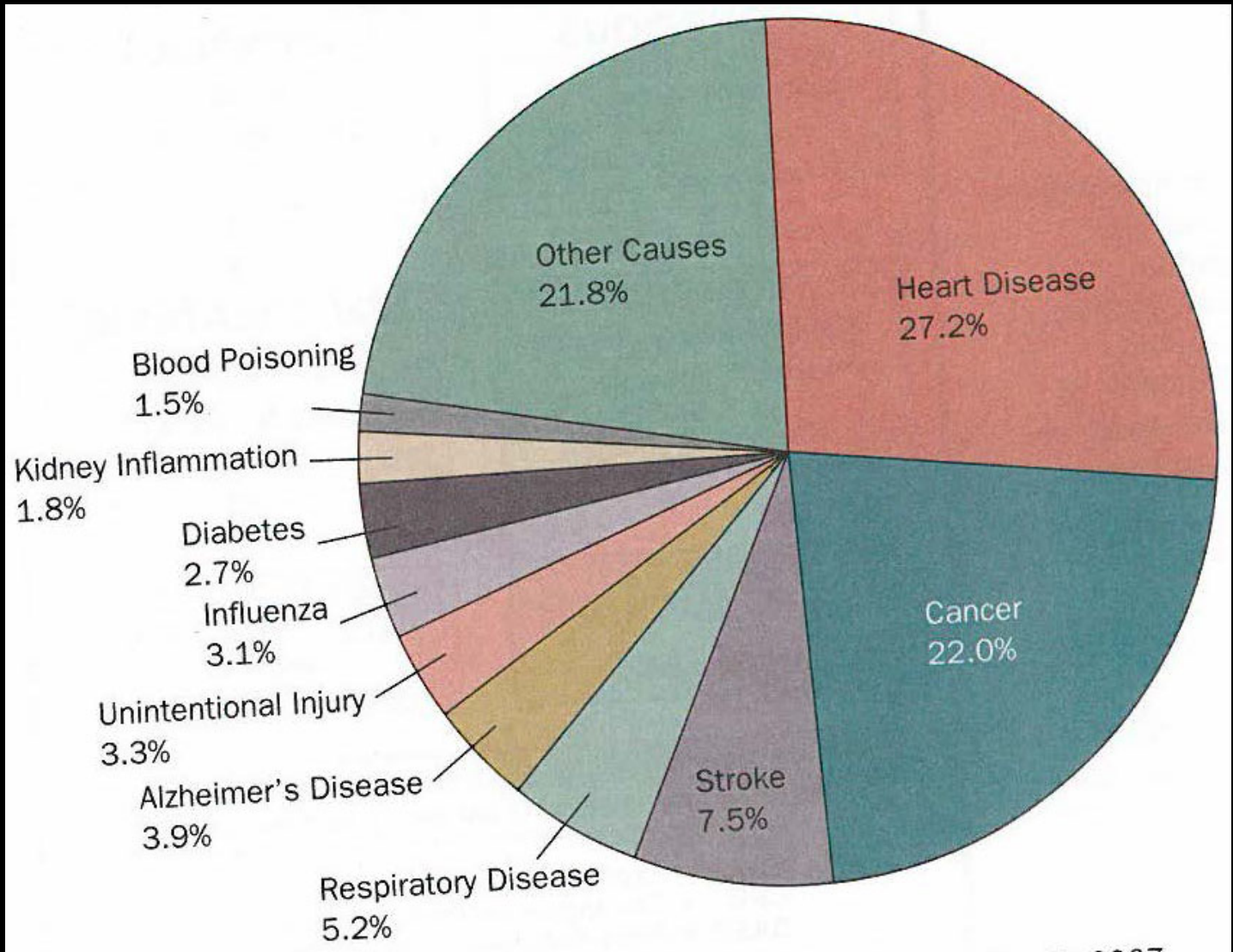
To demonstrate changes in quantitative data over time.

Labels in a Key



Labels by Their Data



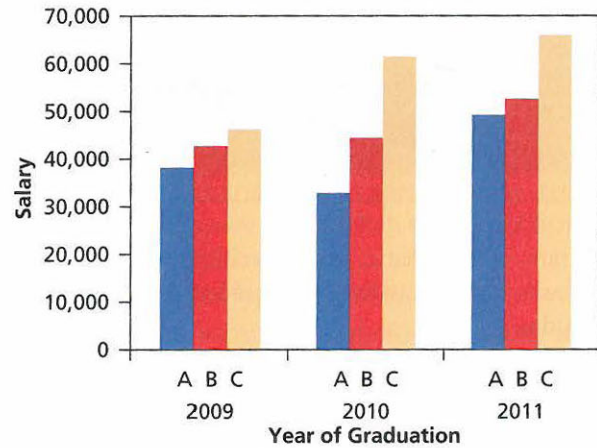


Pie Charts: To visualize a whole unit and the proportions of its components.

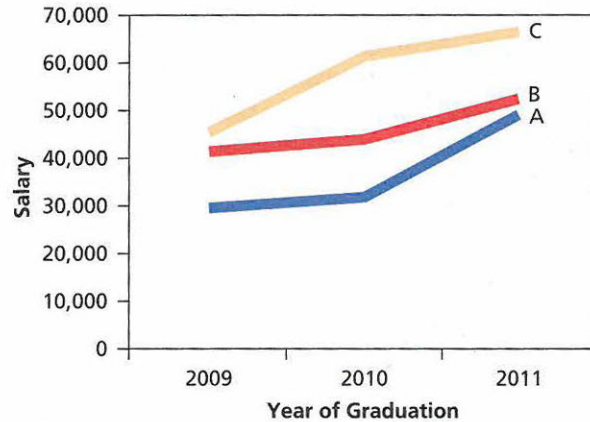
Average Starting Salaries in Three Departments

Department	Year of Graduation		
	2009	2010	2011
A	30,653	32,898	49,519
B	42,289	44,904	52,698
C	46,172	61,538	66,357

Average Starting Salaries in Three Departments



Average Starting Salaries in Three Departments





Survey: *Where is your small business headed?*

The results are in from the annual small business survey and most owners are upbeat for 2013.

What is your outlook for the coming year?

54%
think their business
will grow at least
10% in 2013



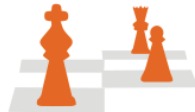
The rest are worried
about the
fiscal cliff
and its affect
on the economy



What is the biggest issue facing your small business in 2013?

45%

need a strategy to get
more customers



23%

are concerned about the
effect of the general economy



16%

need more cash
to fund their business



What is the one change you will make in the coming year to your business?

33%



want to increase their
marketing
budget and time

22%



want to be **productive**
not just busy

17%



want to better use
technology
like social media

SOURCE: <http://barrymoltz.com/2012/12/small-business-owners-optimism-on-the-rise/>

Design Guidelines

- Label everything clearly
- Readers assume axis begin at zero, so if yours doesn't for some reason, make sure it is clear
- Be sure that your graph does not distort or exaggerate any trend.
- One chart/graph/etc per trend. If you are trying to explain multiple things, go with multiple charts.
- Indicate where you got the data – if you are using other research.
- Simple minimalist style – think about the CRAP principles

Your Graphic

- At least one graphic based on your data (you may choose to make more).
- Appropriate graph to data
- Visually concise (colors, organization, does not cover too much)
 - Easy to read
 - Labeled effectively and correctly
- First draft posted to Canvas by **November 8 at 11:59 pm.**