

Charts



COGNOS Charts

Charts in a report give the reader a visual representation of the data they are analyzing. Below is a report without a chart and by the end of this lesson we will see the same report with an inserted chart.

Cognos Viewer - Microsoft Internet Explorer

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Cognos Viewer **HERNER, FRED A** About

Applicant Count By College

Academic Period: Spring 2009

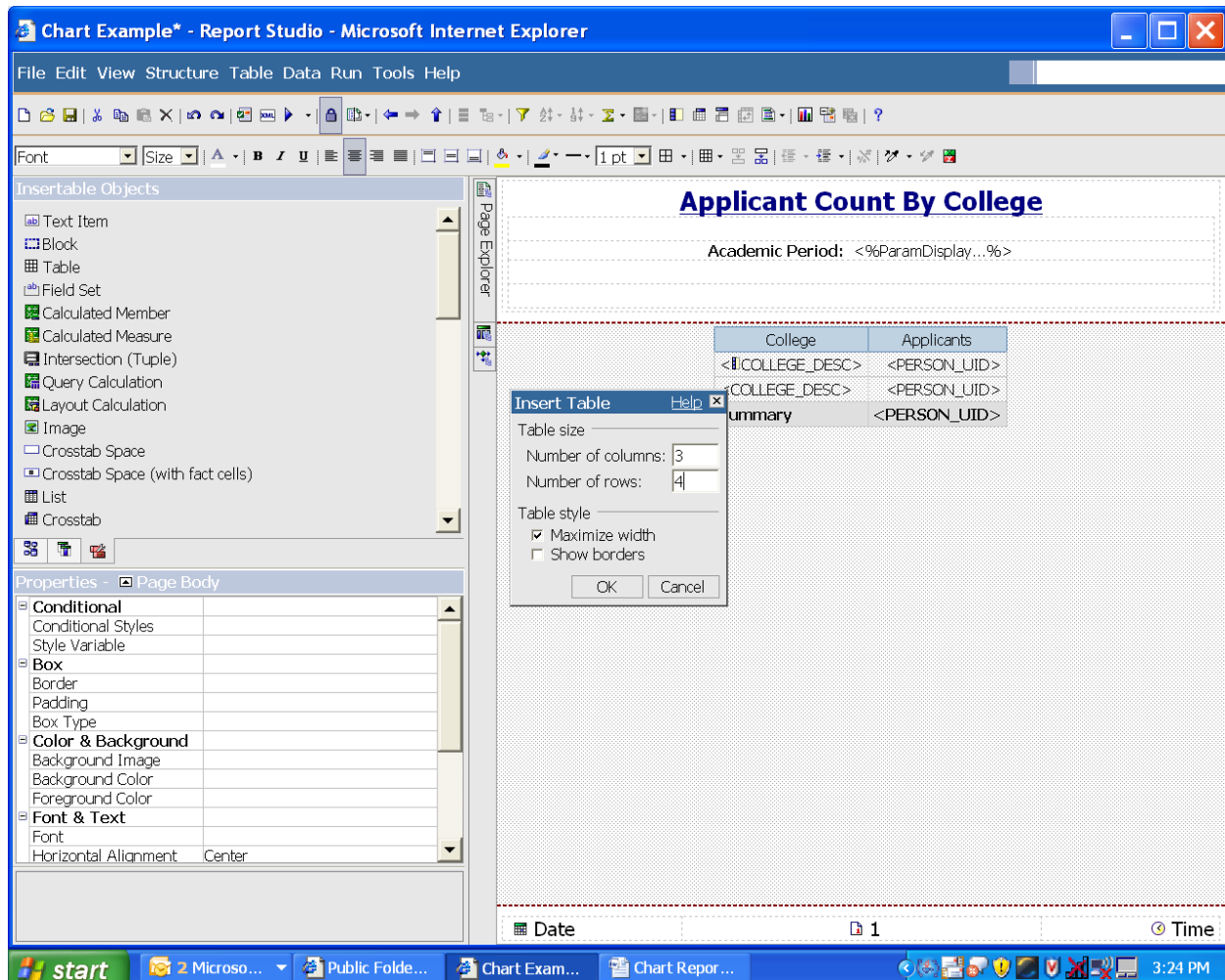
College	Applicants
Ashtabula Campus	482
Coll of Arch and Env Design	80
Coll of Ed Health Human Svcs	1,327
College of Arts and Sciences	1,272
College of Business Admin	788
College of Comm and Info	285
College of Nursing	644
College of Technology	125
College of the Arts	221
East Liverpool Campus	151
Geauga Campus	50
Salem Campus	140
Stark Campus	299
Trumbull Campus	227
Tuscarawas Campus	222
Undergraduate Studies	800
Summary	7,113

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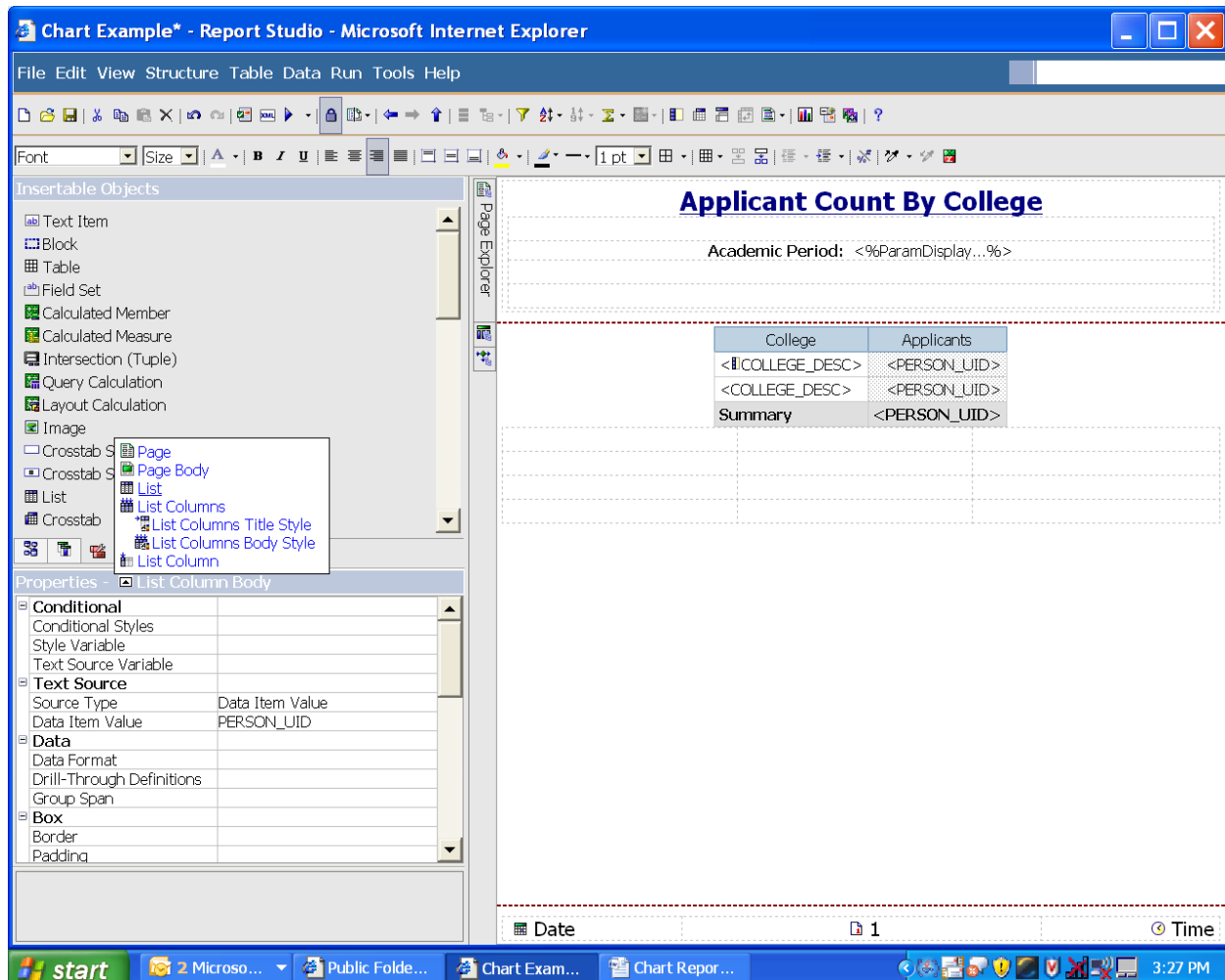
Charts



Follow these steps to insert a chart:

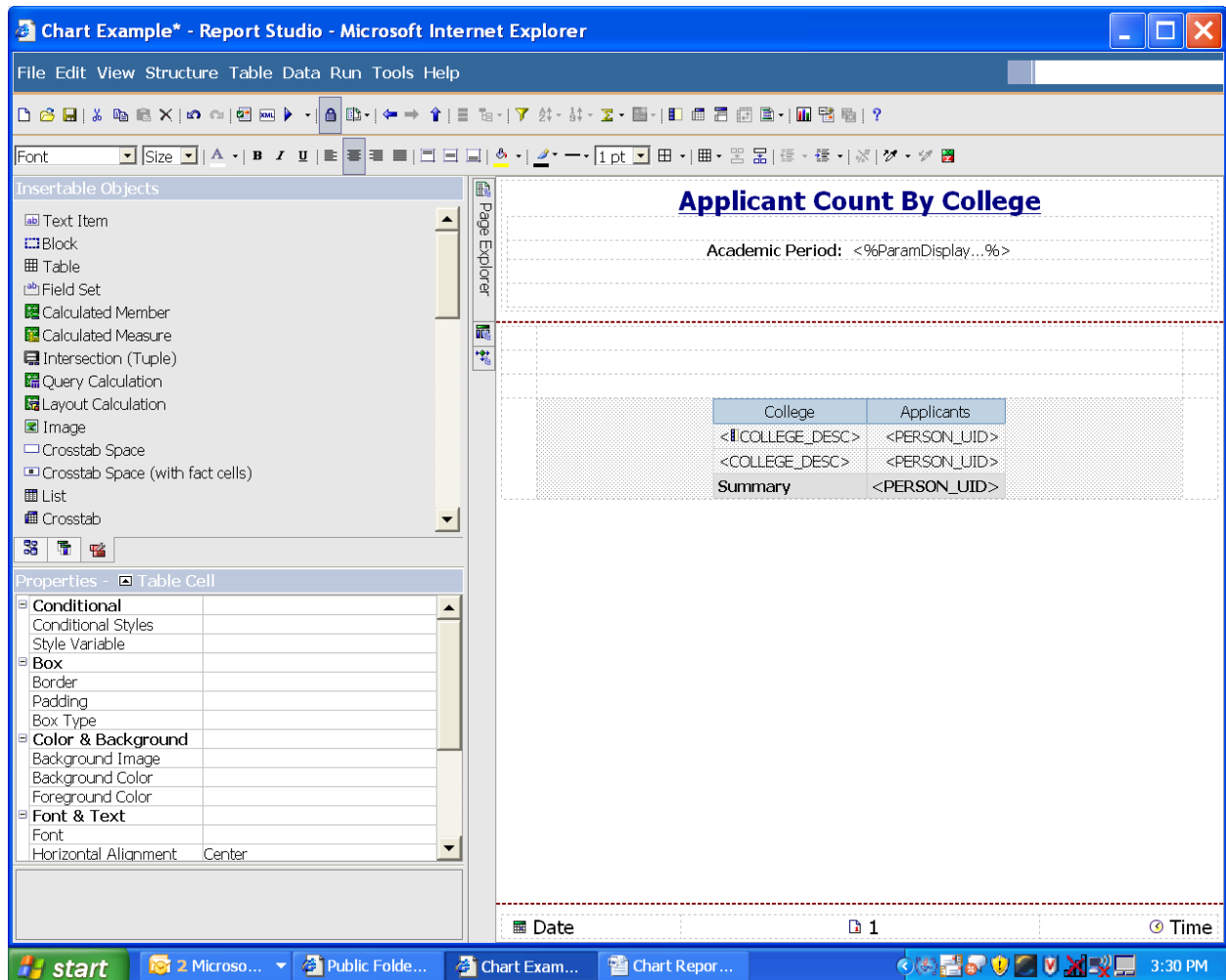
1. Highlight the report body area
2. Select the **Table** menu item
3. Select **Insert Table**
4. Change the size of the table to 3 columns and 4 rows

Charts



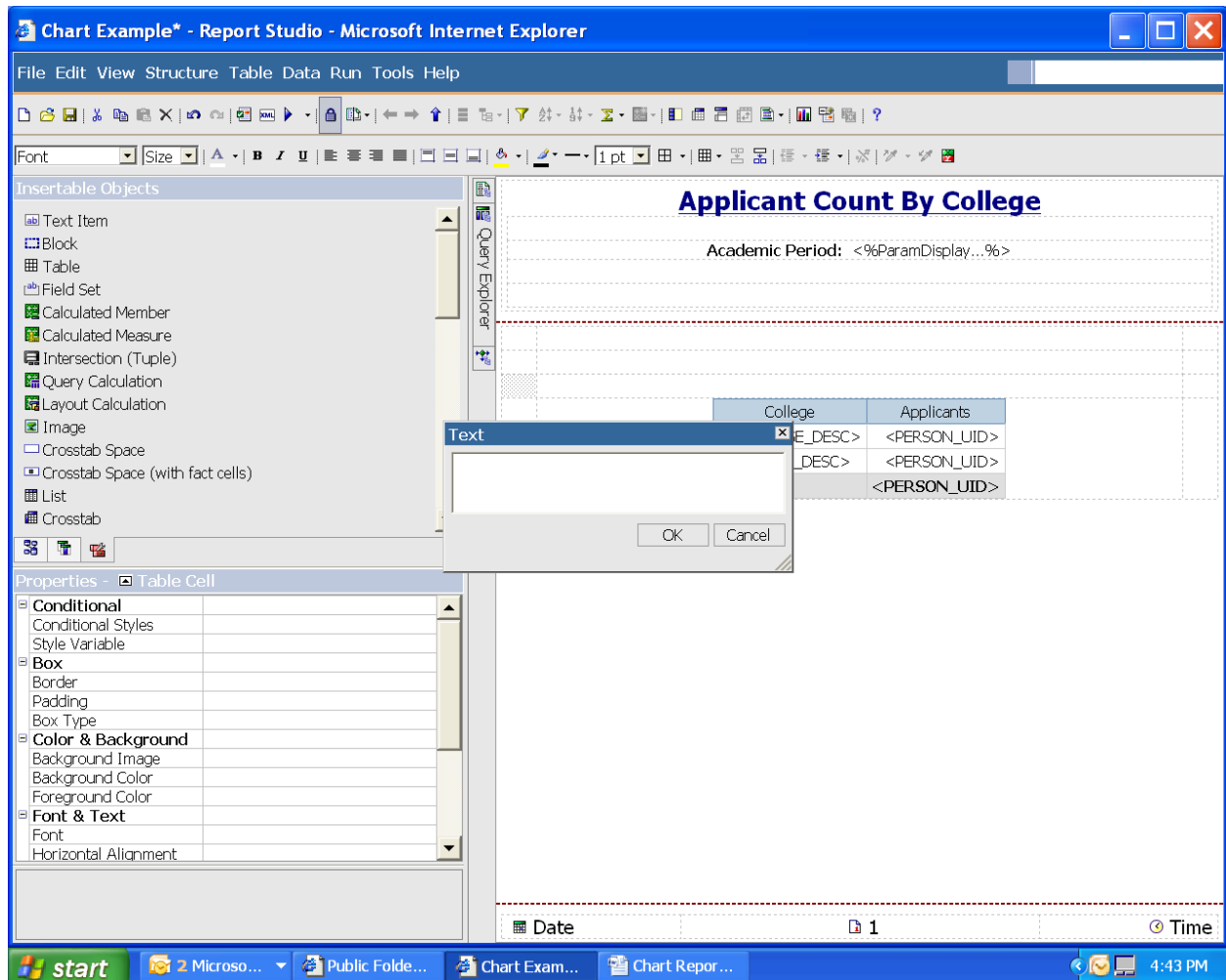
5. Highlight a report column
6. Use the **Properties Pane** to change the column from a **List Column Body** to a **List**

Charts



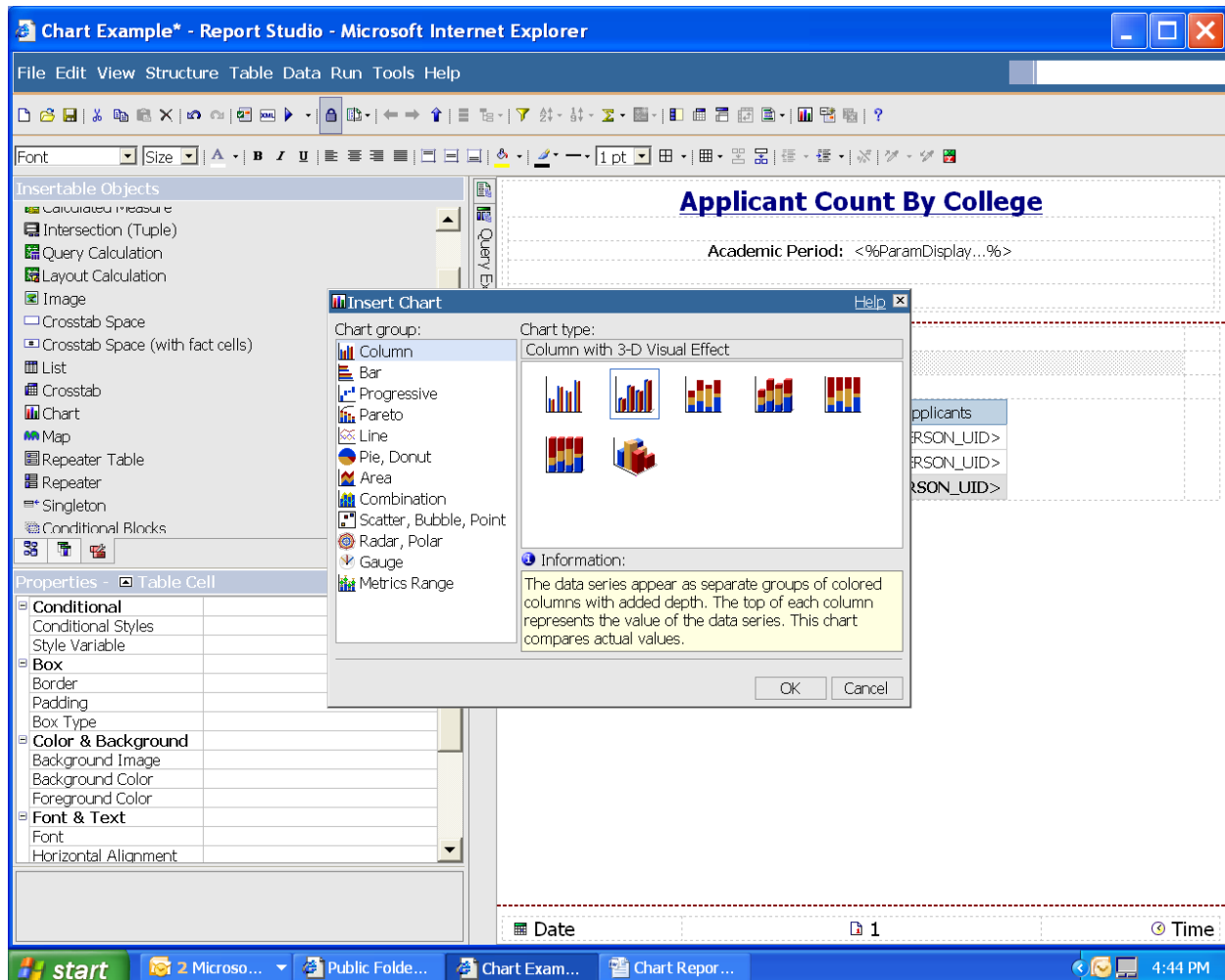
7. Drag the frame to the bottom space then center it

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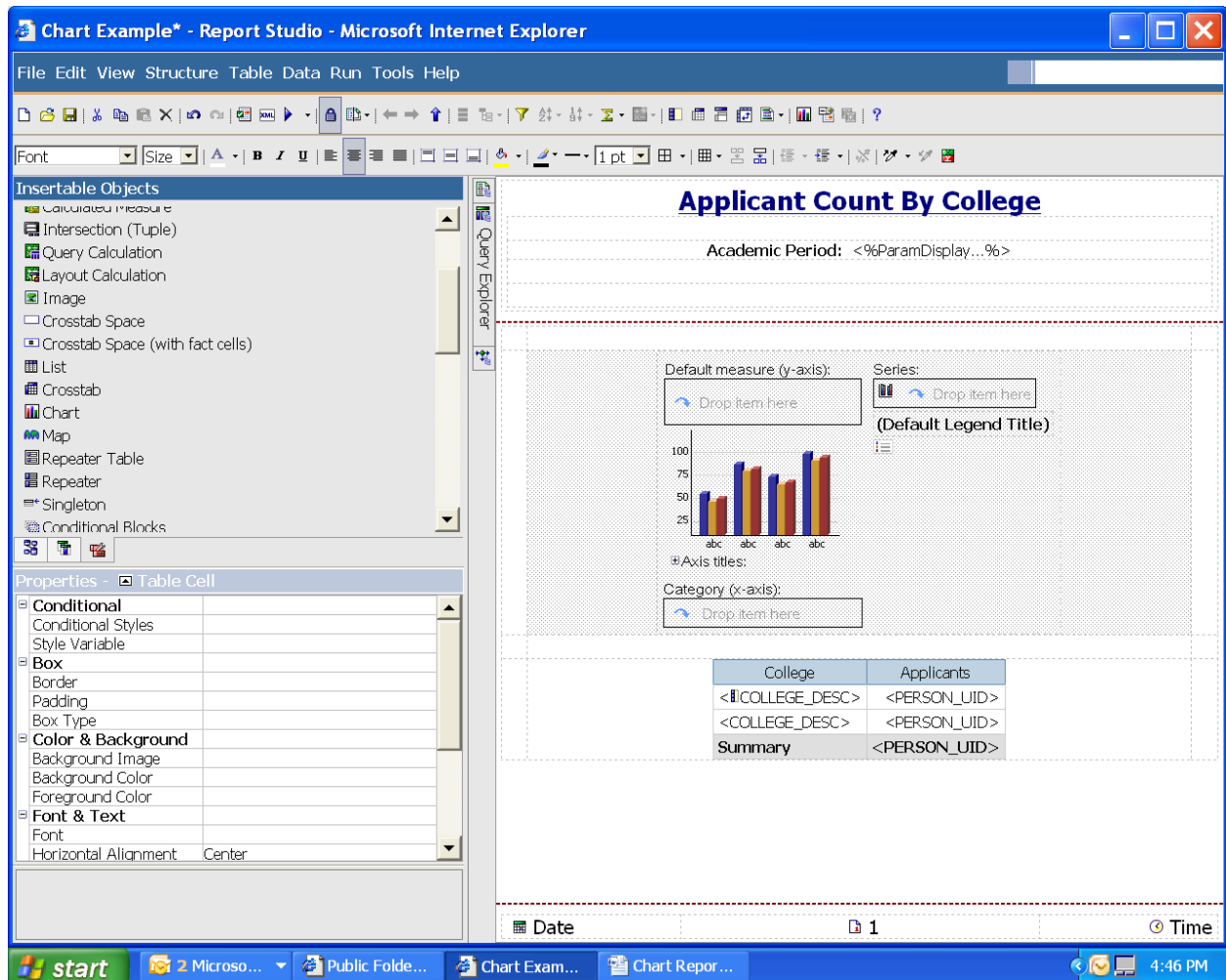
8. Drag a Text Item to the space above the report frame and press the space bar

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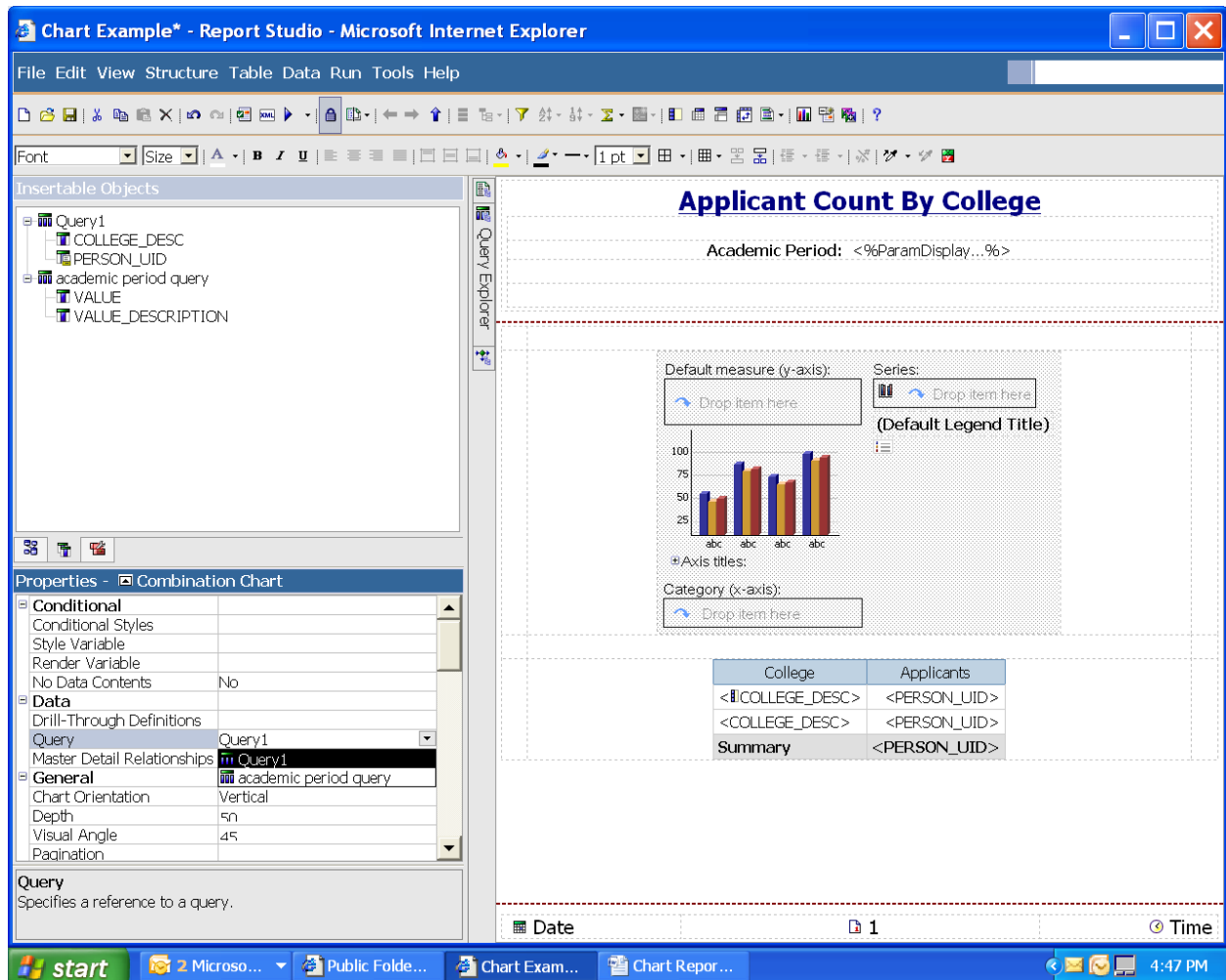
9. From the **Insertable Objects** pane, click the **toolbox** tab
10. Drag a **Chart** to the center space above the report frame

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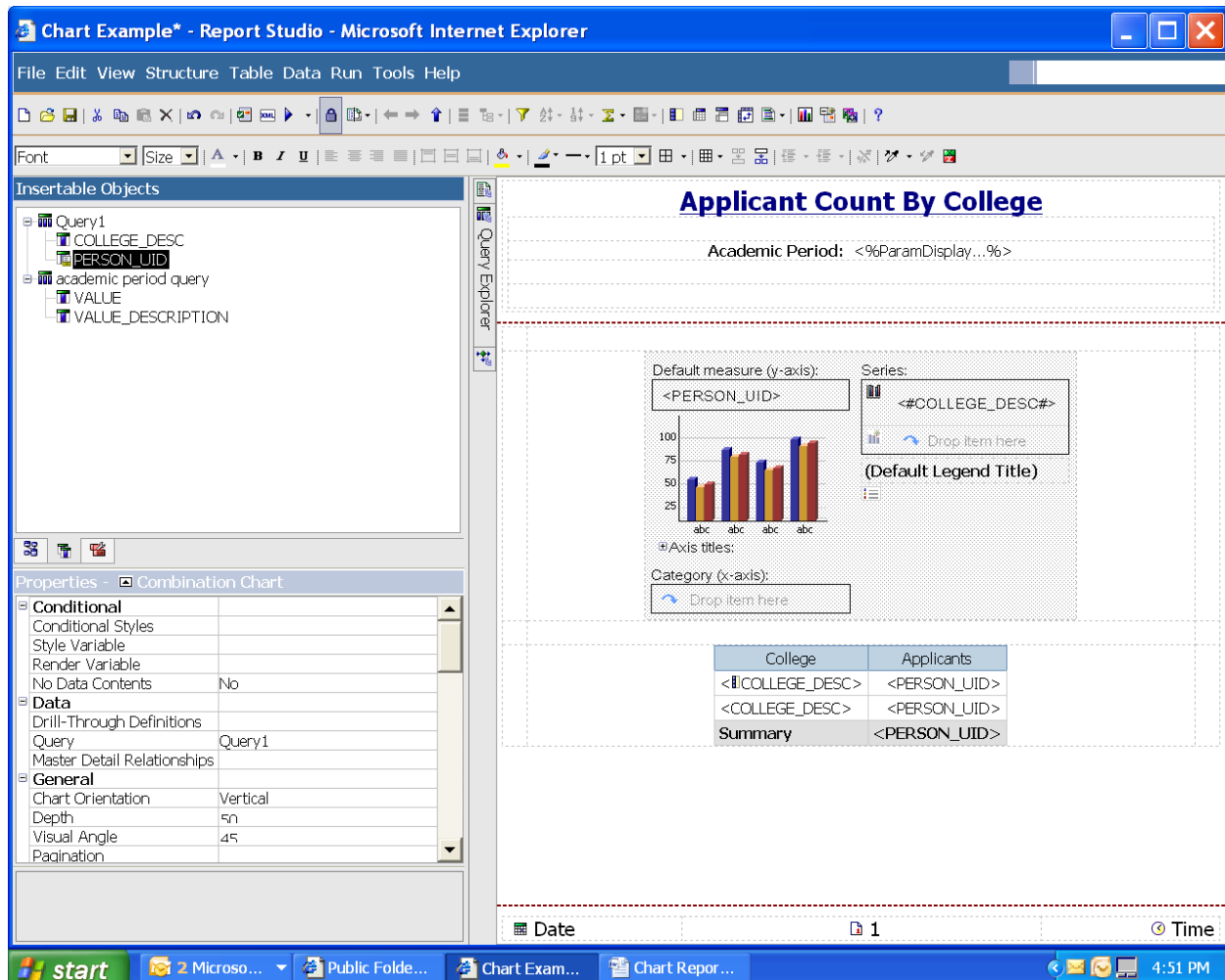
11. Highlight the chart frame and center it

Charts



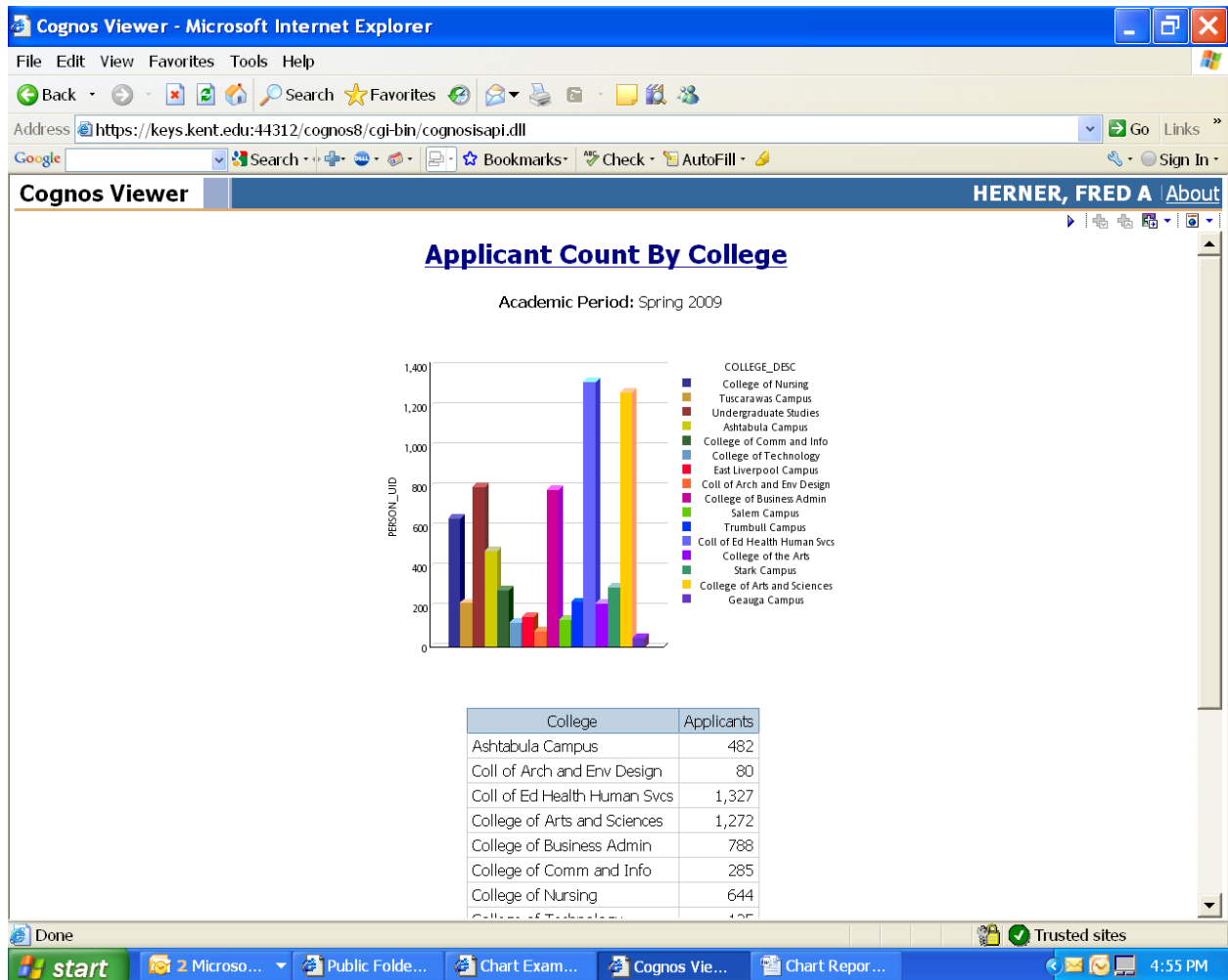
12. Highlight the chart
13. From the **Properties** window, change the Query to Query1

Charts



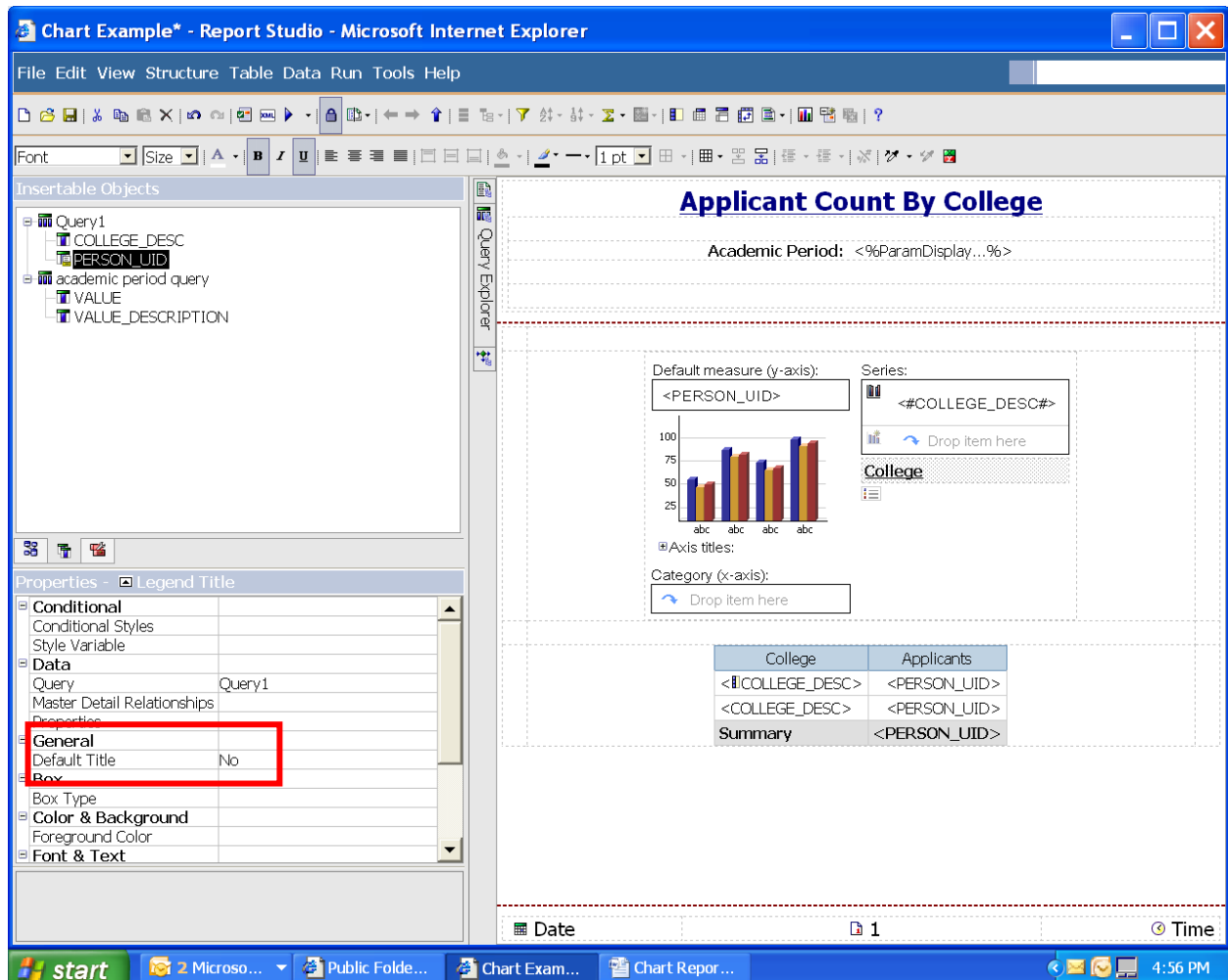
14. From the **Insertable objects** pane, click the **Data Items** tab
15. Drag **PERSON_UID** to the **Default Measure** box on the chart frame
16. Drag **COLLEGE_DESC** to the **Series** box on the chart frame.

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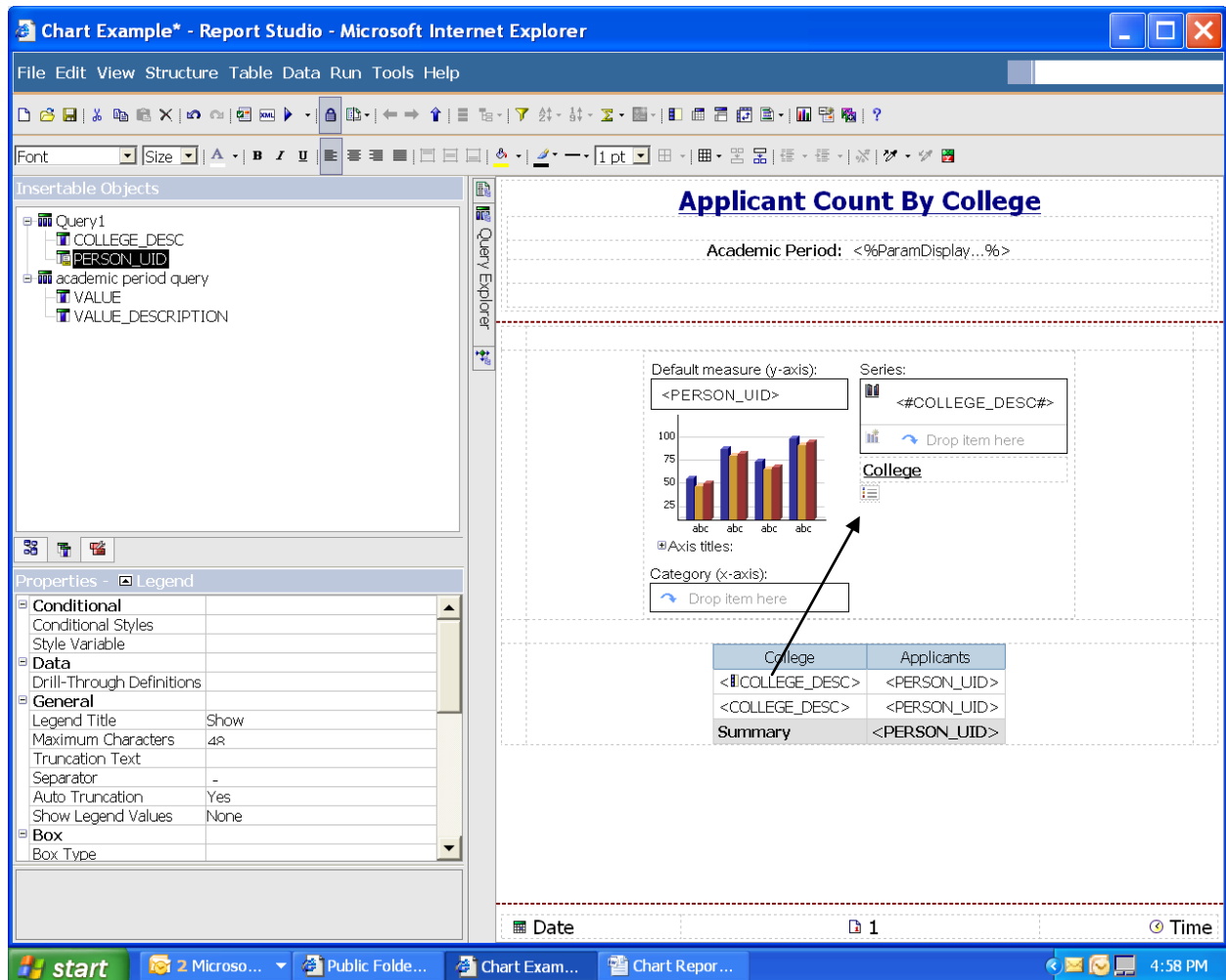
17. Run the report


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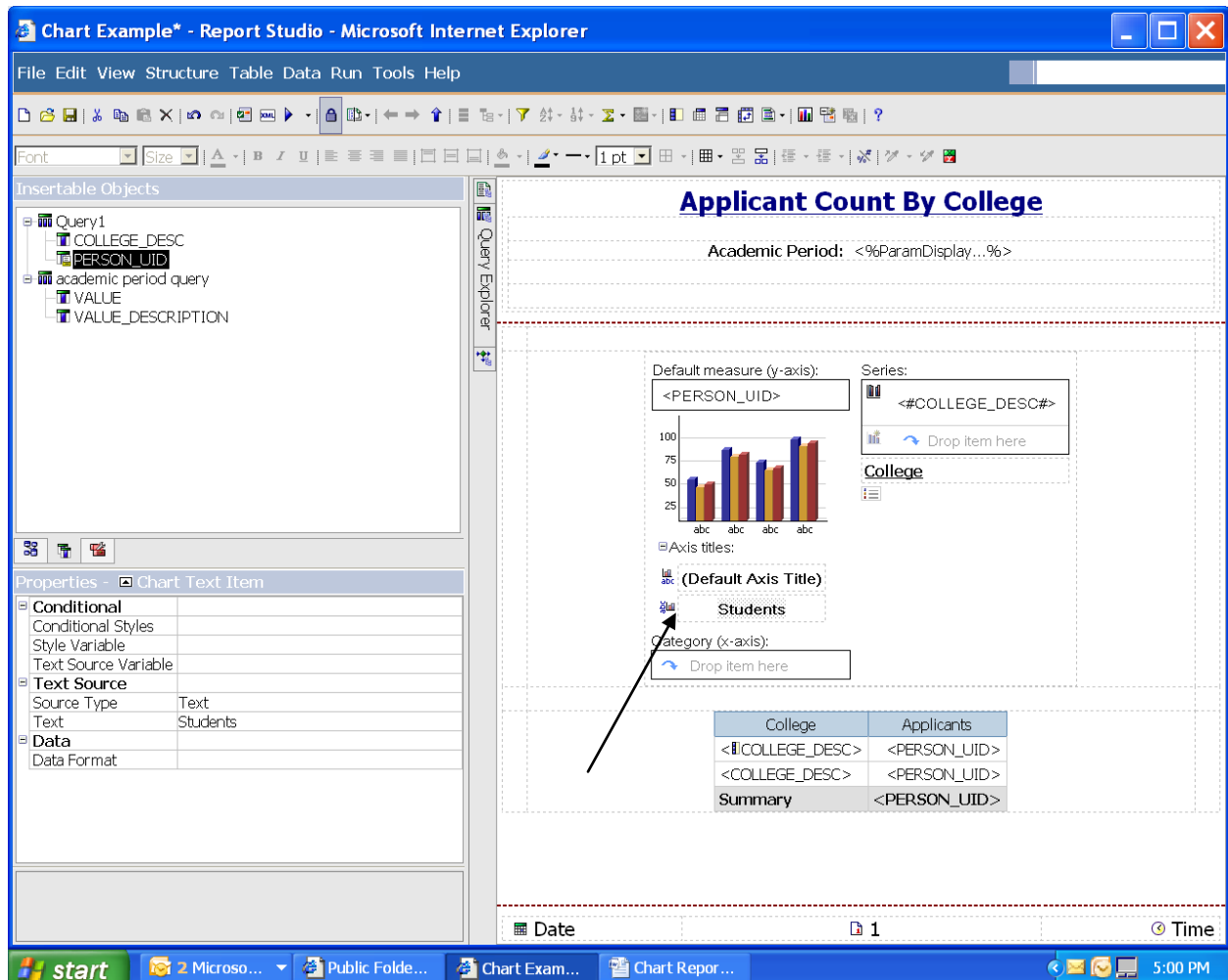
18. Go back to the report design page
19. Click on **Default Legend Title**
 - a. In the **Properties pane**, change **Default Title** to **No** within the **General Section**
 - b. Double click on **Default Legend Title**
20. Change it to **College**
21. **Bold** and **Underline** it
22. Set the Font to 14

Charts



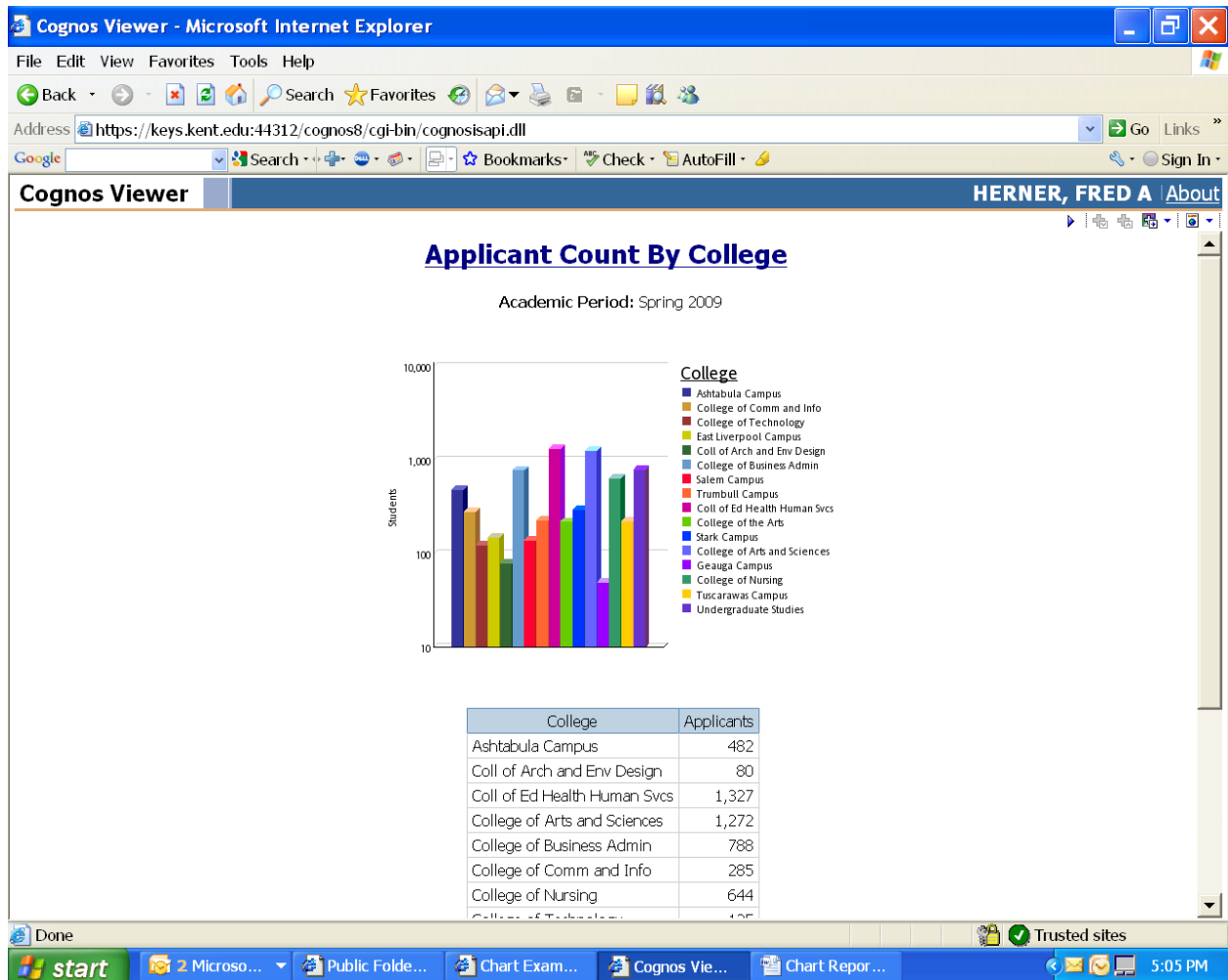
23. Highlight the square under **College**
24. Select the Left justify  icon

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25. Open **AxisTitles**
26. Change the second title to **Students**

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27. Run the report

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For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at cognos@kent.edu. For technical assistance, contact the IS Help Desk at 672-HELP (4357).



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