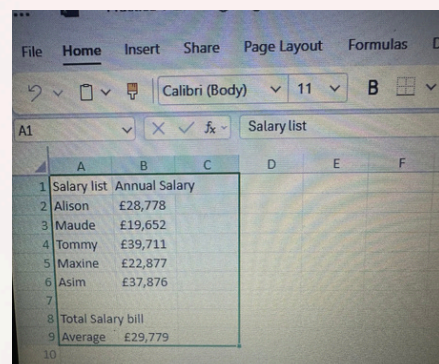


How to create a chart in Excel



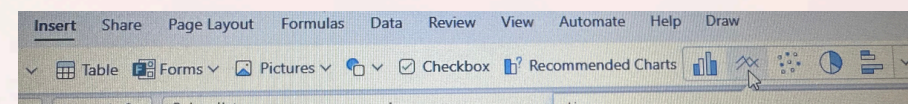
2 SELECT THE DATA

Here you would highlight all the data you have entered this includes any headers. Click from one corner of the data to the other ensuring all data is highlighted.



3 INSERTING CHART

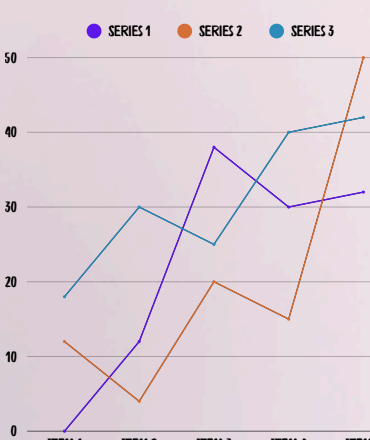
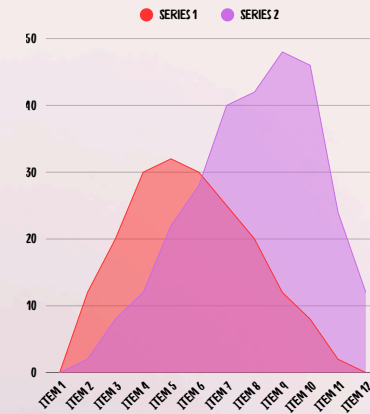
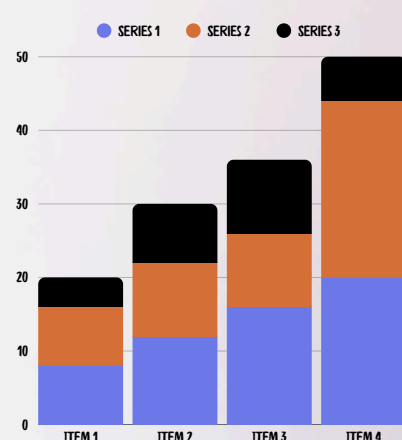
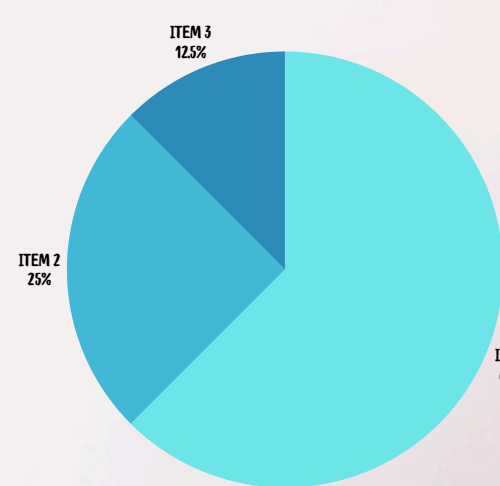
Once step two has been completed on the tool bar click on insert tab, this will then provide you with the option on inserting charts. In the charts options you will have a range to choose from whichever suits the type of data you are entering



1 ENTER YOUR DATA

Open up excel on your computer (through office 365 on the UWTSD) hub Enter your data into rows and columns on the excel spreadsheet.

	A	B	C	D	E
1	Salary list	Annual Salary			
2	Alison	£ 28,778			
3	Maude	£ 19,652			
4	Tommy	£ 39,711			
5	Maxine	£ 22,877			
6	Asim	£ 37,876			
7					
8	Total Salary bill	£ 148,894			
9	Average	£ 29,779			
10					
11					
12					

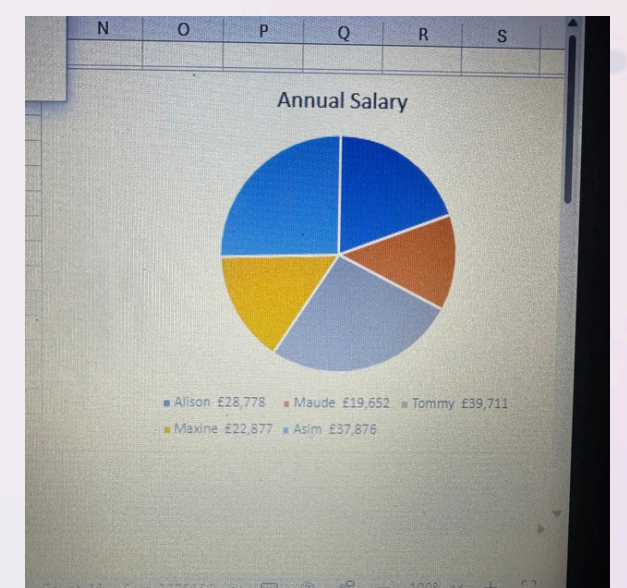


4 CUSTOMISE YOUR CHART

This is the step were you can click on chart and change anything you want to. For example the colors on the chart the font the headers etc.

5 POSITION THE CHART

Final step is to place the chart where you want on your spreadsheet. Click on chart and reposition and by clicking on the corners of chart u can also resize the chart. After this step give everything a check and work should get saved onto your one drive.



TIPS ★

- Ensure to use clear labels.
- Avoid having too many colours
- Pick the right chart for the information you input.
- Do not over complicate

Charts are there to be able to envision and demonstrate data effectively