



STEP 1: SELECT YOUR DATA

Highlight the data you want to turn into a chart
Include headers for better labels!

STEP 2: GO TO THE INSERT TAB

At the top menu, click "Insert"

STEP 3: CHOSE YOUR CHART TYPE

Pick the chart that fits your data:

- Bar Chart
- Line Chart
- Pie Chart
- Scatter Plot

STEP 4: CUSTOMISE YOUR CHART

Use the Chart Design tools to:

- Add titles
- Change colors
- Adjust labels
- Switch rows/columns

STEP 5: SAVE YOUR WORK

Don't forget to save your Excel file!

TIPS

Keep charts simple and readable
Use contrasting colors
Always label your axes

