

HOW TO CREATE A CHART IN EXCEL

SEBASTIAN GLASER

UWTSD

MARCH 23 2026

SELECT DATA

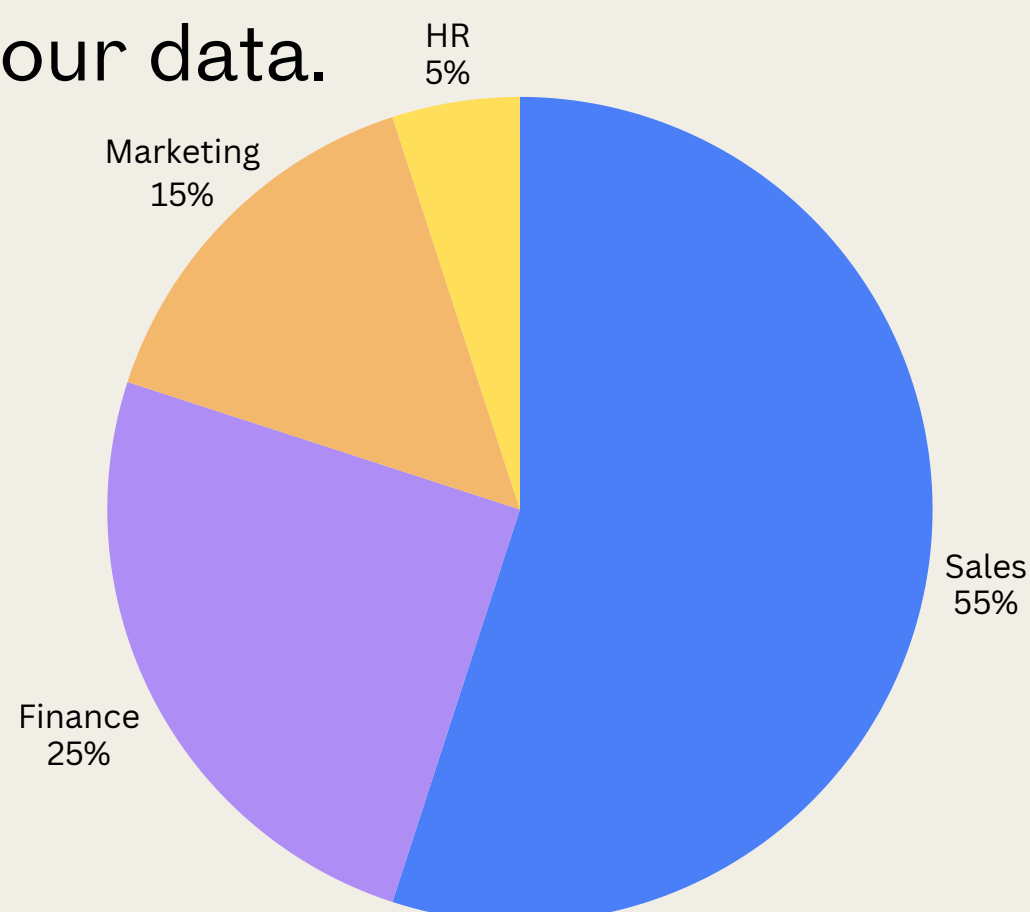
1

Highlight the data, including headings, but exclude totals to prevent skewed charts.

INSERT CHART

2

Click the Insert tab and select Recommended Charts to see Excel's suggestions based on your data.



CHOOSE TYPE

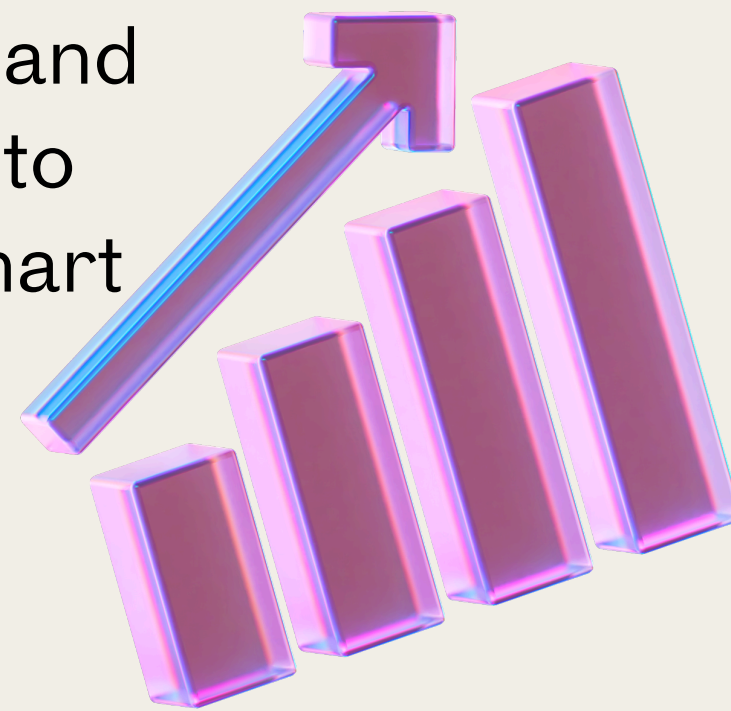
3

Select from various types such as column, bar, or pie charts.

COSTUMIZE

4

Use Chart Elements (labeled with a "+"), Chart Styles, and Chart Filters to format the chart



QUICK METHOD

5

Select data and press ALT + F1 to instantly create a default chart on the same worksheet.

