

# HOW TO CREATE A CHART IN EXCEL

In modern workplaces, Excel charts are used regularly to present data in a clear and visual way. They help people understand information quickly, especially during meetings, reports and presentations. Instead of reading large tables, charts allow users to see patterns, trends and comparisons immediately (Knafllic, 2015). This makes communication more effective and supports better decision-making.

## STEP-BY-STEP GUIDE

### Step 1: Prepare your data

Before creating a chart, it is important to organise your data correctly.

- Open Excel
- Enter data into rows and columns
- Add clear headings

If the data is not structured properly, the chart may be confusing or inaccurate (Microsoft, 2023). From my experience, well-organised data makes the whole process much easier.

### Step 2: Select the correct data

Highlight all the data you want to include in your chart. It is important to include headings, as Excel uses them automatically for labels.

In my opinion, this is one of the most critical steps, because selecting incorrect data can completely change the meaning of the chart.

### Step 3: Insert a chart

Go to the Insert tab and choose a suitable chart type. For example:

- Column chart – for comparing values
- Line chart – for showing trends over time
- Pie chart – for showing proportions

Choosing the correct chart type is essential, as different charts present information in different ways.

### Step 4: Improve and format the chart

Once the chart is created, it should be adjusted to improve clarity.

- Add a clear title
- Label the axes
- Adjust colours if needed

However, charts should remain simple. Too many colours or visual effects can make the information harder to understand (Few, 2020).

I have noticed that simple charts are usually more effective, especially for people who are not familiar with Excel.

### Step 5: Review your chart

Before using your chart, take a moment to check it. Ask yourself:

- Is the chart easy to understand?
- Does it show the correct data?
- Can someone read it quickly?

In real workplace situations, clarity is more important than design.

## WHEN TO USE CHARTS?

Charts are useful in many situations, for example:

- Sales reports
- Budget tracking
- Performance analysis
- Presentations

They help explain information faster and reduce confusion.

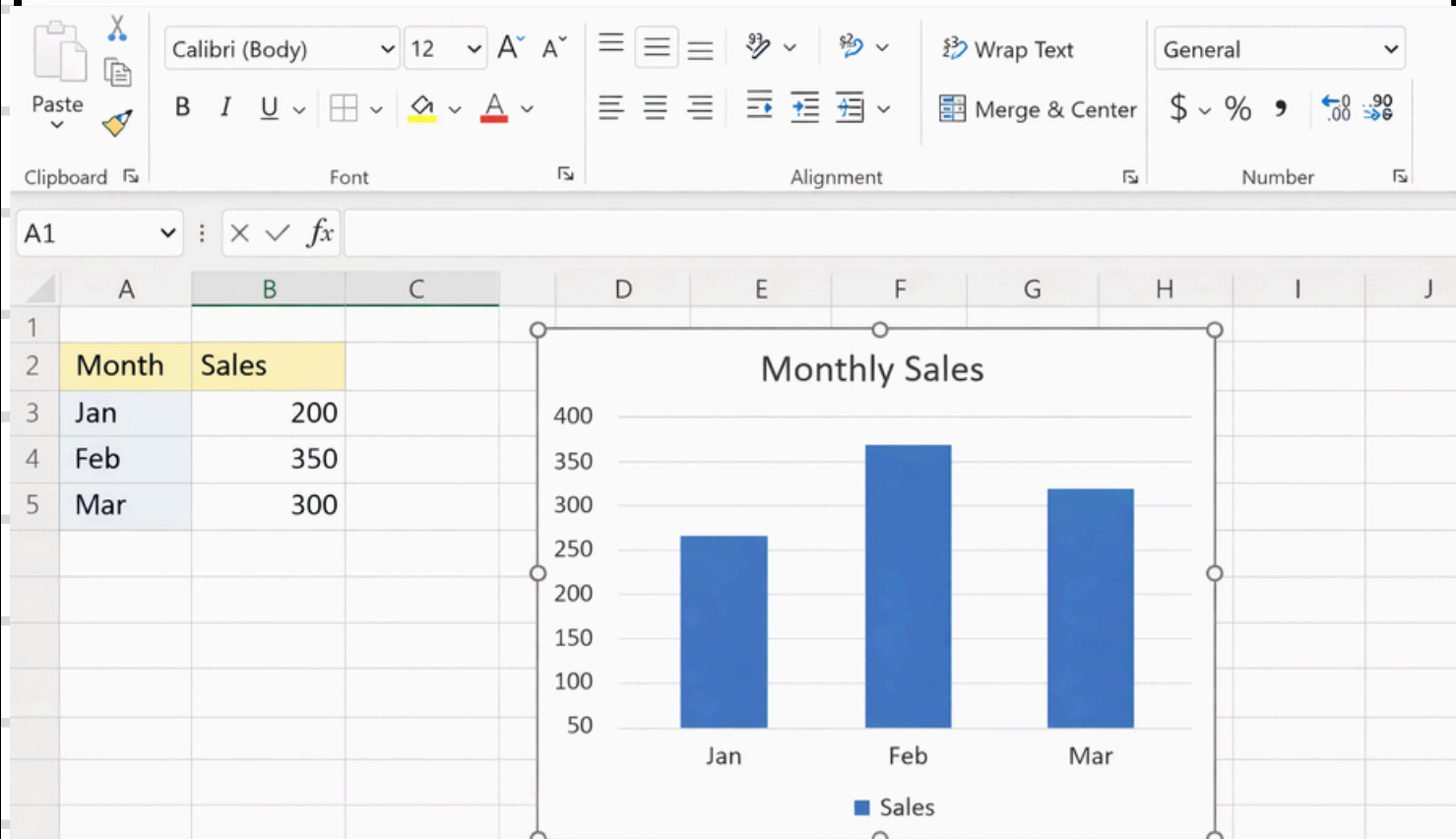
## WHY IT MATTERS IN THE WORKPLACE

Charts play an important role in professional environments because they:

- save time
- reduce the risk of errors
- improve communication
- support faster decision-making

They are particularly useful when presenting data to managers or clients who need quick and accurate insights.

## EXAMPLE



### TIPS FOR BETTER CHARTS

- Keep charts simple and clear
- Focus on one key message
- Use clear and readable labels
- Select the most appropriate chart type
- Always check your data

Effective charts should simplify information, not make it more complex (Few, 2020).

### CRITICAL POINT

Although charts are very useful, they can sometimes be misleading if the wrong chart type is used or if the data is incorrect.

For this reason, it is important not only to create charts, but also to understand how to use them properly.

## References

Knafllic, C.N. (2015) *Storytelling with Data*. Wiley.  
Few, S. (2020) *Data Visualisation: A Practical Introduction*. Analytics Press.  
Microsoft (2023) *Create a chart in Excel*. Available at: <https://support.microsoft.com>