

How to create a charts in Excel

by :

Renata Grudzien (2514195)

Step 1

Add your graph's labels. The labels that separate rows of data go in the **A** column (starting in cell **A2**). Things like time (e.g., "Day 1", "Day 2", etc.) are usually used as labels.

- For example, if you're comparing your budget with your friend's budget in a bar graph, you might label each column by week or month.
- You should add a label for each row of data

	A	B	C
1		Number of KiloWatts	Power Bill
2	January	201	£34.05
3	February	238	£40.32
4	March	295	£49.97
5	April	311	£52.58
6	May	465	£78.77
7	June	448	£75.89
8	July	411	£69.62
9	August	373	£63.19
10	September	417	£70.64
11	October	452	£76.57
12	November	290	£49.13
13	December	341	£57.77

Step 2

Enter your graph's data. Starting in the cell immediately below your first header and immediately to the right of your first label (most likely **B2**), enter the numbers that you want to use for your graph.

- You can press the **Tab** key once you're done typing in one cell to enter the data and jump one cell to the right if you're filling in multiple cells in a row.

Step 3

Select your data. Click and drag your mouse from the top-left corner of the data group (e.g., cell **A1**) to the bottom-right corner, making sure to select the headers and labels as well.

- If you want to create one graph for your entire spreadsheet, press **CTRL + A** (Windows) or **CMD + A** (Mac) to select all.

	A	B	C
1		Number of KiloWatts	Power Bill
2	January	201	£34.05
3	February	238	£40.32
4	March	295	£49.97
5	April	311	£52.58
6	May	465	£78.77
7	June	448	£75.89
8	July	411	£69.62
9	August	373	£63.19
10	September	417	£70.64
11	October	452	£76.57
12	November	290	£49.13
13	December	341	£57.77

Step 4

Consider the type of graph you want to make. There are three basic types of graph that you can create in Excel, each of which works best for certain types of data:

- **Bar** - Displays one or more sets of data using vertical bars. Best for listing differences in data over time or comparing two similar sets of data.
- **Line** - Displays one or more sets of data using horizontal lines. Best for showing growth or decline in data over time.
- **Pie** - Displays one set of data as fraction of a whole. Best for showing a visual distribution of data.

