

HOW TO CREATE A CHART IN EXCEL

Microsoft Excel is a powerful program that is used to organize, calculate and analyse data. Used by the entire world to work. Create a chart in Excel it is a simply way to visualize your data insert in the single cells of your workbook. Will help you to identify clearly your information.

• STEP 1) PREPARE YOUR DATA

Insert your data into rows and columns

Example (A1,A2,A3..)

Make sure each cell has a clear header

Click and drag to highlight the data you want to include

Example (A1 to C9)



1				
2	DAY	Monday	Tuesday	Wednesday
3	Monday	12	33	
4	Tuesday	45	44	
5	Wednesday	32	55	
6	Thursday	10	66	
7	Friday	49	77	
8	Saturday	15	88	
9	Sunday	22	99	

• STEP 3) MOVE OR RESIZE THE CHART

1. Click on the chart to select it
2. Drag the chart to move it
3. Use the handles to resize

• STEP 2) INSERT THE CHART

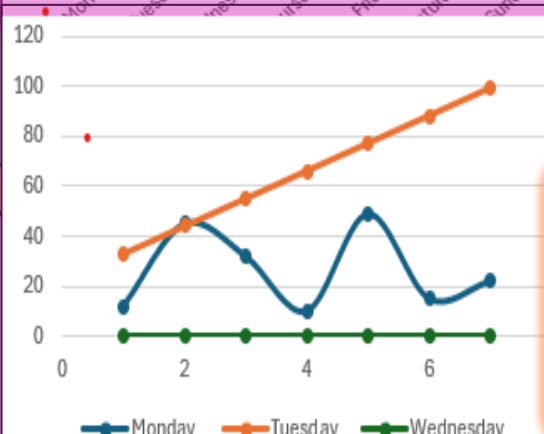
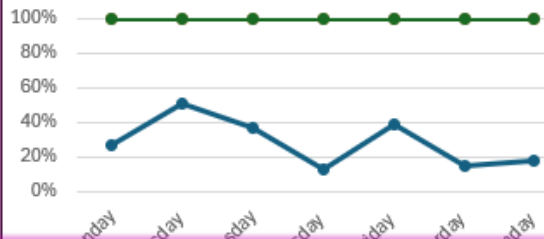
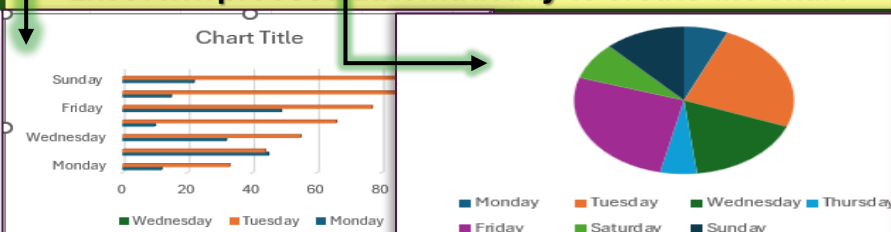
Click “Insert” on the ribbon

In the **chart group choose your chart type then you prefer**

Example:

- ❖ Column or Bar
- ❖ Area or Line
- ❖ Pie
- ❖ Scatter

Excel will proceed automatically to create the chart



• STEP 4) COSTUMIZE THE CHART

With the chart selected, use the chart design and format tabs to:

- Change the chart tittle
- Add data labels
- Add axis labels
- Swap rows/columns
- Change colours and styles

Once then you will create you chart following all these four simple step, you will present professionally your data and improve your analysis in effectively way.