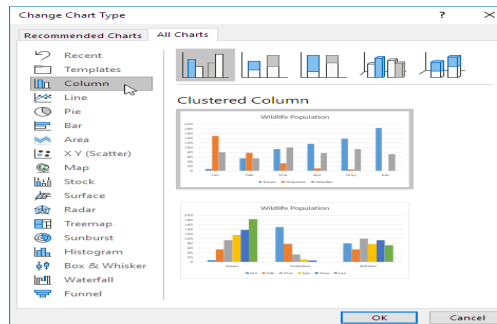


How to Create a Chart in Excel

Student ID:2025095381

Introduction

Charts convert raw data into visuals which are simpler to read and compare. They assist teams to notice trends very fast and assist the teams in making better decisions. This tutorial reveals the most critical steps to develop a clear and exact chart in excel.



Step-by-Step Instructions

Step 1: Select Your Data

Highlight the cells that contain the numbers or categories you want to visualise.

Step 2: Open the Insert Tab

Go to the **Insert** tab on the ribbon to access Excel's chart tools.

Step 3: Choose a Chart Type

Select a chart from the **Charts** group.

Tip: Column charts work well for comparing values.

Step 4: Insert the Chart

Excel will create a chart based on the data you selected.

Step 5: Edit Chart Elements

Use the Chart Tools to refine your visual. You can:

- Add or edit the chart title
- Adjust axis labels
- Change the chart style or layout

Step 6: Move or Resize the Chart

Drag the chart to a new position or use the corner handles to resize it.

Extra Tips for Better Charts

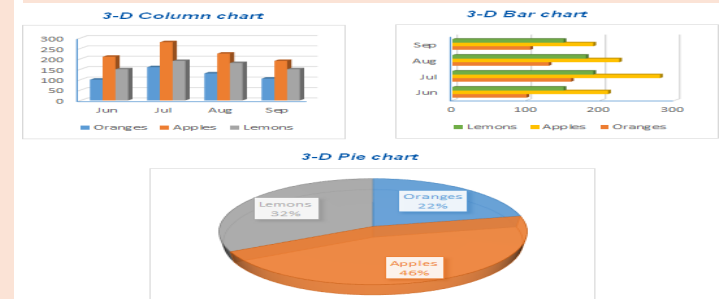
- Use short, clear titles
- Keep colours simple and consistent
- Check your data for errors before creating the chart
- Make sure labels are easy to read

Common Mistakes to Avoid

- Selecting blank rows or columns
- Using unclear or missing labels
- Adding too many colours or effects
- Overloading the chart with unnecessary elements

Summary

Select your data, pick a chart type, insert the chart, and refine it using chart tools. Clear charts help teams understand information quickly and make stronger decisions.



Name- Yonatan Eskinder
ID- 2509538