

A QUICK GUIDE TO BUILDING CHARTS IN MS EXCEL

1,2,3 Start Here

STEP 1

OPEN MS EXCEL ON OFFICE 365 OR ONEDRIVE



STEP 2

CREATE A NEW WORKBOOK (ANY FILE SAVED DOC.XLS.)

STEP 3

START INSERTING INFORMATION ON YOUR WORKSHEET, FILLING IN THE ROWS (A, B, C...) COLUMNS (1,2, 3...) CELLS (INDIVIDUAL BOX)

	A	B	C
1			
2			
3			

STEP 4

WHEN CALCULATING HIGHLIGHT THE CELLS, USING AUTOSUM (TAB FORMULARS) WILL HELP WORK OUT TOTAL, AVERAGE AND MORE.)

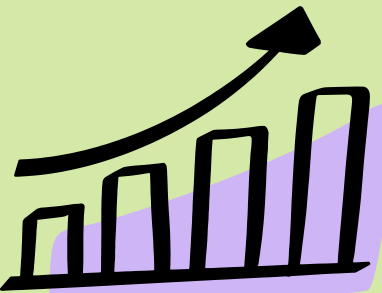


STEP 5

INSERTING CHARTS – CLICK THE INSERT TAB AND SELECT THE DESIRED CHART TYPE. (E.G., PIE, BAR, COLUMN, LINE ETC.)

STEP 6

ALTERNATIVE CLICK RECOMMENDED CHARTS TO SEE OPTIONS TAILORED TO YOUR DATA, THEN CLICK OK.



STEP 7

USE THE CHART DESIGN AND FORMAT TABS TO ADJUST STYLES, COLORS, AND LAYOUTS, TO CUSTOMIZE CHARTS.

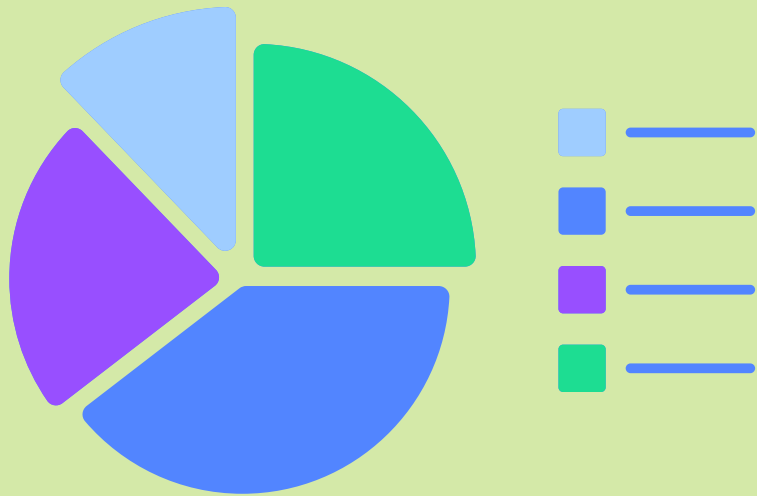


Figure 2 a picture of a Pie Chart



Figure 1 a picture of diagrams

EXCEL IS A SERVICE PROVIDED UNDER THE MICROSOFT OFFICE 365 SUBSCRIPTION, USED ACADEMICALLY OR FOR BUSINESS RELATED DOCUMENTS.

COMMON CHART TYPES

- COLUMN/BAR CHARTS ARE GREAT FOR COMPARING DATA OVER CATEGORIES.
- LINE CHARTS ARE IDEAL FOR SHOWING TRENDS OVER A PERIOD OF TIME.
- PIE CHARTS ARE USED FOR SHOWING PROPORTIONS.