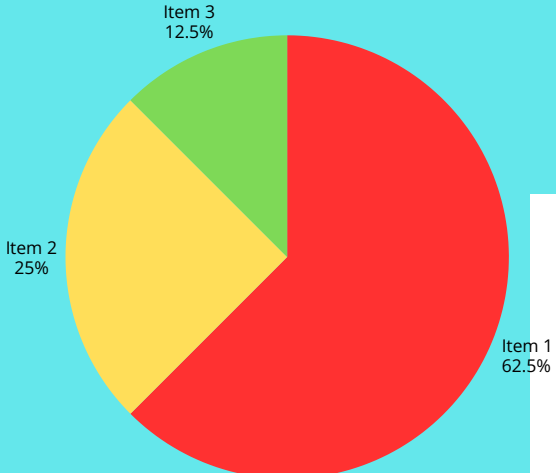
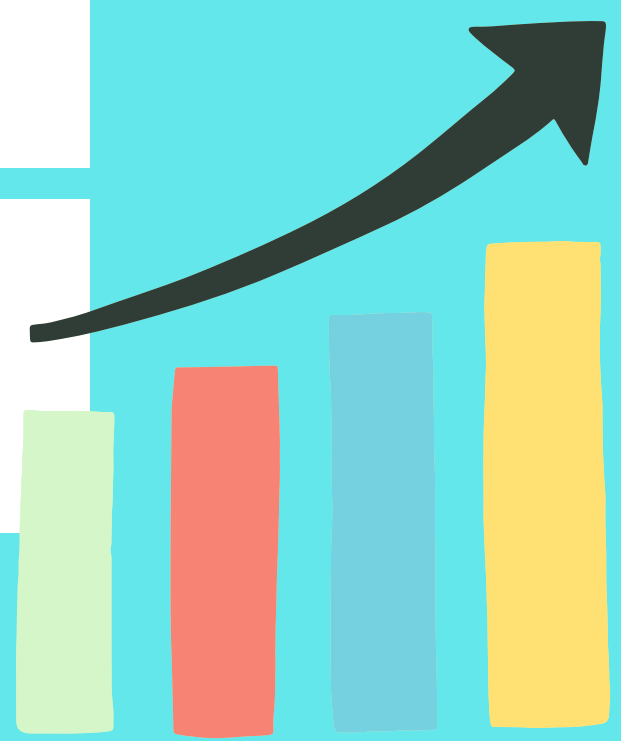


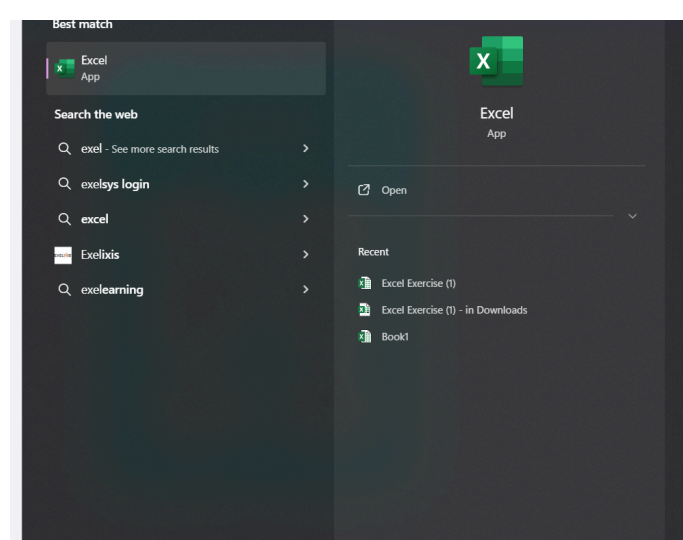


How to create a chart in Excel



1

OPEN EXCEL



2

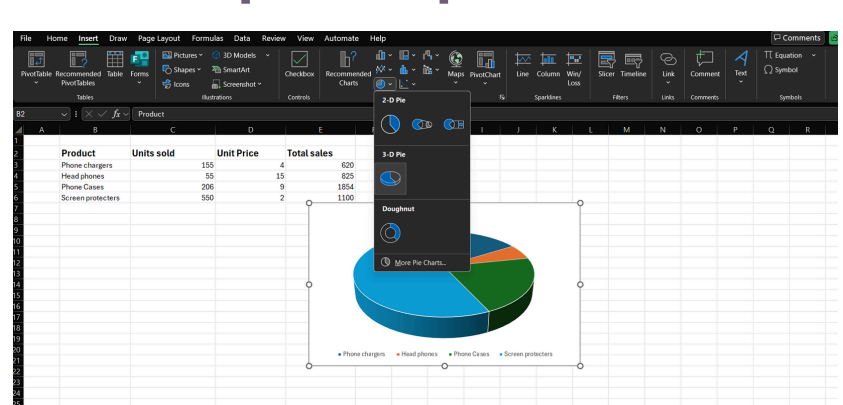
INPUT YOUR DATA INTO A NEW WORKSHEET

Product	Units sold	Unit Price	Total sales
Phone chargers	155	4	620
Head phones	55	15	825
Phone Cases	205	9	1845
Screen protectors	550	2	1100

3

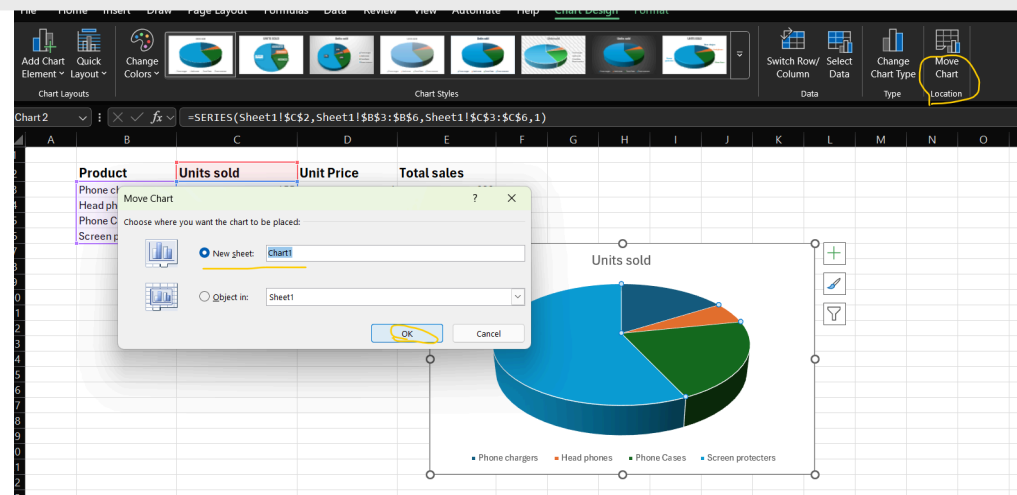
IN YOUR RIBBON GO TO *INSERT* → *CHART*

(choose the desired chart example: pie chart)



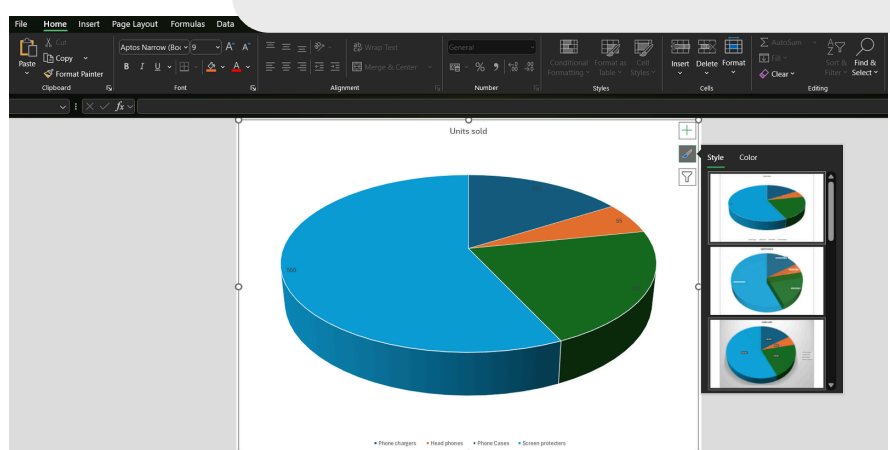
4

PRESS *MOVE CHART* LOCATION TO NEW SHEET AS SHOWN BELOW



5

CUSTOMISE YOUR CHART TO YOUR PREFERENCE



6

SAVE YOUR CHART TO YOUR PREFERRED LOCATION IN YOUR COMPUTER OR CLOUD

