



Microsoft Excel

How to Create Chart in Microsoft Excel

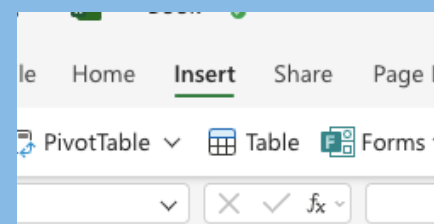
1 Step 1 -Enter Your Data and Select Your Data

*Type your Categoris and values into Excel Cells.
Highlight the entire data range.*

1	Item	2013
2	Orangs	1040
3	apples	2100
4	lemons	1570

2 Step 2 -Go to the Insert Tab

Click on the Insert tab.



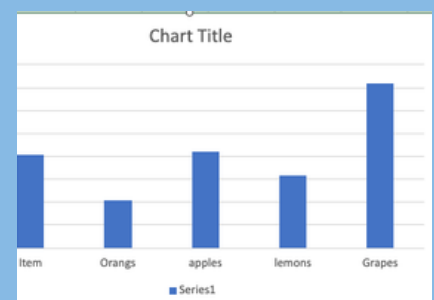
3 Step 3 - Choose a chart Type

Pick a Chart (column,Line,Pie,etc.).



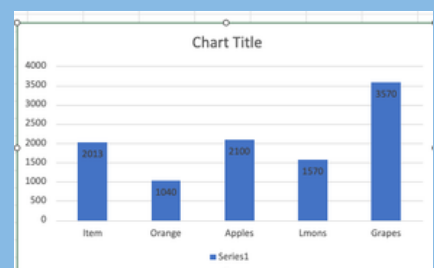
4 Step 4 - Insert the Chart

Place the chart on your Sheet



5 Step 5 - Customize Your Chart

Edit title , label, and colors.



Your paragraph text

TIP FOR PROFESSIONAL CHART:

- USE CLEAR LABELS
- Avoid too many colors
- Keep the Layout Simple
- Make Sure the Chart Matches your data

For More information , contact your instructor.

