

How to create a chart in Excel- Wishaakh Ali 2526546

The ultimate purpose of creating charts in Microsoft Excel allows for data to become visual information, providing a more effective way of presenting data as well as simplifying and understanding. Charts allow comparisons in data or trends over time which ultimately allows for better decision making.

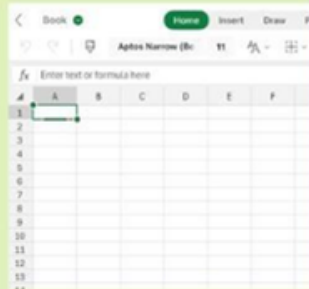


Step one:

First open an empty excel file and enter your data into the worksheet and include column titles

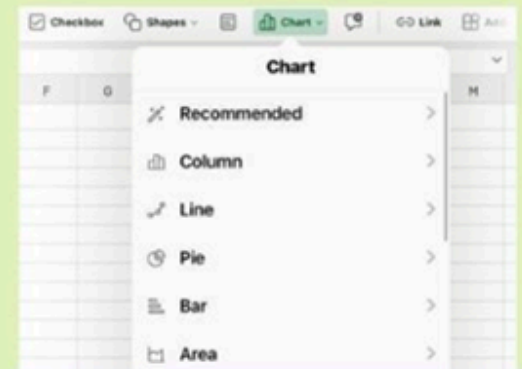
A screenshot of the Microsoft Excel interface. The 'Monthly Sales Data' table is visible in the worksheet. The table has two columns: 'Month' and 'Sales (\$)'. The data rows are as follows:

Month	Sales (\$)
January	1200
February	1500
March	1700
April	1400
May	1900
June	2100



Next, you need to click and drag to select all the data you want to use.

Step two:

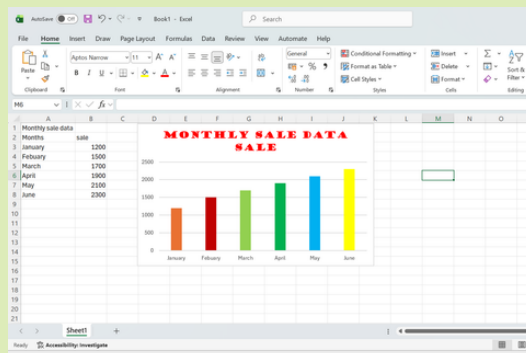


Next, you need to click and drag to select all the data you want to use. Then you need to go to the Insert tab, choose a chart type such as Column, Line, or Pie, and click your preferred style. You can also choose from the recommended styles by excel based off of your data given.

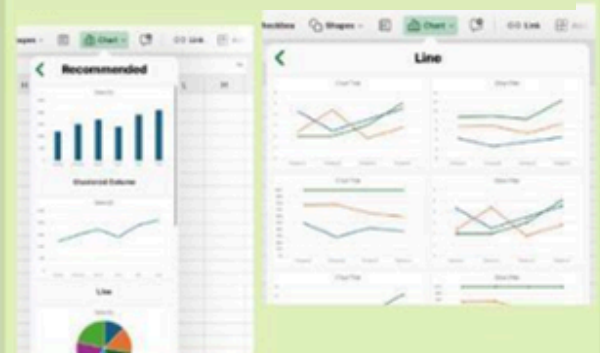
Tips :

Make sure the chart you select is best suited for your specific data in order for the chart to be simple and understandable.

If you are facing issues with labels you can edit this by adding elements to them



The chart will then appear once you have selected your preferred type. you can then customise, move, add colour and resize the chart and title to make it stand out this is the final result



This skill is beneficial to communicate information clearly, support reports and be able to make professional presentations. The ability to create charts quickly allows for saving time as when analyzing data and allows for teams to be able to understand results much easier. This demonstrates well established good digital skills, which ultimately are appreciated by employers and is very useful in many different job roles. Improving confidence when working with spreadsheets and highlighting information