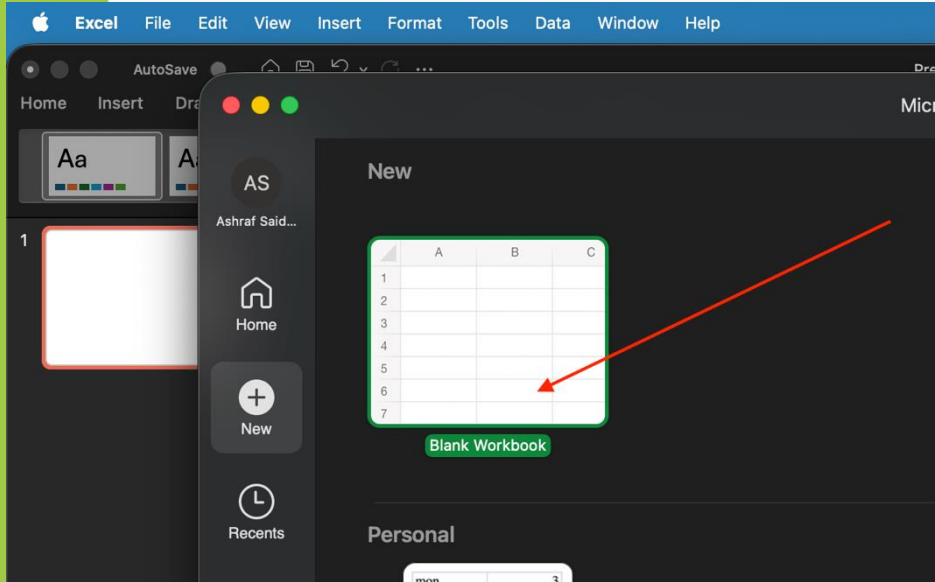


HOW TO CREATE A CHART IN EXCEL - STEP BY STEP

1. Open new blank workbook in Excel



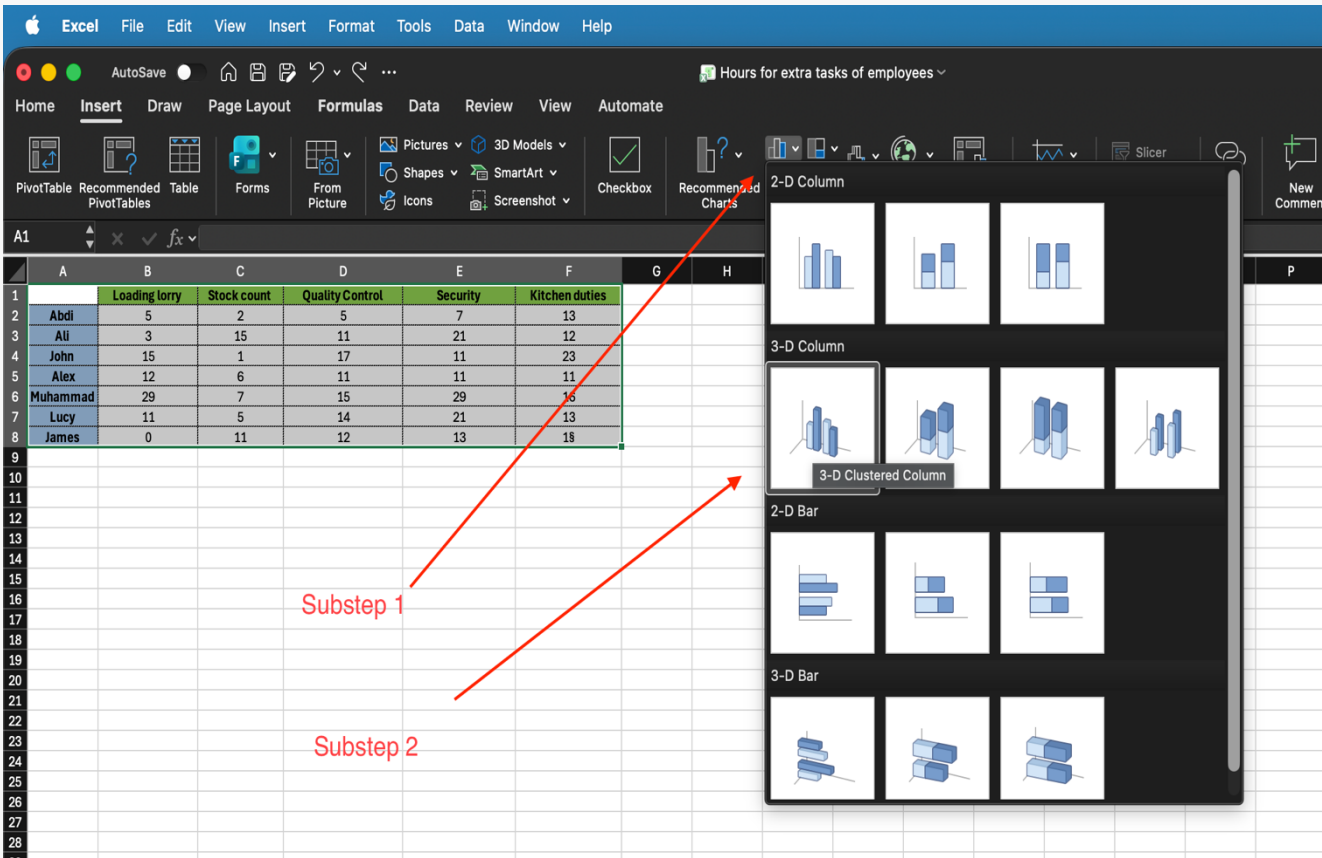
2. Write in table information regarding of time spent for extra task (in hours)

	A	B	C	D	E	F	G	H
1		Loading lorry	Stock count	Quality Control	Security	Kitchen duties		
2	Abdi	5	2	5	7	13		
3	Ali	3	15	11	21	12		
4	John	15	1	17	11	23		
5	Alex	12	6	11	11	11		
6	Muhammad	29	7	15	29	16		
7	Lucy	11	5	14	21	13		
8	James	0	11	12	13	18		

3. Highlight all relevant data you want to be displayed in the chart

	A	B	C	D	E	F	G	H	I	J
1		Loading lorry	Stock count	Quality Control	Security	Kitchen duties				
2	Abdi	5	2	5	7	13				
3	Ali	3	15	11	21	12				
4	John	15	1	17	11	23				
5	Alex	12	6	11	11	11				
6	Muhammad	29	7	15	29	16				
7	Lucy	11	5	14	21	13				
8	James	0	11	12	13	18				

4. Click on the ribbon “Chart Tab” (substep 1) and then click on “3-D Clustered Column” chart (substep 2)



5. Give the title to you chart according to your preference

