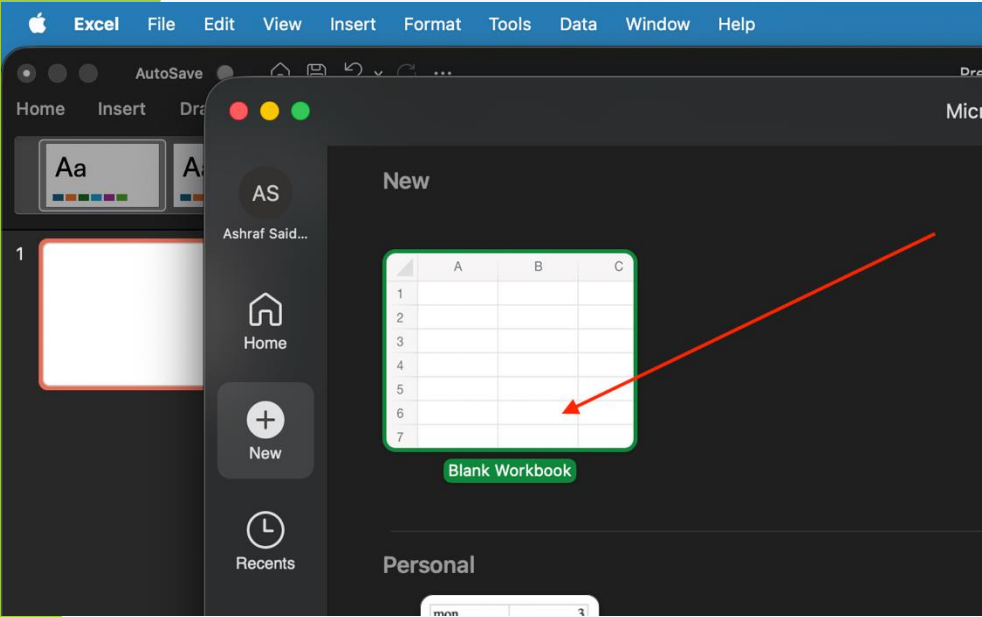


HOW TO CREATE A CHART IN EXCEL - STEP BY STEP

1. Open new blank workbook in Microsoft Excel



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

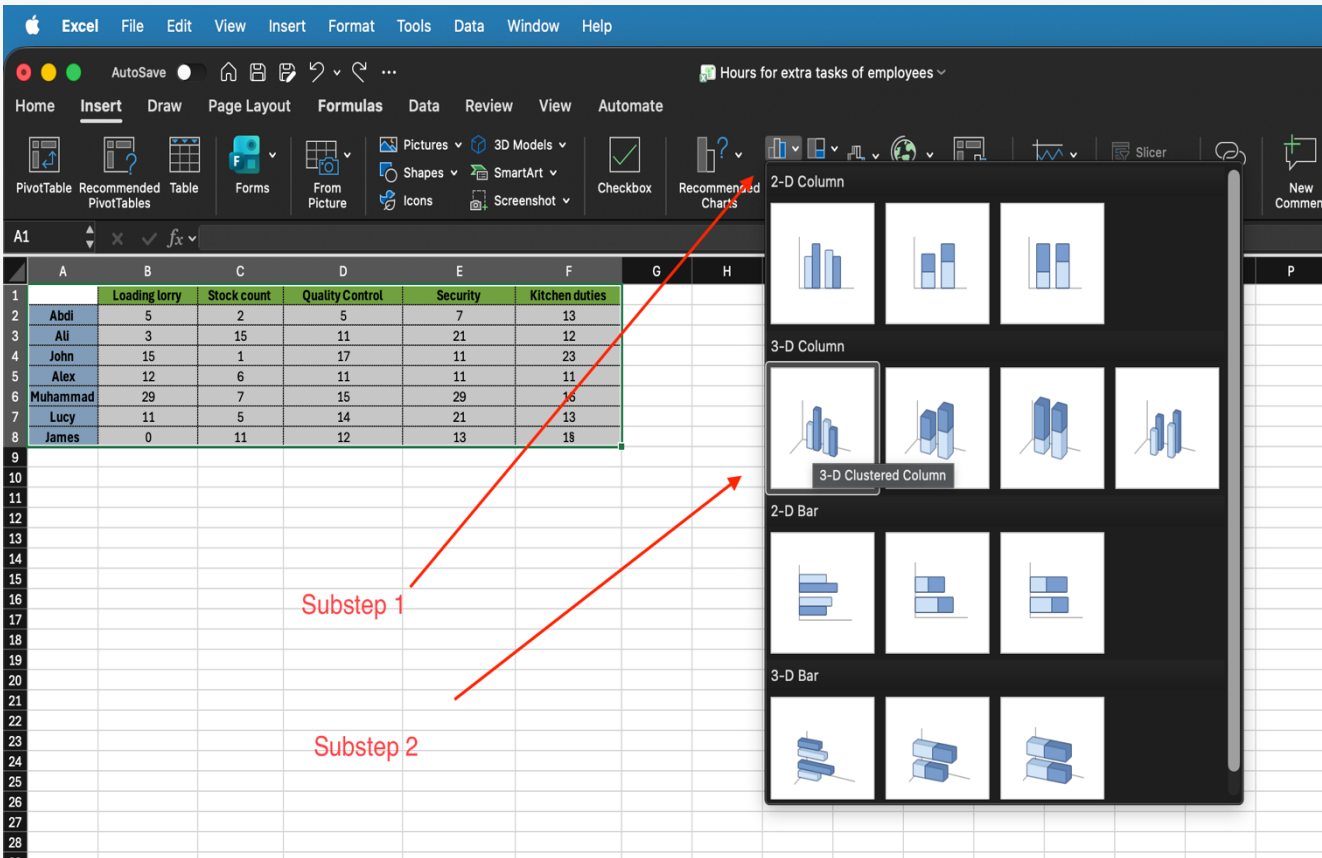
A screenshot of the Microsoft Excel application window showing a table with employee data. The table has 6 columns: Employee Name, Loading lorry, Stock count, Quality Control, Security, and Kitchen duties. The data is as follows:

	A	B	C	D	E	F	G	H
1		Abdi	5	2	5	7	13	
2		Ali	3	15	11	21	12	
3		John	15	1	17	11	23	
4		Alex	12	6	11	11	11	
5		Muhammad	29	7	15	29	16	
6		Lucy	11	5	14	21	13	
7		James	0	11	12	13	18	

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

A screenshot of the Microsoft Excel application window showing the same data table as in step 2. The columns 'Loading lorry', 'Stock count', 'Quality Control', 'Security', and 'Kitchen duties' are highlighted in green. A red arrow points from the 'Kitchen duties' column to the right.

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

