

HOW TO CREATE A CHART IN EXCEL

Step 1:

- First step of creating a chart is to open Excel in MyDay Hwb.
- Then you have to click create Blank Workbook.
- Once you open it you'll then see a grid with columns labeled A,B,C and rows labelled 1,2,3.

Step 2:

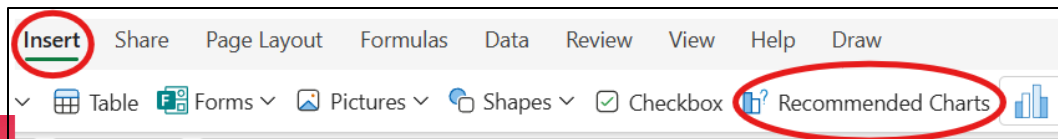
- Secondly you have to write down your data in the grid.
- You have to click on cell A1, type your data then cell B1 and enter data.
- After you type each value you press Enter to go down.

Step 3:

- So far we have the data which needs to be selected as part of making a chart.
- Now you have to move your cursor to A1, then you click and HOLD the left mouse button, you then drag down to B5 and then you release the mouse.
- The area A1:B5 that you selected should now be highlighted in a light green colour.

Step 4:

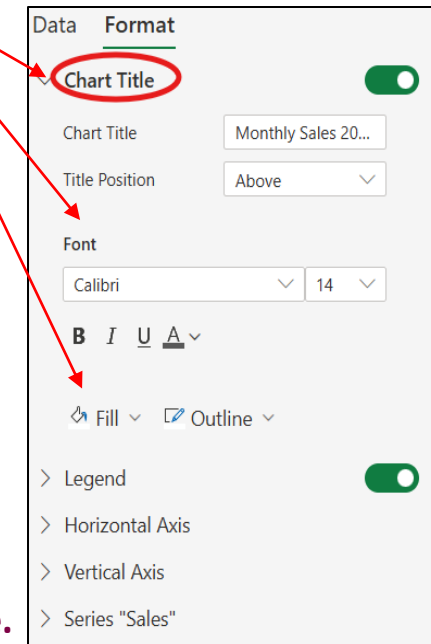
- Now that you have the data it's time to insert the chart.
- You have to look at the top menu which is the ribbon.
- You then have to click the tab called insert then you have to look for the section called recommended Charts.
- You'll see a lot of different chart models.



Step 5:

- After you selected Charts you have to select the style of the chart you want to add, there are a few types of charts you can choose from.
- To create a column chart you click the column chart icon and then again you click the first option(Clustered Column) then your chart appears.
- You can change the style and colour after adding the chart, as well as resizing, changing font and changing the titles.

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- ☐ Column
 - ☐ Line
 - ☐ Pie
 - ☐ Bar
 - ☐ Area



Step 6

- Lastly you have to save your work by clicking file, then save as, add your file name and then you click save.

Example:



	A	B
1	Month	Sales
2	January	100
3	February	150
4	March	120
5	April	180

Charts in excel make data easier to read and analyse because you can organise it to make information easier to understand.