

How to create a chart in Excel

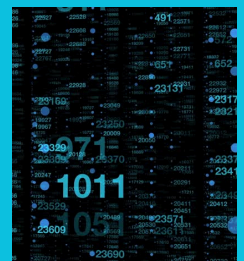


WHAT IS A CHART

A chart in Excel is a graphical representation of data from a worksheet, designed to make large amounts of data easier to understand by visualizing trends, relationships and comparison.



To create a chart in Excel, primarily you will need the Excel program itself in your Laptop and the data you want to visualize.



1) Select the data

- Click and drag from A1 through B13 so headings and numbers are included.

2) Insert the chart

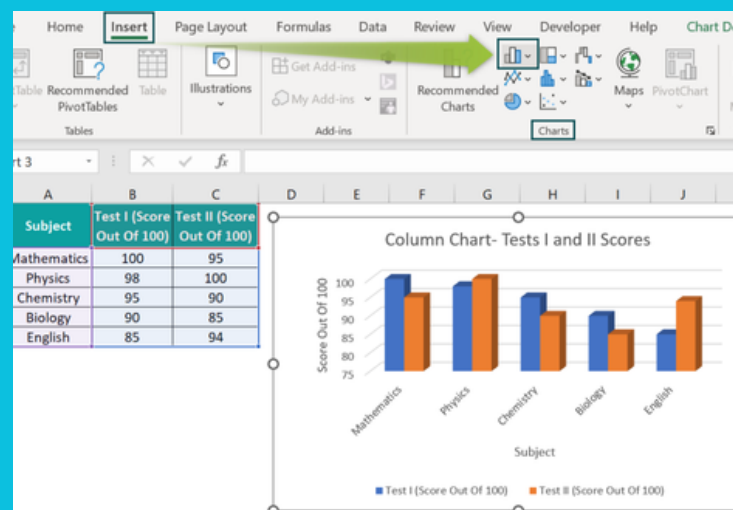
- Go to the INSERT tab on the Ribbon
- In the CHARTS group choose Recommended Charts or pick a chart type [e.g., Column Clustered Column].
- Click the chart you want, Excel will insert it into the worksheet.

3) Move / resize the chart

- Click the chart border to select it. Drag to move ; drag corner handles to resize.

4) Set chart title and labels

- Click the default chart title and type a new title.
- To add axis titles ;click the chart -CHART ELEMENTS button (the plus sign) -check AXIS TITLES -click each title and type (Month, Sales, (£)).



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