



SHOWCASE DATA WITH EASY TO USE CHARTS

A STEP BY STEP ON HOW TO INSERT GRAPHS INTO YOUR REPORTS. VISUALISE YOUR INFO IN A PROFESSIONAL STYLE THAT ARTICULATES YOUR! DATA CAPTURING.

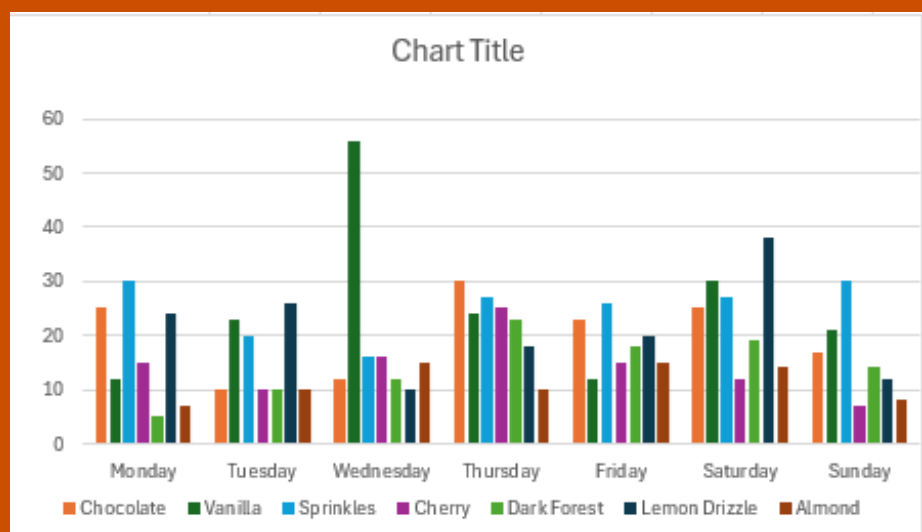
1 CREATE NEW OR OPEN FOLDER.
INSERT DATA.



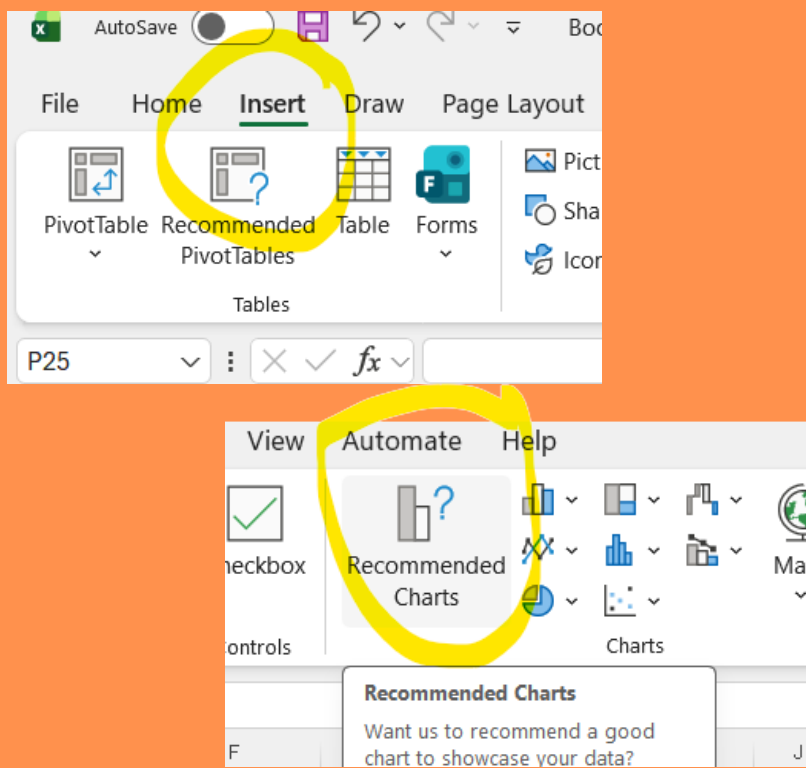
2 HIGHLIGHT ALL THE DATA YOU
WANT TO USE IN THE CHART.

Cupcake Shop							
Flavour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Chocolate	25	10	12	30	23	25	17
Vanilla	12	23	56	24	12	30	21
Sprinkles	30	20	16	27	26	27	30
Cherry	15	10	16	25	15	12	7
Dark Forest	5	10	12	23	18	19	14
Lemon Drizzle	24	26	10	18	20	38	12
Almond	7	10	15	10	15	14	8

4 SELECT A GRAPH/CHART THAT
IS COMPLEMENTARY TO THE
DATA.



3 CLICK ON THE INSERT TAB,
THEN SELECT CHARTS.



TO FIND OUT MORE ON HOW TO CREATE CHARTS, **SCAN THE QR CODE** OR SPEAK TO YOUR SUPERVISOR.

