

HOW TO CREATE A CHART IN EXCEL

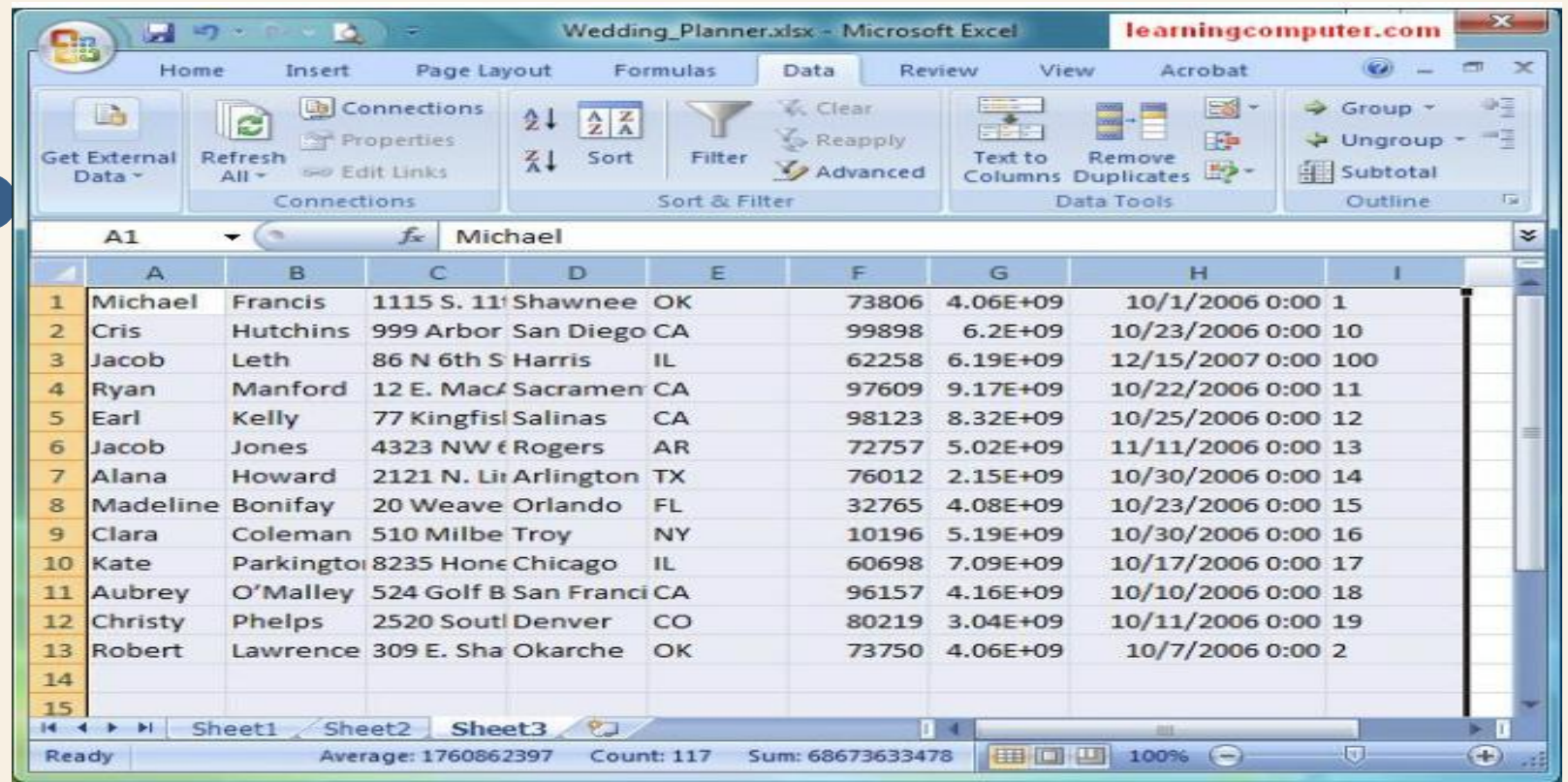
Impact factor	Measurement	Target	Achieved
Audience interaction	Percentage (%)	85	88
Knowledge retention	Percentage (%)	75	80
Post-presentation surveys	Average rating	4.2	4.5
Referral rate	Percentage (%)	10	12



Created by :
Paola Lisbeth Martínez Molina
Student ID: 2532850

STEP 1: SELECT YOUR DATA

To create an effective chart, highlight the cells containing your desired data. Ensure to include both column and row headers for clarity and confirm that your data is contiguous without blanks.



Wedding_Planner.xlsx - Microsoft Excel

learningcomputer.com

Home Insert Page Layout Formulas Data Review View Acrobat

Get External Data Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Group Ungroup Subtotal Outline

A1 Michael

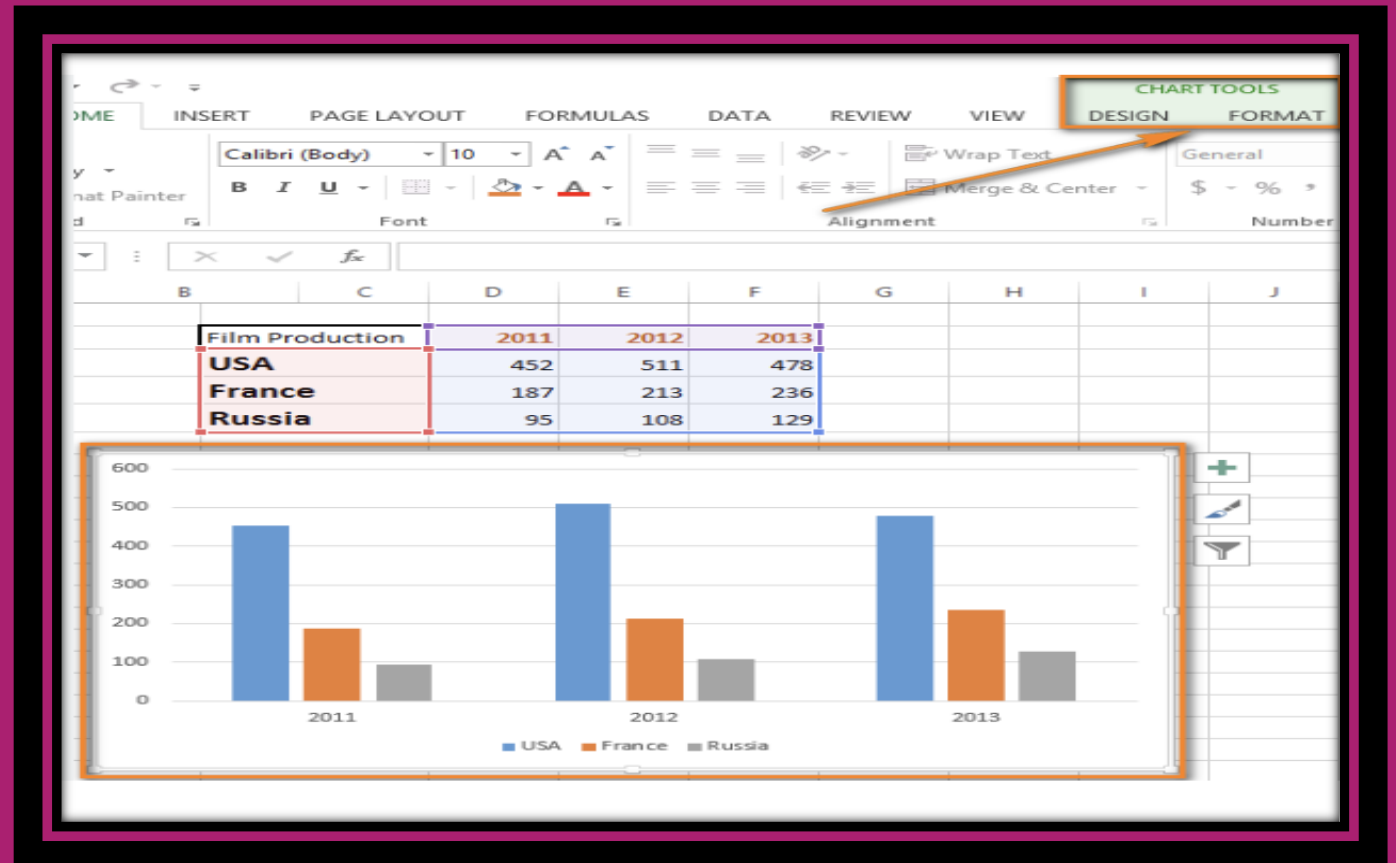
	A	B	C	D	E	F	G	H	I
1	Michael	Francis	1115 S. 11	Shawnee	OK	73806	4.06E+09	10/1/2006 0:00	1
2	Cris	Hutchins	999 Arbor	San Diego	CA	99898	6.2E+09	10/23/2006 0:00	10
3	Jacob	Leth	86 N 6th S	Harris	IL	62258	6.19E+09	12/15/2007 0:00	100
4	Ryan	Manford	12 E. Mac	Sacramen	CA	97609	9.17E+09	10/22/2006 0:00	11
5	Earl	Kelly	77 Kingfis	Salinas	CA	98123	8.32E+09	10/25/2006 0:00	12
6	Jacob	Jones	4323 NW 6	Rogers	AR	72757	5.02E+09	11/11/2006 0:00	13
7	Alana	Howard	2121 N. Li	Arlington	TX	76012	2.15E+09	10/30/2006 0:00	14
8	Madeline	Bonifay	20 Weave	Orlando	FL	32765	4.08E+09	10/23/2006 0:00	15
9	Clara	Coleman	510 Milbe	Troy	NY	10196	5.19E+09	10/30/2006 0:00	16
10	Kate	Parkington	8235 Hone	Chicago	IL	60698	7.09E+09	10/17/2006 0:00	17
11	Aubrey	O'Malley	524 Golf B	San Franci	CA	96157	4.16E+09	10/10/2006 0:00	18
12	Christy	Phelps	2520 Soutl	Denver	CO	80219	3.04E+09	10/11/2006 0:00	19
13	Robert	Lawrence	309 E. Sha	Okarche	OK	73750	4.06E+09	10/7/2006 0:00	2
14									
15									

Sheet1 Sheet2 Sheet3

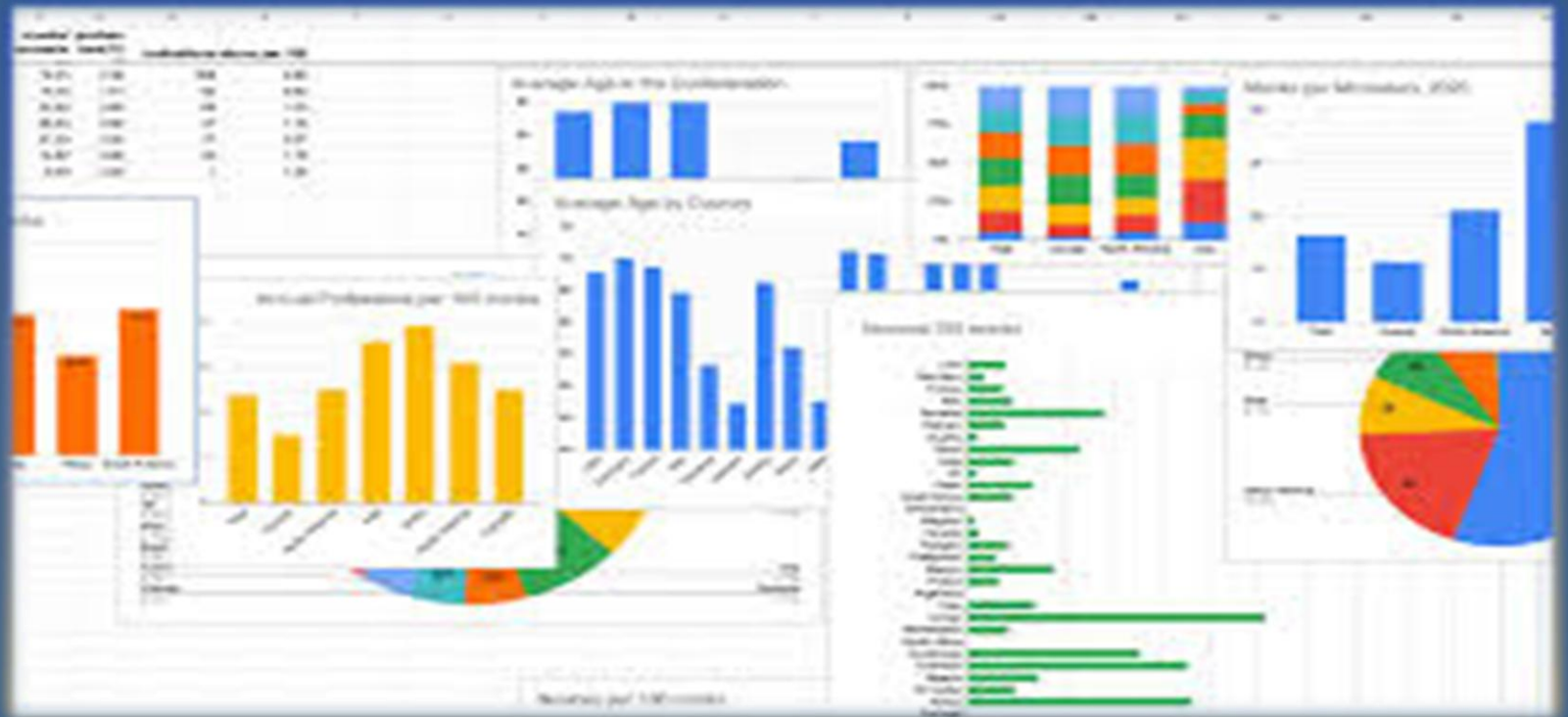
Ready Average: 1760862397 Count: 117 Sum: 68673633478 100%

INSERT YOUR CHART

To visualize your data effectively, navigate to the Insert tab in Excel. Choose the chart type that aligns with your dataset, ensuring clarity and impact in your presentation.



CHOOSE A CHART TO FIT YOUR DATA IN MICROSOFT EXCEL



To visualize your data, navigate to the Insert tab. There you'll find various chart types that effectively present your information. Select the chart that best represents your data story.

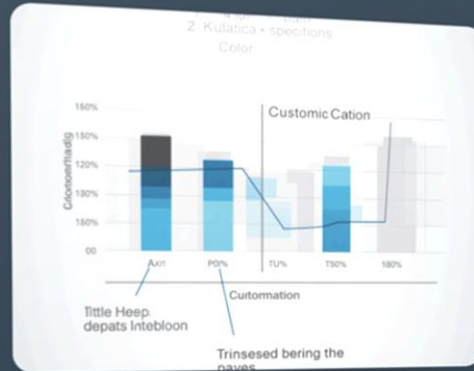
CUSTOMIZE YOUR CHART EFFECTIVELY



1. **Use Chart Tools to refine titles, labels, colors, and overall layout. Enhancing clarity ensures that your audience understands the data being presented. Follow the steps to create an impactful visual representation.**

TIPS FOR EFFECTIVE CHARTS

Simplicity

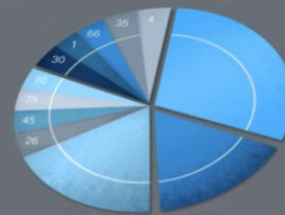


Keep charts **simple and easy** to read for better audience understanding.

Simplicity

Keep charts simple and clear to ensure your audience can easily understand the data without unnecessary distractions.

Consistency



Use **consistent colors** and fonts to enhance professional appearance and clarity.

Consistency

Use consistent colours and fonts throughout your charts to create a professional look and enhance readability across your presentations.

Accuracy



Always **double-check data accuracy** before sharing charts to ensure reliability.

Relevance

Choose the right chart type to effectively convey your data story, ensuring it matches the information you want to highlight for your audience.

Double-check data accuracy before sharing.