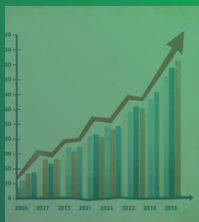


CREATE A CHART IN EXCEL

LECTURER'S NAME: DR K OSENI

WHAT IS A GRAPH?

* A graph is a visual presentation of information that allows us to understand information faster, like identifying trends.



TOP TIPS!

- * CLEAR POINTS
- * LITTLE INFORMATION
- * SEPARATE POINTS USING COLOURS



WHEN TO USE IT?

- * SHOW MONTHLY SALES
- * COMPARE EXAM RESULTS
- * ANALYSING GROW OF BUSINESSES



STEP BY STEP

1. OPEN EXCEL AND CLICK ON "CREATE BLANK WORKBOOK"
2. WRITE DOWN THE DATA IN A TABLE
3. SELECT THE DATA
4. GO TO INSERT
5. CHOOSE THE TYPE OF CHART YOU LIKE
6. CUSTOMISE (TITLE, COLOURS AND LABELS)
7. PRESS CREATE



TYPES OF GRAPHS

EXCEL PROVIDES A NUMBER OF DIFFERENT TYPES OF GRAPHS. THIS INCLUDES:

- * COLUMNS > COMPARE VALUES
- * LINES > SEE WEATHER CHANGES
- * CIRCULAR > SHOW PERCENTAGES

"A GOOD GRAPH TURNS DATA INTO DECISIONS"

GRAPHS IN MICROSOFT EXCEL ARE ESSENTIAL AS THEY ALLOW DATA TO BE REPRESENTED VISUALLY, WHICH FACILITATES ITS INTERPRETATION, TREND ANALYSIS AND THE COMPARISON OF INFORMATION IN AN EFFICIENT AND CLEAR WAY