

HOW TO CREATE CHART IN EXCEL

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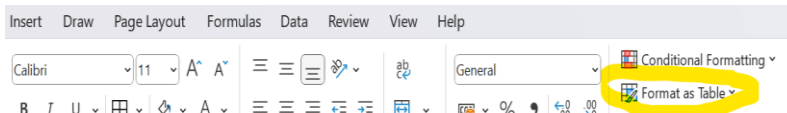
Section 1 – Prepare Your Data

- Create or insert a table for your data
- Arrange data in columns/rows with short headers (e.g., Customer name, Price, Day etc.).

Section 2 - Format Your Table

- Click home on the menu bar
- On the styles, click on “format as table”
- Select any table type of your choice

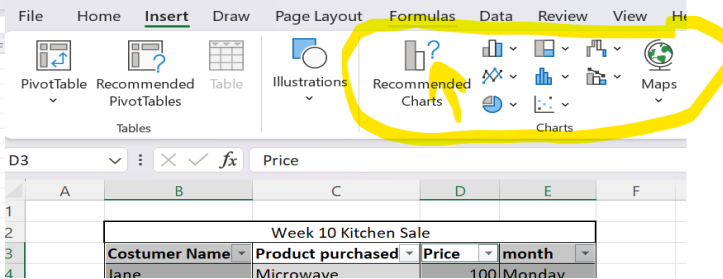
Week 10 Kitchen Sale				
Customer Name	Product purchased	Price	month	
Jane	Microwave	100	Monday	
Michael	Pots	50	Tuesday	
Lora	Air frier	70	Wednesday	
Anda	Fridge	150	Thursday	
Lilly	Freezer	250	Friday	
Lola	Washing machine	200	Saturday	
Anda	Fridge	150	Thursday	
Lilly	Freezer	250	Friday	
Lola	Washing machine	200	Saturday	
Jane	Pots	50	Tuesday	
Michael	Air frier	70	Wednesday	
Lora	Fridge	150	Thursday	



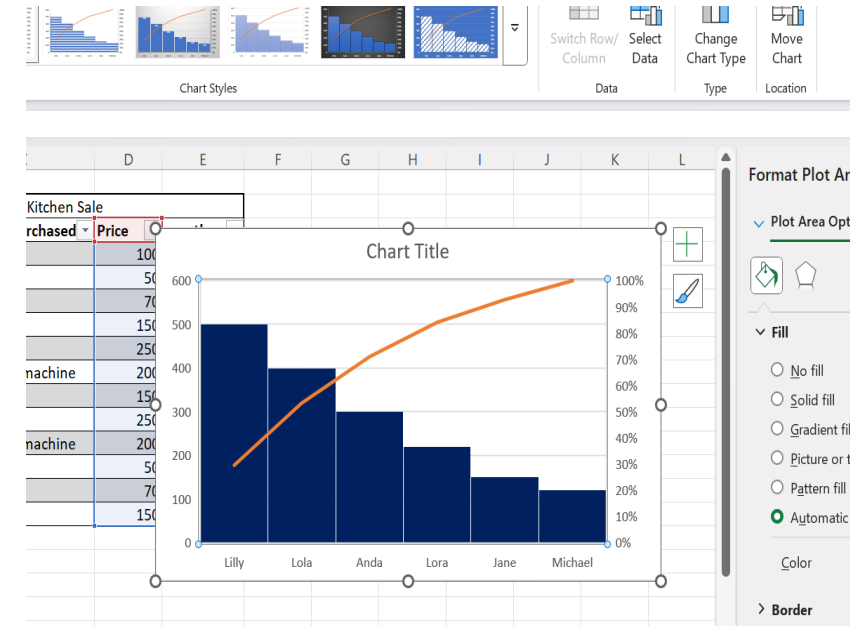
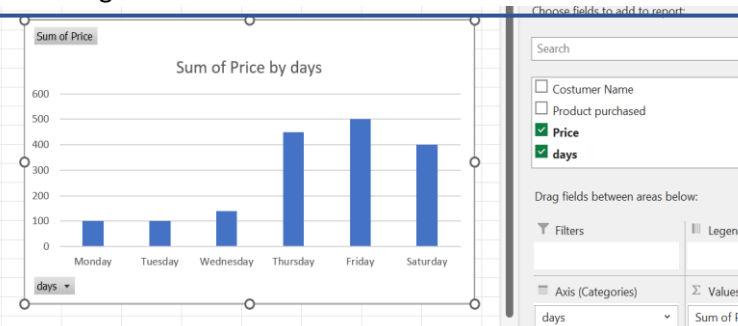
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Section 3 – Create Chart

- Go to Insert → Recommended Charts to preview options.
- Or pick a type directly: Column/Bar (compare items), Line (trends), Pie/Doughnut (parts of a whole), Scatter (relationships).
- Click your choice → OK. The chart appears on the sheet.



- Use **Chart Elements (+)** to toggle Title, Legend, Data Labels, Axes, Gridlines.
- Use **Chart Styles (brush icon)** to apply a clean style
- Use **Chart Filters (funnel icon)** to show/hide series or categories.



Section 4 – Refine for Clarity

- Replace the default title with a clear message (e.g., “Monthly Sales, 2025”).
- If labels overlap, rotate or shorten category names.
- Use data labels for exact values on bars/points (sparingly).
Keep colors simple: 1–3 tones; use accent for emphasis only.

Section 5 – Finalize & Share

- Resize the chart to improve readability.
- Add a source note below (e.g., “Source: Finance Team”).
- Right-click → **Save as Picture** (or copy into Word/PowerPoint).