

How to create a chart in

EXCEL



1

	Product	Units Sold (total item)	Unit Price (£)	Total Sales (£)
1				
2	Apples	120	0.5	60
3	Bananas	85	0.3	25.5
4	Oranges	150	0.4	60
5	Grapes	60	0.8	48
6	Mangoes	40	1.2	48

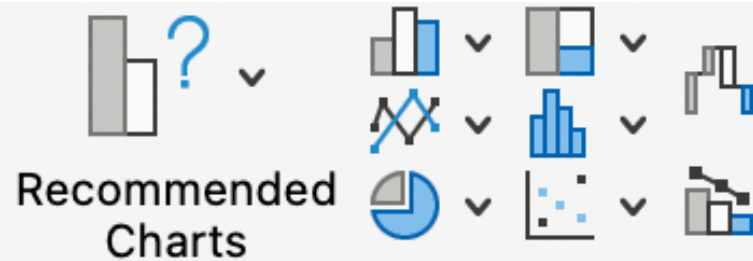
Open Excel, and enter the information you want to display in a table. Be sure that each column has an obvious header, like in my example (Product) (Units Sold) (Unit Price) (Total Sales).

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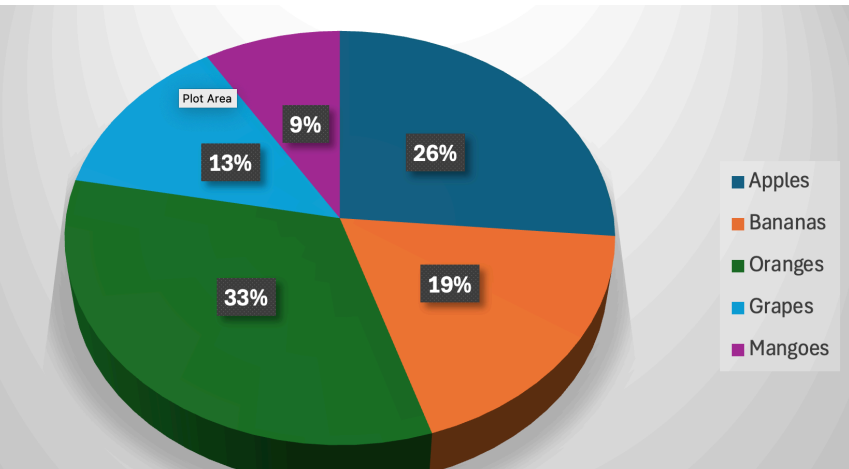
2

Choose the data you wish to display in the chart. Be sure to select the column headings as well as the numbers. This will ensure the chart labels are correct.

3



Click on the “Insert”. This options offer you a selection such as Column, Bar, Pie, Line, and more. By choosing the right chart type will help you to express the information clearly.



4

For example, I chose the 3D Pie format, because this type of chart clearly shows which category takes a larger or smaller percentage, so you can understand the information quickly without long explanations. Moreover, it makes the data more visually appealing, and the differences between the values are easier to notice.

References

- Microsoft Corporation (n.d.) Create a chart from start to finish. Available at: <https://support.microsoft.com/en-gb/office/create-a-chart-from-start-to-finish-0baf399e-dd61-4f4a-8a73-b3fd5d5680c2> (Accessed: 12 November 2025).
- Business Computer Skills (2020) The ultimate guide to Excel charts and graphs. Available at: <https://www.businesscomputerskills.com/tutorials/excel/the-ultimate-guide-to-excel-charts-and-graphs.php> (Accessed: 12 November 2025).