

Creating charts in microsoft Excel



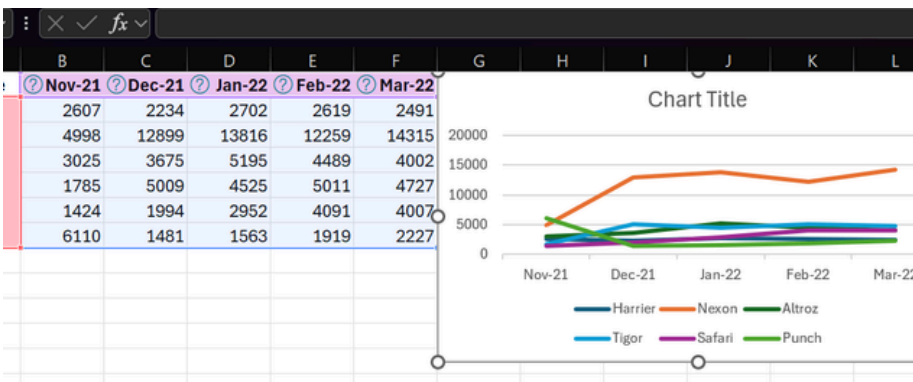
Microsoft 365



MS Excel is a 365 app that For example, a sales manager may use a column chart to compare monthly revenue performance. Visual representation allows managers to quickly identify trends, growth pattens or areas need ing improvement. charts improve communications, enhance professionalism and support data driven decision making in the workplace

HOW TO CREATE CHARTS IN EXCEL

Charts are essential in the workplace as they help present data clearly and support informed decision making. In business environments, charts are commonly used to display sales figures, performance metrics, financial data and trends over time.



STEP 1: ENTER YOUR DATA

Open Microsoft Excel and input your data into rows and columns. Ensure each column has a clear heading (e.g., month, sales, revenue). Accurate and well organised data is essential for producing a clear chart.

	Model name	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
2	Harrier	2607	2234	2702	2619	2491
3	Nexon	4998	12899	13816	12259	14315
4	Altroz	3025	3675	5195	4489	4002
5	Tigor	1785	5009	4525	5011	4727
6	Safari	1424	1994	2952	4091	4007
7	Punch	6110	1481	1563	1919	2227

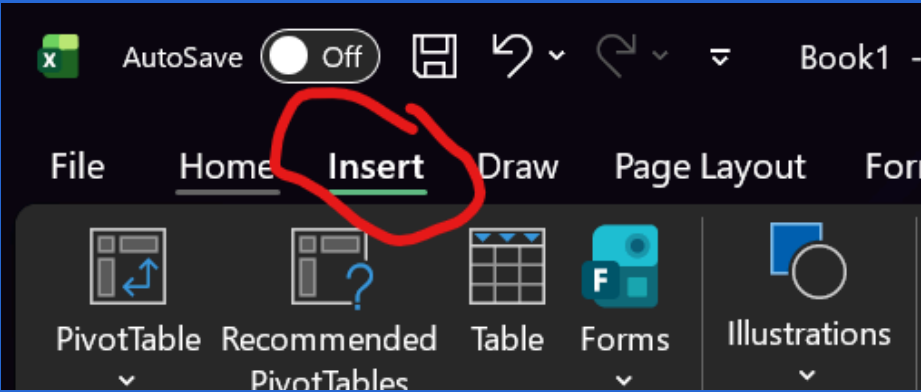
STEP 2: SELECT THE DATA

Click and drag your cursor to highlight the data you want included in the chart including the column headings. This ensures labels are automatically applied.

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STEP 3 : INSERT A CHART

Navigate to the “insert” tab on the excel ribbon. In the charts group, choose a suitable chart type such as column, line or pie chart. The most common chart used in business reporting is the column chart for comparing values.

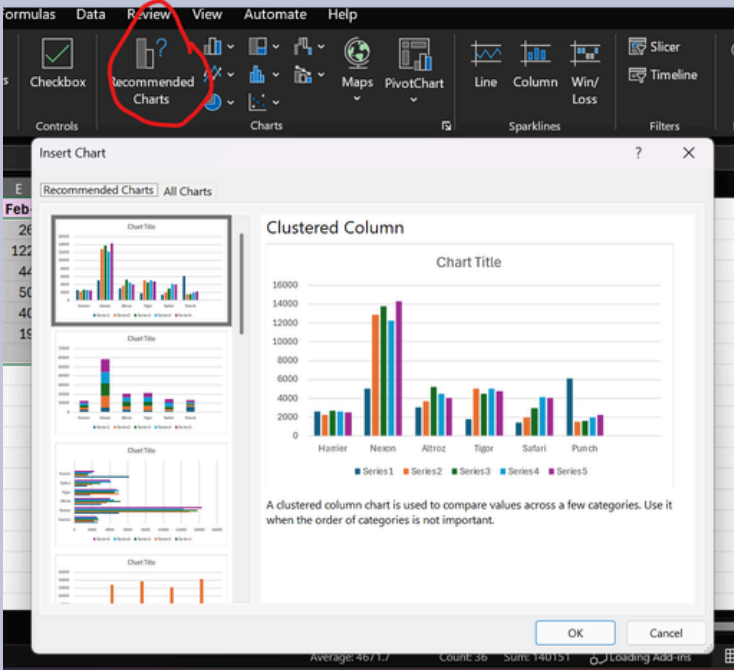


STEP 4: CUSTOMISE THE CHART

Once inserted, use the “chart design” or “format” tab to customise the chart. you can add :

- A chart title
- Label axes
- Adjust colours
- Data labels

Clear labelling improves professionalism and readability



STEP 5: SAVE AND SHARE

Save your file and ensure the chart is easy to interpret before sharing it with colleagues or management.

