



HOW TO CREATE A CHART IN EXCEL?

INTRODUCTION

Charts are visualisations used to present the data generated through Microsoft by representing numerical data into graphical format such as bar charts, line charts, and pie charts. They are widely used in workplace to support report, presentation and data analysis, making the complex information easier to interpret. By analysing and presenting raw data in visual format, charts help to create faster understanding of trends and patterns (IBM, 2026). They also improve professional communication requirements by presenting information in a clear manner to the stakeholders. Additionally, charts in Excel can also be easily used to compare different data sets and help organisations to make informed decisions relating to their business operations for better efficiency (Shardt, 2022).



TIPS FOR BEST PRACTICE

When creating charts in Excel it is important to keep them simple and clear in order to ensure that the correct message is delivered to the audience. Using the right type of chart such as line charts for trends or pie charts for proportions helps presenting data better. Avoid too many colours and confusion, and it will create a professional look (Camões, 2016). All the elements such as the axes, titles, and data points should be clearly labelled for better readability. Additionally, it is necessary to ensure that the data is accurate, as incorrect or misleading data can lead to poor decision-making and the credibility of the data being presented.



CONCLUSION

Excel charts helps one to communicate in an effective way as they present data in an easy to understand format and visually for that matter. They are really easy to make if the right steps are followed. Ultimately, convincing charts promote a better analysis and insight, which results in more informed decisions and superior outcomes in the workplace environment.

STEP-WISE PROCESS FOR CHART CREATION USING EXCEL

Step 1: Prepare Your Data

- Enter data into rows and columns
- Ensure headings are included
- Avoid empty cells

Step 2: Select the Data

- Highlight the entire dataset
- Include labels for accuracy

Step 3: Insert a Chart

Go to Insert tab
Choose chart type:

- Ø Column
- Ø Line
- Ø Pie

Step 4: Choose the Right Chart Type

- Column → comparisons
- Line → trends over time
- Pie → proportions

Step 5: Customise the Chart

- Add chart title
- Label axes
- Change colours/styles (Camões, 2016)

Step 6: Format and Finalise

- Resize chart
- Adjust layout
- Ensure readability



COMMON MISTAKES TO AVOID

Common mistakes while creating charts in Excel are using wrong range of data leading to incorrect charting. Using the wrong kind of chart might misrepresent data, while making it overly complicated and less comprehensible. Additionally, charts that lack labels or titles are difficult to comprehend and interpret well by viewers, particularly in a professional situation.



REFERENCES

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