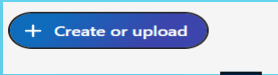


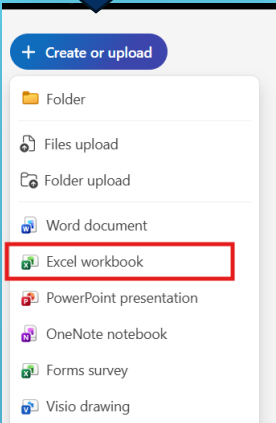
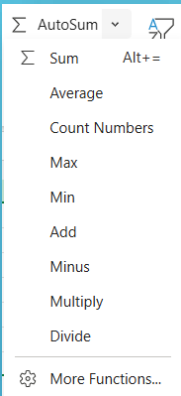
INFORMATION POSTER ON HOW TO ADD CHARTS IN EXCEL BY: IZABELA MARUNTELV (2515782)

Step 1: Start by opening Excel, which can be found in OneDrive. First you press " Create or upload" , then you select "Excel workbook"



Step 2: Enter some data to calculate using AutoSum featured in Excel. You can get some ideas from the data illustrated below.

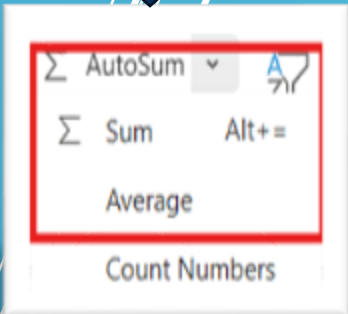
Employee	Salary	Numbers of holiday taken	Years of service
Alejandro	£ 2,600.00	17	25
Izabela	£ 2,865.00	19	9
Maria	£ 3,200.00	11	4
Alina	£ 2,500.00	20	18
Roberto	£ 1,950.00	7	3
Total salary			
Average salary paid by the company			



Step 3: Using the data we have, we will calculate the total salary, the average salary paid by the company, and we will do that using the icons on the Excel as illustrated below.

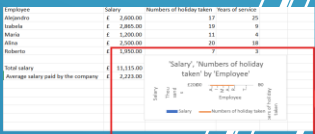
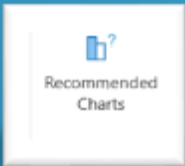
We are going to use(AutoSum) and (average) to help find the information needed for our data.

Employee	Salary	Numbers of holiday taken	Years of service
Alejandro	£ 2,600.00	17	25
Izabela	£ 2,865.00	19	9
Maria	£ 3,200.00	11	4
Alina	£ 2,500.00	20	18
Roberto	£ 1,950.00	7	3
Total salary	£ 11,115.00		
Average salary paid by the company	£ 2,223.00		



Step 4: We are going to add our chart now based on the information data we have. To do so we will need to highlight all the columns (A1:D9) and then click on insert followed by charts.

Employee	Salary	Numbers of holiday taken	Years of service
Alejandro	£ 2,600.00	17	25
Izabela	£ 2,865.00	19	9
Maria	£ 3,200.00	11	4
Alina	£ 2,500.00	20	18
Roberto	£ 1,950.00	7	3
Total salary	£ 11,115.00		
Average salary paid by the company	£ 2,223.00		



Step 4 : I will demonstrate and show where to find the charts, and how to add the charts based on your data information that you got.



After selecting "Insert" you will find "Pie". That is what you need to press next, after you have done that, you will need to highlight all the data ,in order for you to get the corresponding chart pie. Please follow the images illustrated below.

You will need to make sure you are on the "Home" page before selecting "Insert" which is where you can find the chart pies.



This is what your chart pie should come out as.

