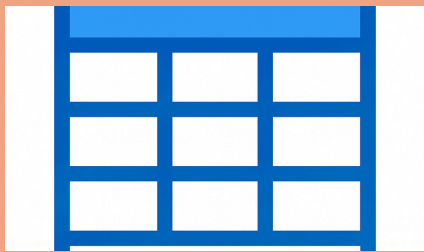


HOW TO CREATE A CHART IN EXCEL



1

Enter Date



*Type your date
into rows and
columns. Add
clear headings.*

2

Select Date



*Highlight the
data you want
to use, including
titles*

3

Click Insert



*Go to the Insert
tab at the top of
Excel.*

4

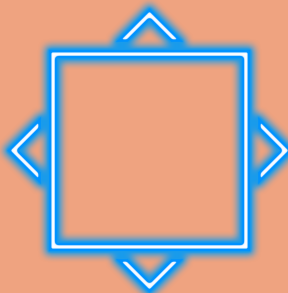
Choose Chart Type



*Select a chart
like
Columm,Line,or
Pie.*

5

Insert Chart



*Click your
chosen chart to
create it.*

6

Edit Chart



*Add
title,labels,and
colours to
improve it.*