

HOW TO CREATE A CHART IN EXCEL

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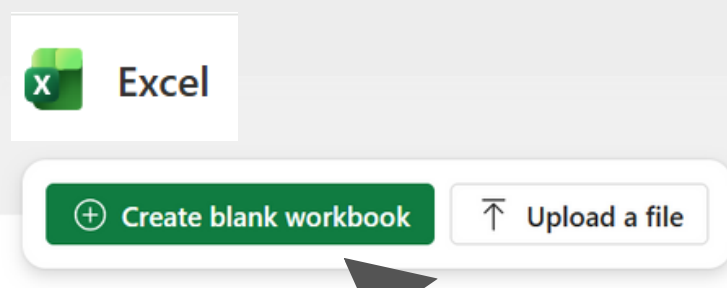
INTRODUCTION

Microsoft Excel is a program that allows us to organise data in spreadsheets and illustrate it in charts. The ability to create various types of charts, such as line, bar, column or scatter plots, allows us to present results in an attractive and clear way.

Here is a step-by-step explanation of how to create a chart in Excel using data about children born in May with the same name.

1. OPEN A NEW WORKBOOK

- In **Office 365**, open the **Excel** program and click **Create a Blank Workbook**.



2. ENTER THE DATA

- In the columns and rows, enter your data. For example, in **Column A**, you'll find the names. In **rows 1,2,3, etc.**, enter the children's names. In **Column B**, enter the numbers of children born in May with the same name. In **rows 1,2,3, etc.**, enter the numbers.

	A	B
1	Names	Numbers of children born in May with the same name
2	Jacob	3
3	Nicole	1
4	Megan	9
5	Justin	13
6	Alison	11
7	Ashley	4
8	Edward	6
9		

3. SELECT THE DATA

- Click and drag the mouse across all the columns.

A screenshot of the Excel spreadsheet showing the data from the previous table. The entire data range (rows 2 to 8, columns A and B) is highlighted with a green border, indicating it is selected. A mouse cursor is visible at the bottom right of the selection.

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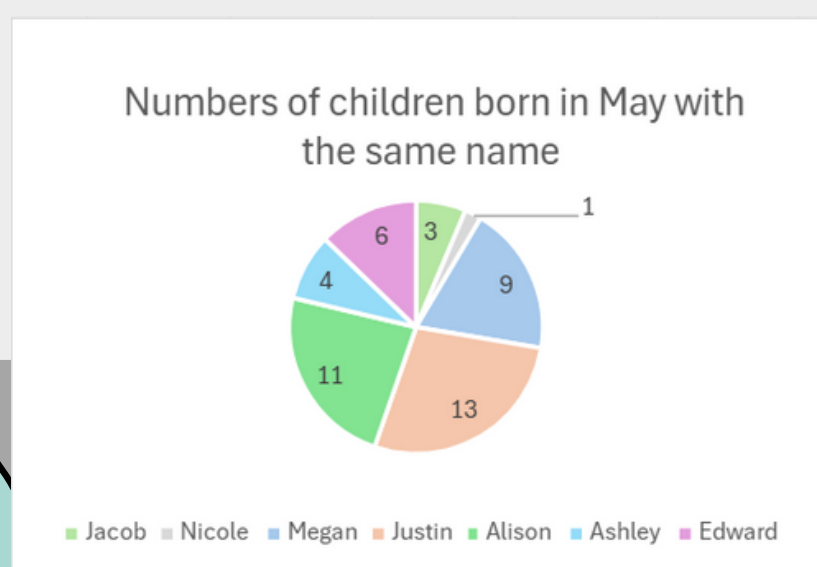
4. CREATE A CHART

- On the toolbar, click **Insert**, and then choose the chart type: **Column, Line, Bar, etc.**



5. CHART READY

- A ready-made chart appears in the spreadsheet based on the entered data.



ADDITIONAL TOOLS FOR EDITING THE CHART

- We can add or change the chart title by clicking on it.
- We can also change the charts colour or add data labels by right-clicking.
- By clicking on the chart and dragging it, we can move it to any place on the worksheet.
- When our data changes, the chart updates automatically.