



How to Create a CHART IN EXCEL

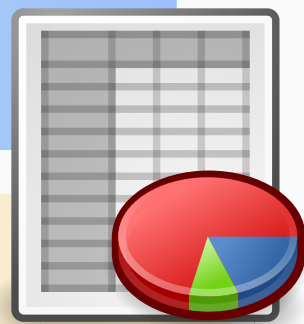
1. Open Excel

Access Microsoft Excel through Office 365 in the UWTSD Hub and open a new blank workbook to start entering your data.

3. Select the Data

Once your table is complete with all the data, click and drag your mouse to highlight all the data needed.

Make sure to include the headings so Excel labels everything correctly.

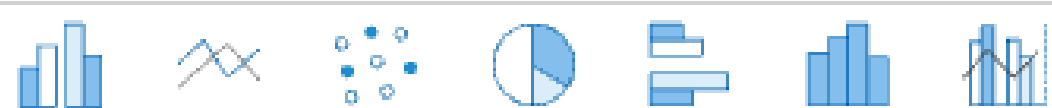


2. Enter Your Data

Start inputting your data into the rows and columns to form a table.

	A	B	C
1	Salary List:	Annual Salary (£):	Bonus (£):
2	Alison	£ 28,778	£ 175
3	Maude	£ 19,652	£ 130
4	Tommy	£ 39,711	£ 375
5	Maxine	£ 22,877	£ 155
6	Asim	£ 37,876	£ 500
7			
8	Total Salary Bill	£ 148,894	

4. Insert a Chart



Click on the Insert tab which is located on the ribbon at the top of Excel. Choose a suitable chart type from the Charts group. Select the chart type which best represents your data.

5. Customise Chart

Add a clear chart title to indicate what data the chart shows. The labels and data will be inserted by Excel, just adjust layout, styles and colours to improve readability and make it look professional.



6. Review & Save

Check the chart is accurate and represents the data selected and that all labels are correct. Work will be saved in Onedrive and is securely stored.

COMPLETED



EVALUATION:

Charts allow businesses to identify patterns and trends in large sets of data quickly as well as help communication by showing complicated information in a visual way making it easier for clearer decisions. However, charts can be misleading if data selected is incorrect or an inappropriate chart type is selected causing graphs to be overcomplicated and unable to clarify information.

In conclusion, charts are beneficial for businesses as they help make presentations and reports look more professional and easier to understand, they just need to be reviewed to make sure there are no mistakes and labelling is correct.

