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CertHE in Business Skills

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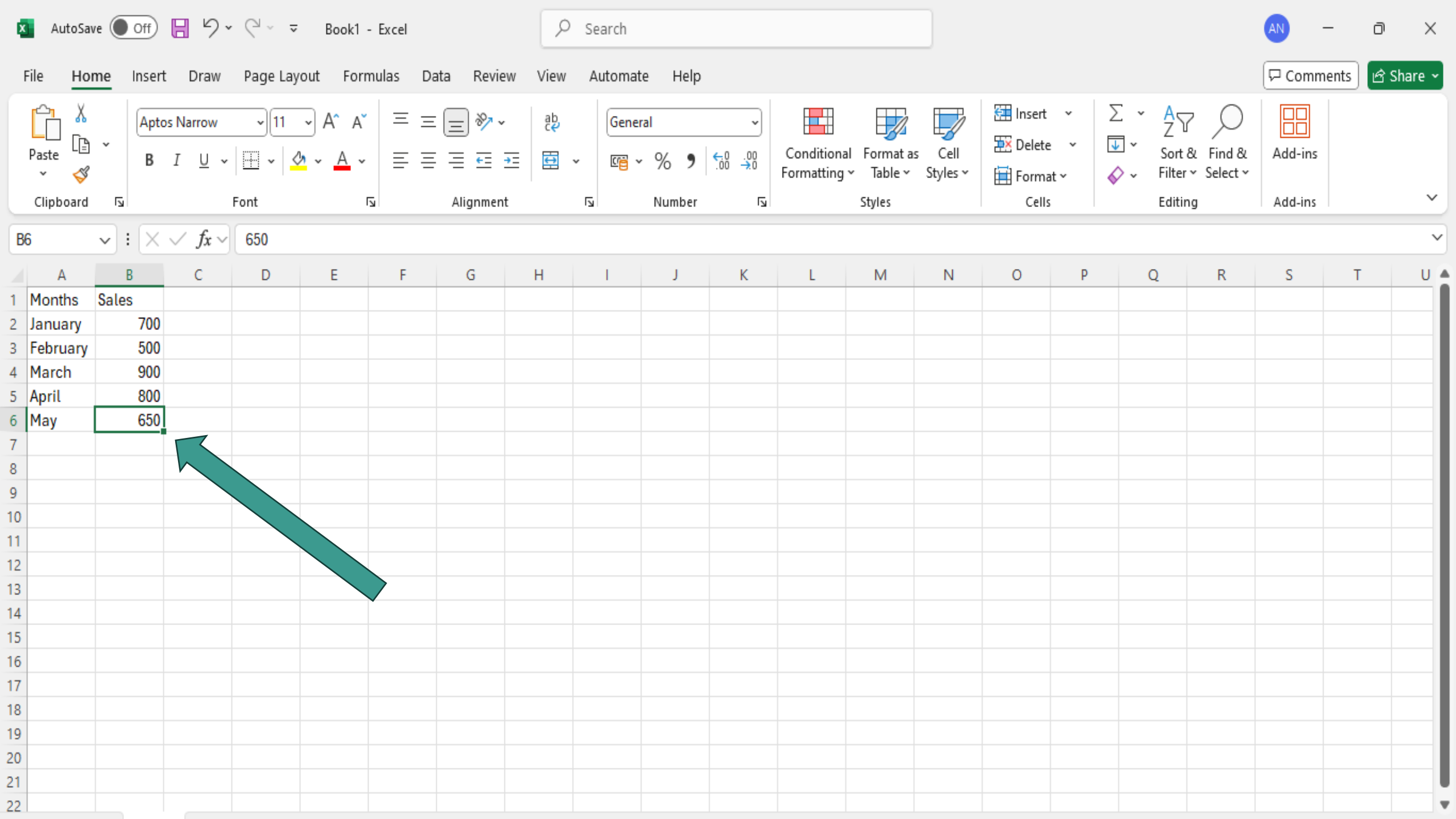
How to create a chart in Excel

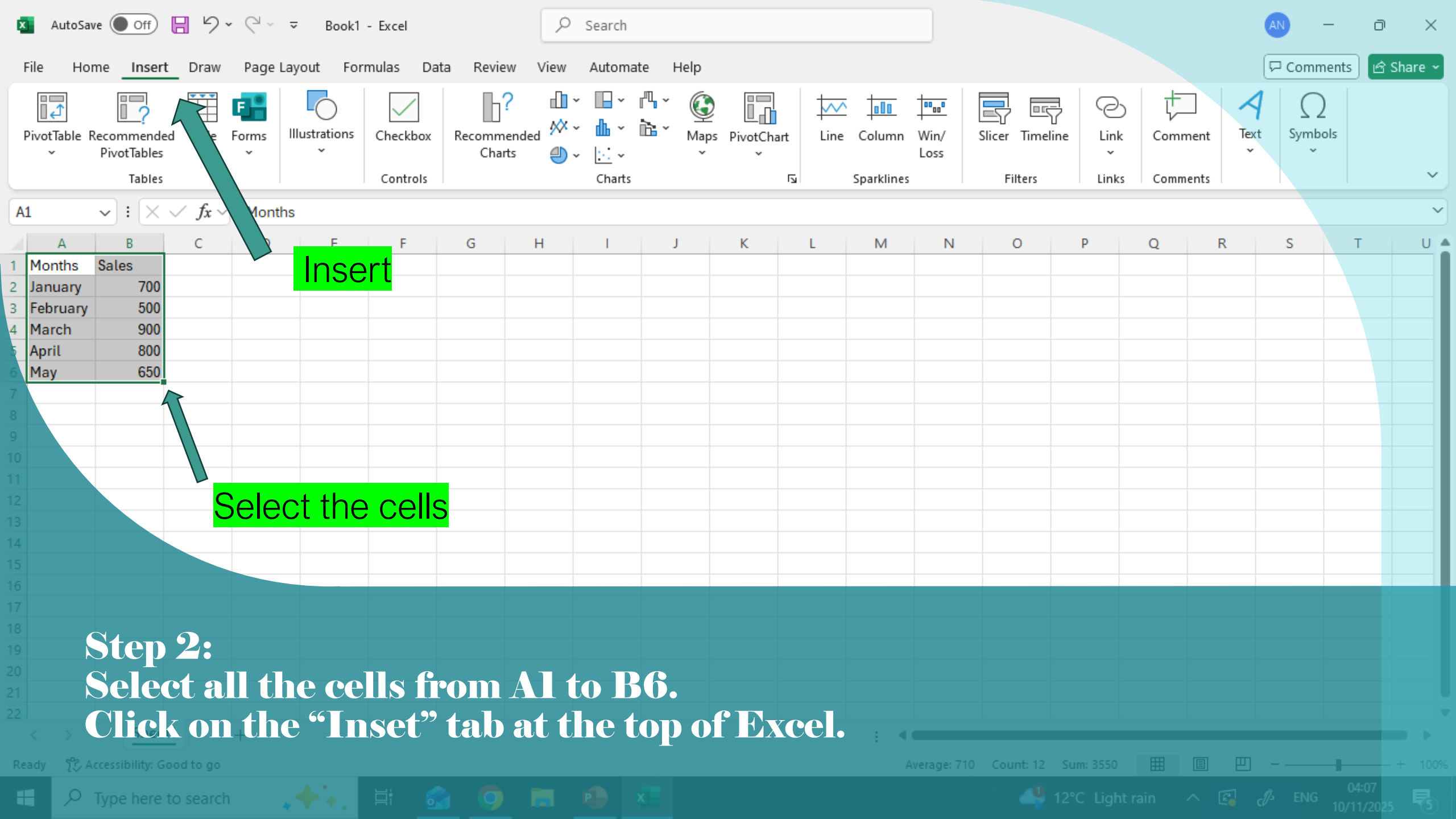
SIMPLE STEPS TO MAKE A
CHART IN MICROSOFT
EXCEL



Step 1:
Enter this
information
into an
Excel
spreadsheet.

Month	Sales
January	700
February	500
March	900
April	800
May	650



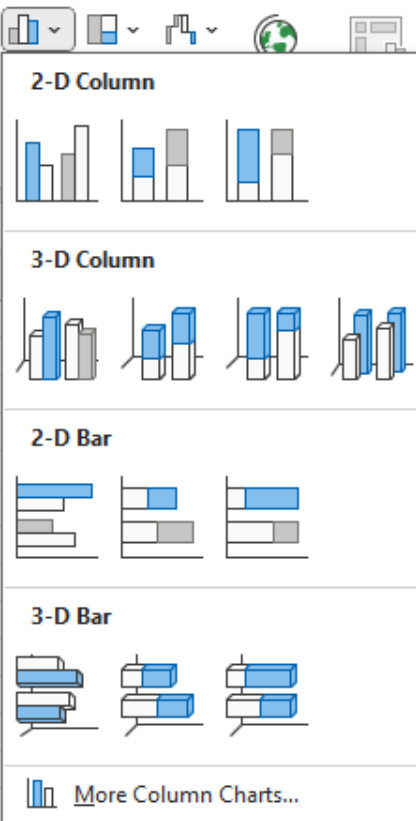


Step 2:
Select all the cells from A1 to B6.
Click on the “Inset” tab at the top of Excel.

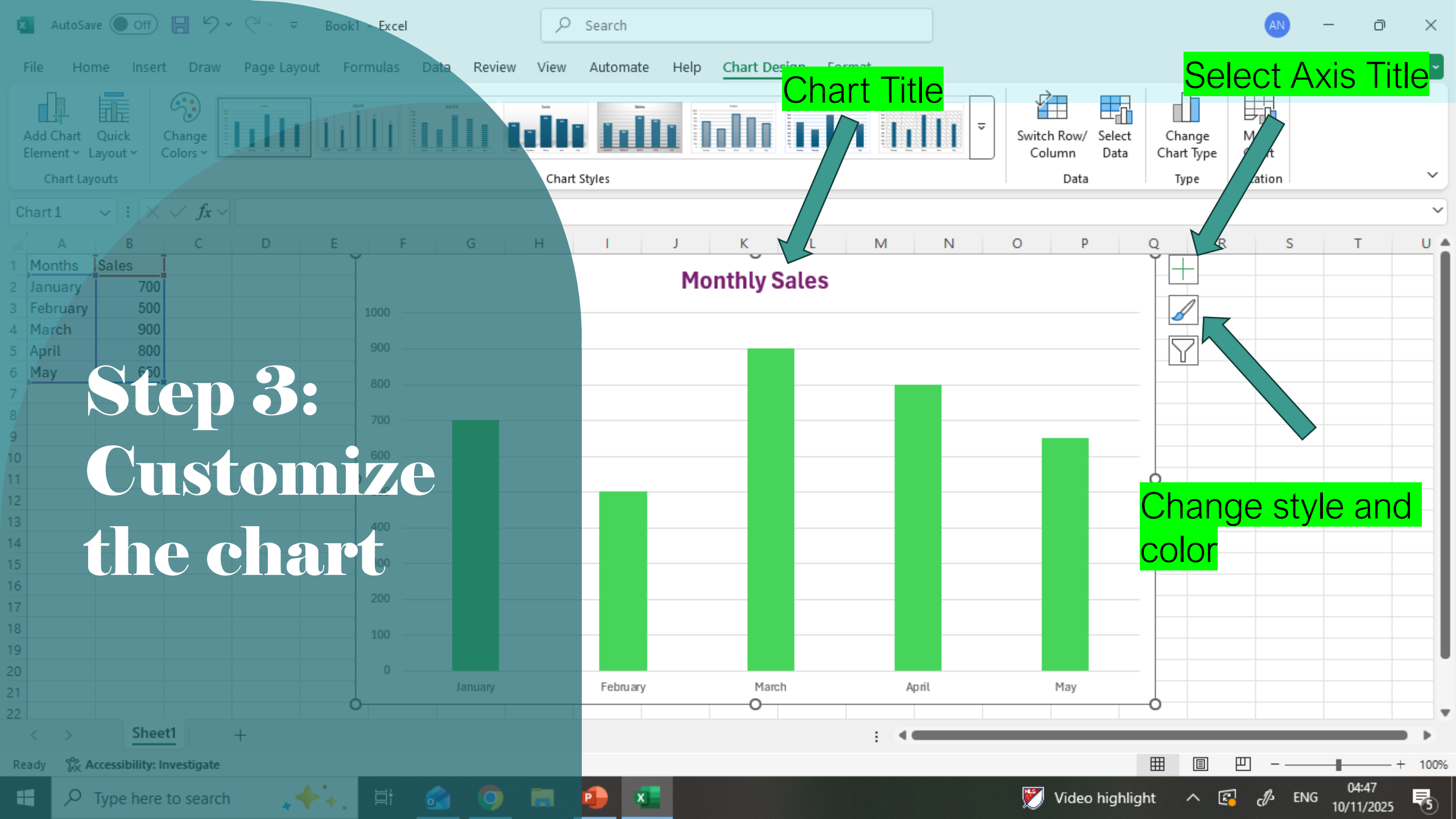
Pick Column Chart

The Column Chart

Step 2:
In the Charts section, pick Column Chart.
Excel will then make the chart automatically.



Step 3: Customize the chart





I made a column chart in excel to represent the monthly sales figures, which clearly illustrates a steady increase in sales from January through May.

