

1. Select Your Data:

Select your data means choosing specific information from a larger set so you can work with only the parts you need. This might involve highlighting rows, columns, or records in a table, spreadsheet, or database before importing, analysing, filtering, or visualising it in tools like Excel.

	A	B	C	D	E
1	Month	January	February	March	April
2	January	120	140	150	358
3	February	635	736	873	532
4	March	543	234	876	457
5	April	965	954	521	987
6	May	154	100	854	765
7					

2. Insert Chart:

Insert a chart means adding a visual graph (like bar, line, or pie) into a document or spreadsheet so data is shown clearly and easily understood. You select your data, click the **Insert** → **Chart** menu, choose the chart type, and the program creates a graphic view of your numbers.

Review your chart means examining a chart carefully to check accuracy, clarity, labels, and data so it clearly shows correct information.

3. Customize Your Chart:

Customizing your chart means changing how it looks so your data is easier to read and understand. You can change titles, colours, labels, styles, and sizes to highlight key points. These adjustments make the chart clearer, more appealing, and fit your purpose when presenting information.



4. Adjust Size & Position:

Adjust size and position means changing the dimensions and placement of an item on a page, slide, or screen so it fits your design and layout better. You can make something larger or smaller to improve visibility, and move it up, down, left, or right to align with other elements. Adjusting size and position helps keep your work balanced, organized, and easy to read, making your presentation or document look professional and clear.

1. Excel charts: because numbers should dance too!
2. Turn boring numbers into cool visuals - Excel style!