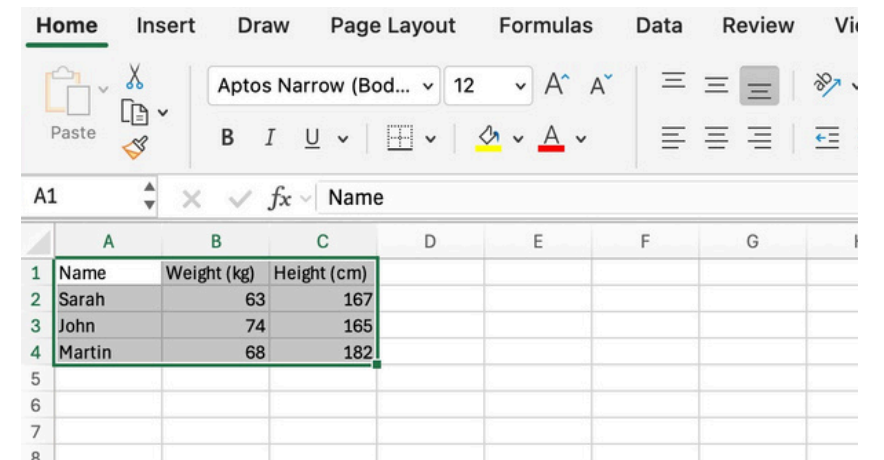


Excel

How to create a chart in Excel

1 Select your data

Once you have inputted your chosen data into Excel, you should right click and drag your mouse across all of the relevant data that you wish to add to your chart.



	A	B	C	D	E	F	G	H
1	Name	Weight (kg)	Height (cm)					
2	Sarah	63	167					
3	John	74	165					
4	Martin	68	182					
5								
6								
7								
8								



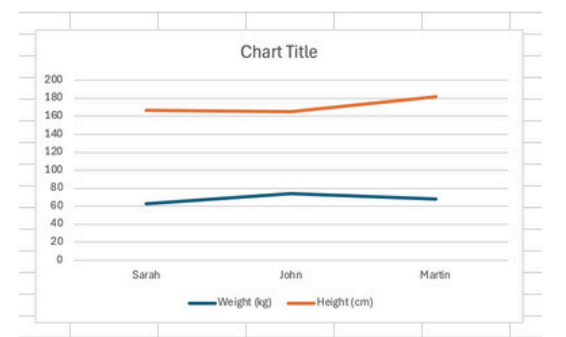
3 Choose your chart type

When choosing your chart type, you will be faced with 6 main options. These options include column, line, pie, hierarchy, statistical, scatter, waterfall and combo. It is important that you consider the options and decide which option suits your data specifically. A bar chart and a column chart should be used to compare categories. A scatter chart should be used to show relationship. A line chart should be used to trends over time. A histogram should be used to show distribution. A pie chart should be used to show percentage. Explore your options and decide which chart best suits you!

4

Customise your chart

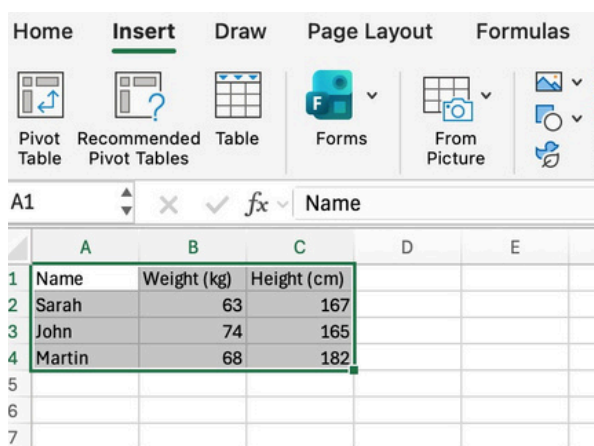
Excel will create your chart based on the data you input; however it is your job to customise your chart. You should edit your chart title to ensure it states exactly what your chart is showing. Click the title box and edit your new title. You should edit/add your axis titles to suit your data. You could change your chart style by clicking the chart design tab and choosing a style that suits you. You could adjust the axis scales to ensure your graph does not look squashed. Ensure your chart is customised to display your data in the most accurate way.



2

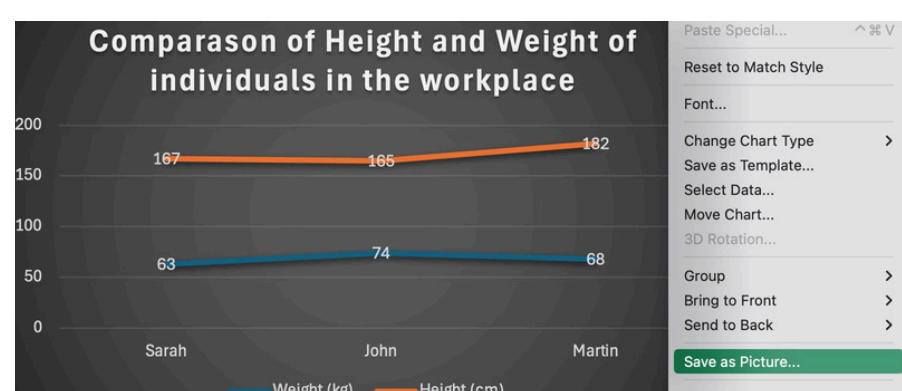
Click 'Insert' tab

Once you have selected the relevent data, click on the 'Insert tab' on the top bar. This is will display your options.



	A	B	C	D	E
1	Name	Weight (kg)	Height (cm)		
2	Sarah	63	167		
3	John	74	165		
4	Martin	68	182		
5					
6					
7					

5 Finalise and save



When you are satisfied with your completed chart, you can save it. You have a few different options. You could save the entire document by clicking 'file', 'save as' and choose your location. If you wish you save the chart as an image you should right click, select 'save as picture' and choose your location. You have the option to move the chart to its own sheet by clicking the tab 'chart design', click 'move chart', select 'new sheet'. Your final option is to copy and paste your chart to another program by right clicking and selecting 'copy' and pasting into another document such as word. Do not forget to save your chart as you may loose it!

