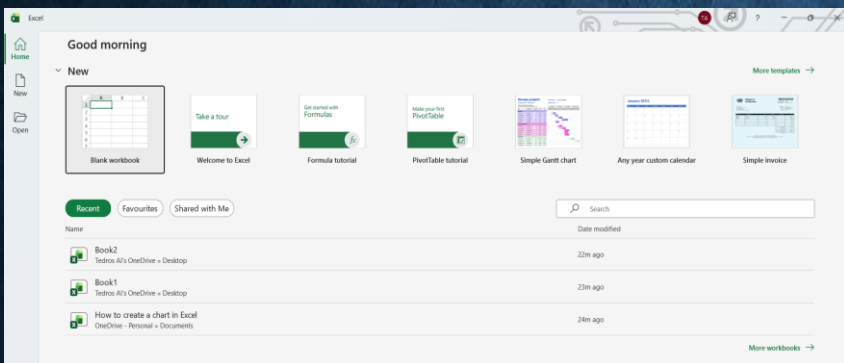


HOW TO CREATE A CHART IN EXCEL



Step one

Load excel and create blank worksheet



Step two

open the blank sheet and insert data

Item No	Item Name	Price	Qty	Cost	Var20%	Final cost
NO001	10kg Rice Bag	£ 15.00	30	£ 450.00	90	£ 540.00
NO002	5kg sugar bag	£ 12.00	40	£ 480.00	96	£ 576.00
NO003	milk 3lt	£ 10.00	30	£ 300.00	60	£ 360.00
NO004	potatoes 5 kg/bal	£ 6.00	40	£ 240.00	48	£ 288.00
NO005	flour 5kg	£ 8.00	100	£ 800.00	160	£ 960.00
NO006	oil 5lt	£ 15.00	120	£ 1,800.00	360	£ 2,160.00

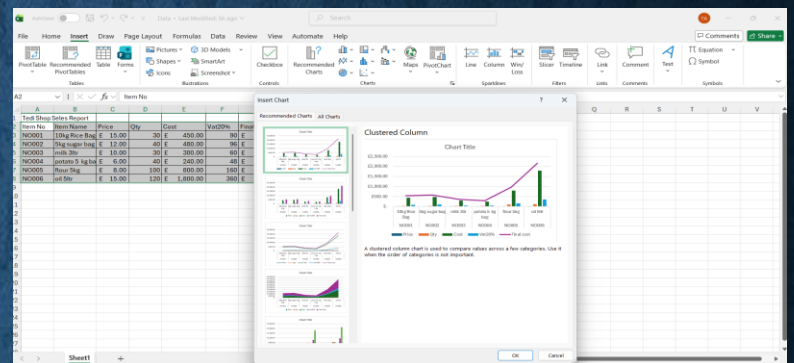
Step three

Select the data that you want make in chart

Item No	Item Name	Price	Qty	Cost	Var20%	Final cost
NO001	10kg Rice Bag	£ 15.00	30	£ 450.00	90	£ 540.00
NO002	5kg sugar bag	£ 12.00	40	£ 480.00	96	£ 576.00
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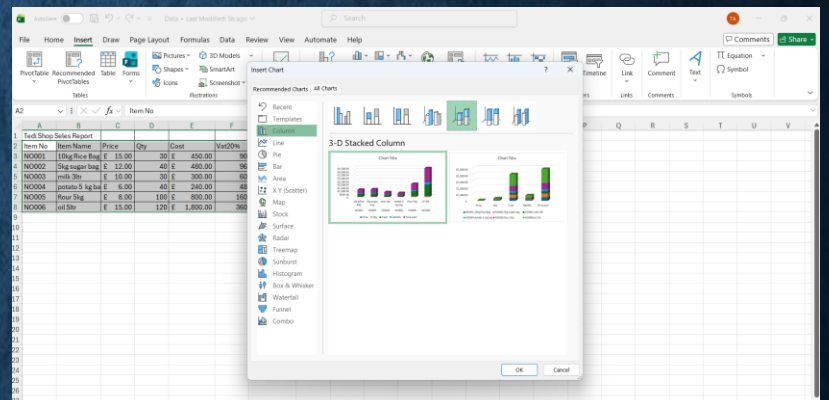
Step four

Go to insert and find recommended charts



Step five

click all charts then choose column and make one as you like from column charts



Step six

Click Ok and look the chart

