

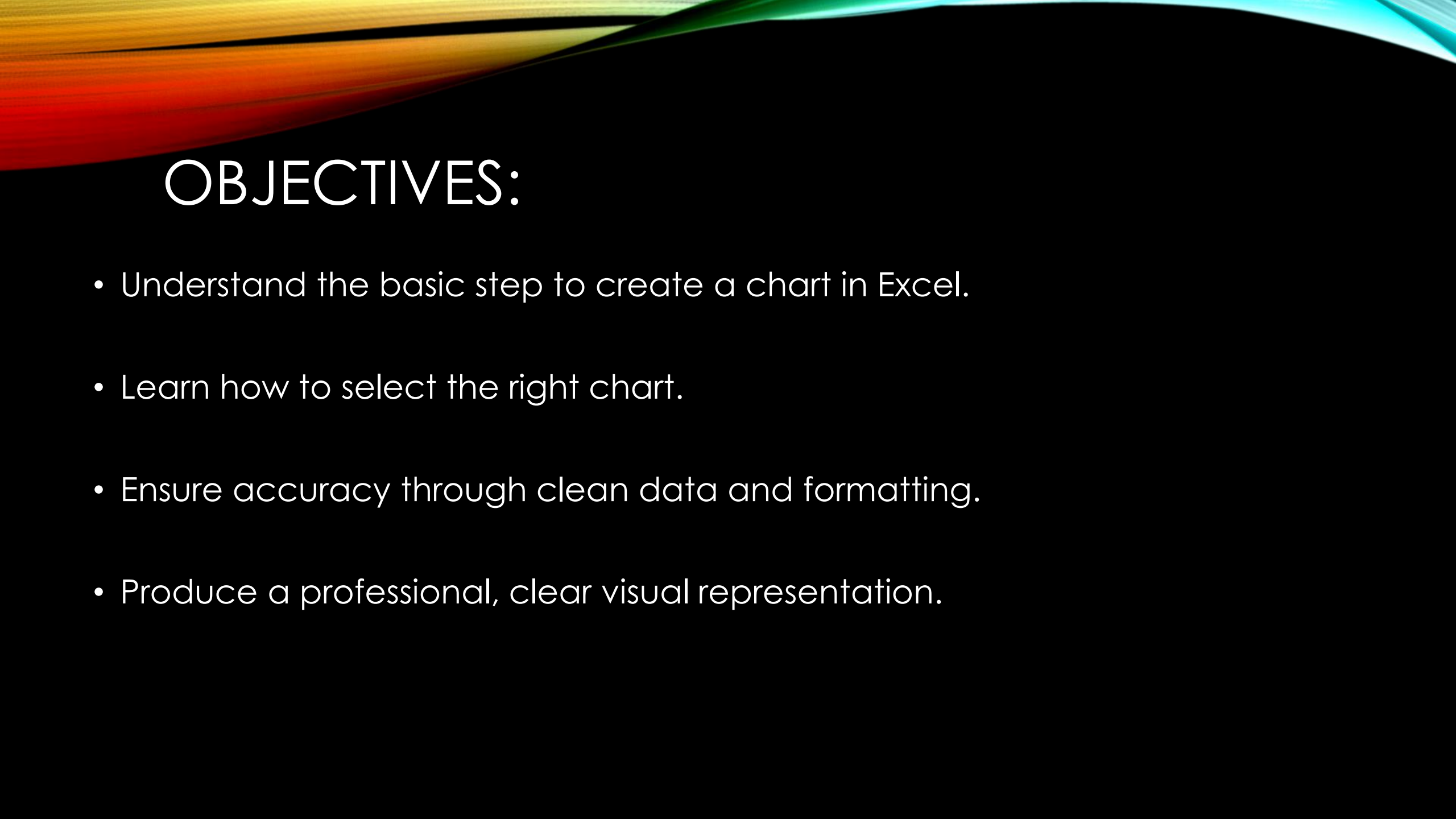
# HOW TO CREATE A CHART IN EXCEL

Step by step guide for beginners and professionals

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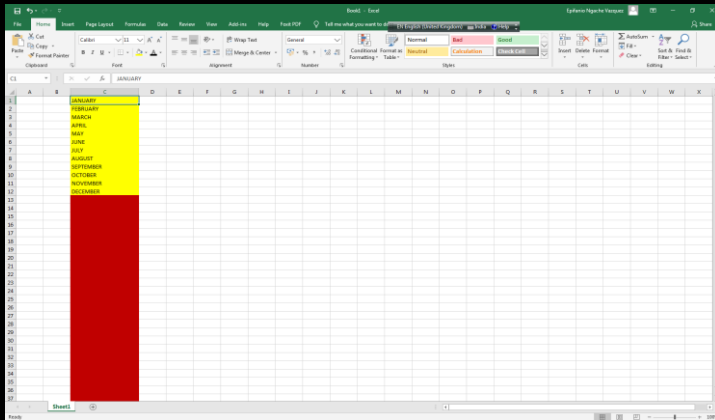


# OBJECTIVES:

- Understand the basic step to create a chart in Excel.
- Learn how to select the right chart.
- Ensure accuracy through clean data and formatting.
- Produce a professional, clear visual representation.

# STEP 1 : PREPARE YOUR DATA

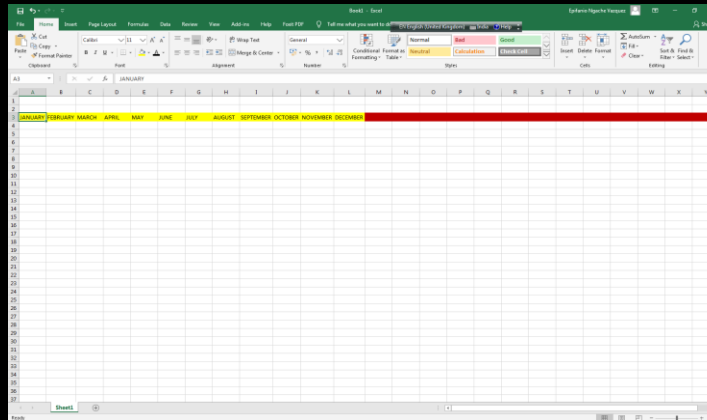
COLUMN



An Excel spreadsheet showing data organized by column. The first column (A) contains the months of the year from January to December, highlighted in yellow. The second column (B) is empty and highlighted in red. The rest of the spreadsheet is empty.

| Month     |  |
|-----------|--|
| JANUARY   |  |
| FEBRUARY  |  |
| MARCH     |  |
| APRIL     |  |
| MAY       |  |
| JUNE      |  |
| JULY      |  |
| AUGUST    |  |
| SEPTEMBER |  |
| OCTOBER   |  |
| NOVEMBER  |  |
| DECEMBER  |  |

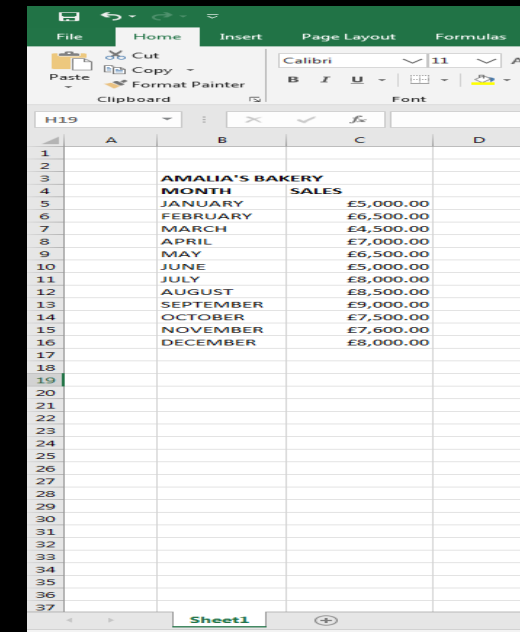
ROW



An Excel spreadsheet showing data organized by row. The first row (A) contains the months of the year from January to December, highlighted in yellow. The second row (B) is empty and highlighted in red. The rest of the spreadsheet is empty.

| Month     |  |
|-----------|--|
| JANUARY   |  |
| FEBRUARY  |  |
| MARCH     |  |
| APRIL     |  |
| MAY       |  |
| JUNE      |  |
| JULY      |  |
| AUGUST    |  |
| SEPTEMBER |  |
| OCTOBER   |  |
| NOVEMBER  |  |
| DECEMBER  |  |

Use clear headers (e.g., Month, Sales)



An Excel spreadsheet showing a table with clear headers. The table is titled "AMALIA'S BAKERY" and has two columns: "MONTH" and "SALES". The data is organized by row, with the first row (A) containing the months of the year from January to December, highlighted in yellow. The second row (B) is empty and highlighted in red. The rest of the spreadsheet is empty.

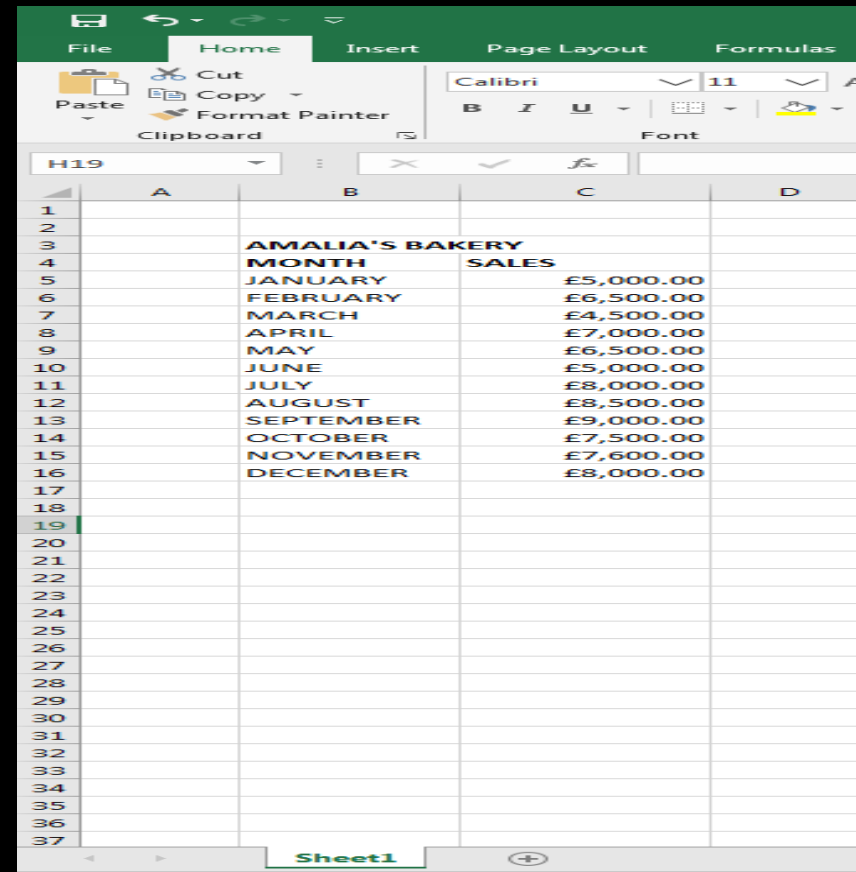
| MONTH     | SALES     |
|-----------|-----------|
| JANUARY   | £5,000.00 |
| FEBRUARY  | £6,500.00 |
| MARCH     | £4,500.00 |
| APRIL     | £7,000.00 |
| MAY       | £6,500.00 |
| JUNE      | £5,000.00 |
| JULY      | £8,000.00 |
| AUGUST    | £8,500.00 |
| SEPTEMBER | £9,000.00 |
| OCTOBER   | £7,500.00 |
| NOVEMBER  | £7,500.00 |
| DECEMBER  | £8,000.00 |

Note: Avoid empty rows or mixed data types

# STEP 2 : COMPLETE YOUR DATE

Fill the information.

Make sure is clear.



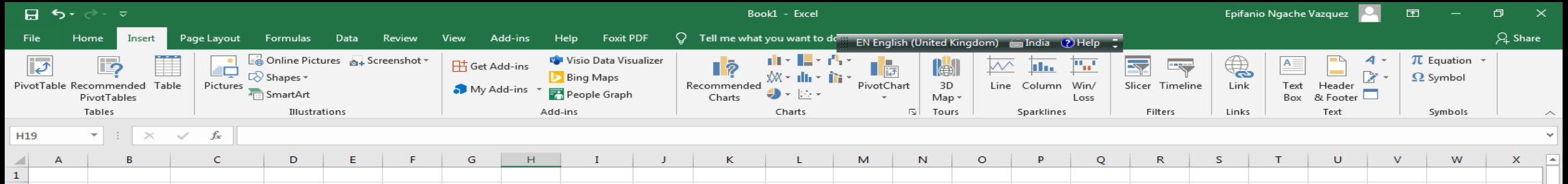
The screenshot shows an Excel spreadsheet with the following data:

|    | A | B                      | C            | D |
|----|---|------------------------|--------------|---|
| 1  |   |                        |              |   |
| 2  |   |                        |              |   |
| 3  |   | <b>AMALIA'S BAKERY</b> |              |   |
| 4  |   | <b>MONTH</b>           | <b>SALES</b> |   |
| 5  |   | JANUARY                | £5,000.00    |   |
| 6  |   | FEBRUARY               | £6,500.00    |   |
| 7  |   | MARCH                  | £4,500.00    |   |
| 8  |   | APRIL                  | £7,000.00    |   |
| 9  |   | MAY                    | £6,500.00    |   |
| 10 |   | JUNE                   | £5,000.00    |   |
| 11 |   | JULY                   | £8,000.00    |   |
| 12 |   | AUGUST                 | £8,500.00    |   |
| 13 |   | SEPTEMBER              | £9,000.00    |   |
| 14 |   | OCTOBER                | £7,500.00    |   |
| 15 |   | NOVEMBER               | £7,600.00    |   |
| 16 |   | DECEMBER               | £8,000.00    |   |
| 17 |   |                        |              |   |
| 18 |   |                        |              |   |
| 19 |   |                        |              |   |
| 20 |   |                        |              |   |
| 21 |   |                        |              |   |
| 22 |   |                        |              |   |
| 23 |   |                        |              |   |
| 24 |   |                        |              |   |
| 25 |   |                        |              |   |
| 26 |   |                        |              |   |
| 27 |   |                        |              |   |
| 28 |   |                        |              |   |
| 29 |   |                        |              |   |
| 30 |   |                        |              |   |
| 31 |   |                        |              |   |
| 32 |   |                        |              |   |
| 33 |   |                        |              |   |
| 34 |   |                        |              |   |
| 35 |   |                        |              |   |
| 36 |   |                        |              |   |
| 37 |   |                        |              |   |

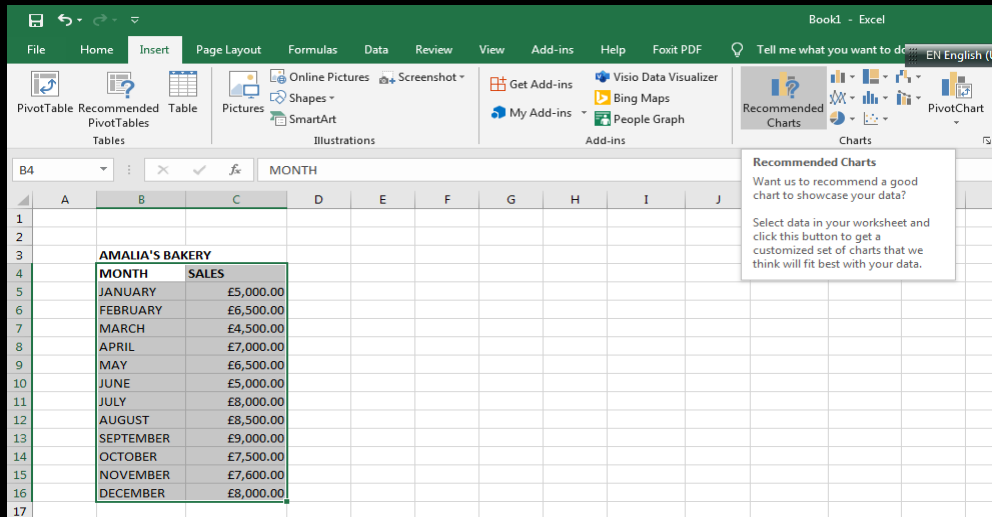
Note: Need to select your data, once is completed  
So then you can proceed to insert a chart.

# STEP 3 : INSERT A CHART

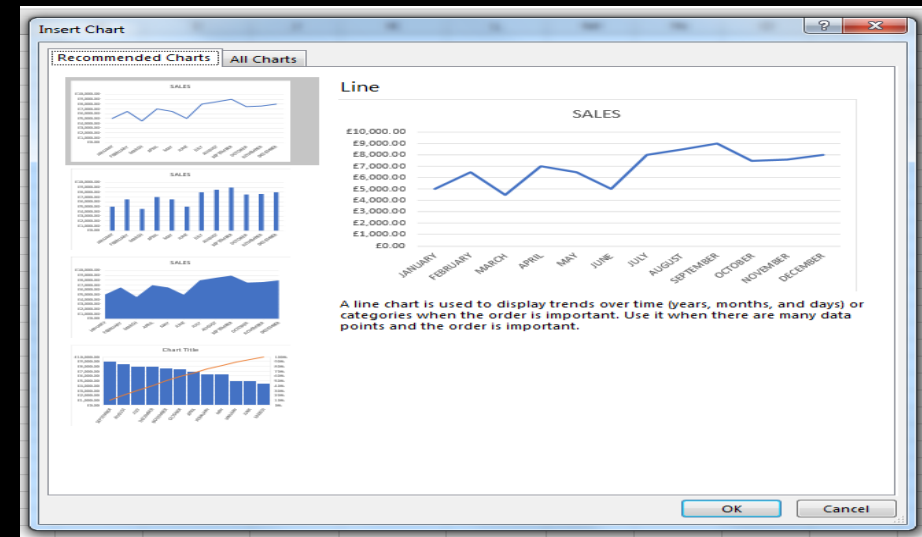
1. Go to the Insert tab



2. Click Recommended Charts

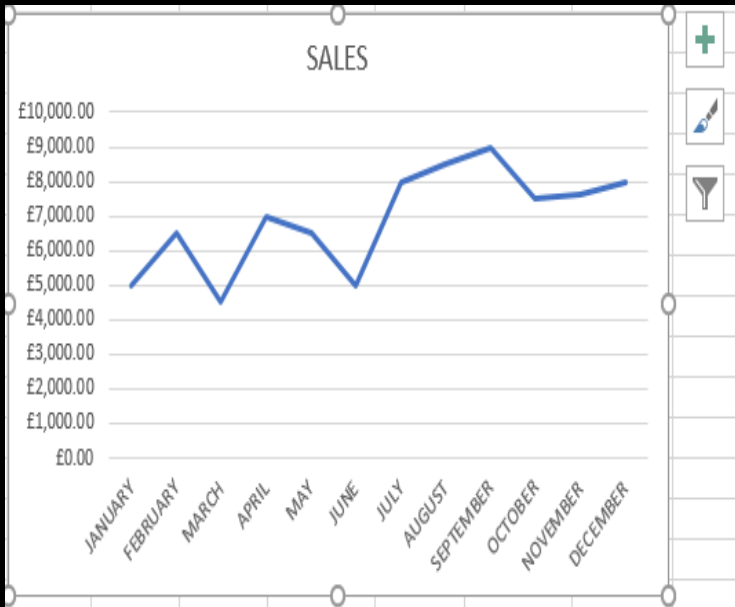


3. Choose the chart type that best fits your data



# RESULT: OPTION TO CUSTOMIZE

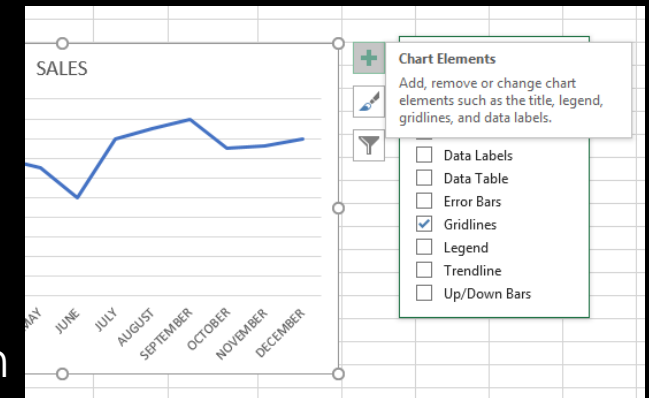
First Result



You can still adjust  
the chart clicking  
the green cross,  
you can then  
add

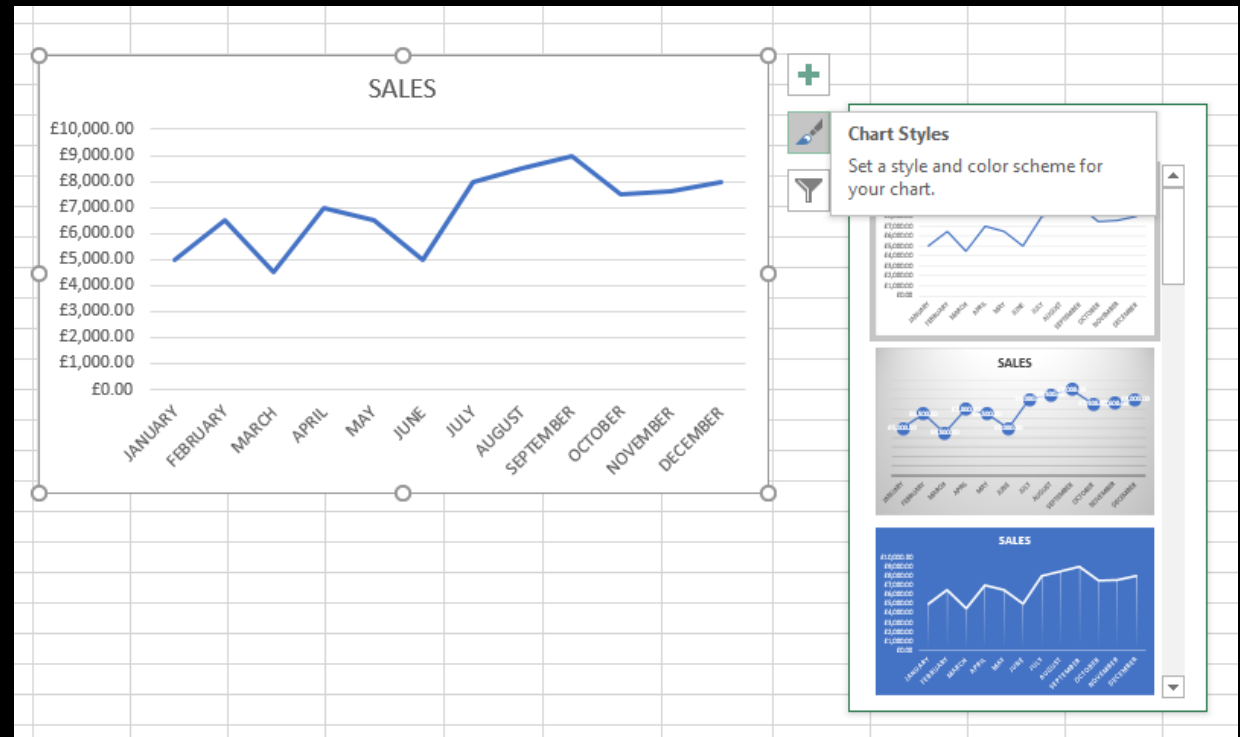


Chart title  
Axis Labels  
Colours styles  
Data labels  
Legend position

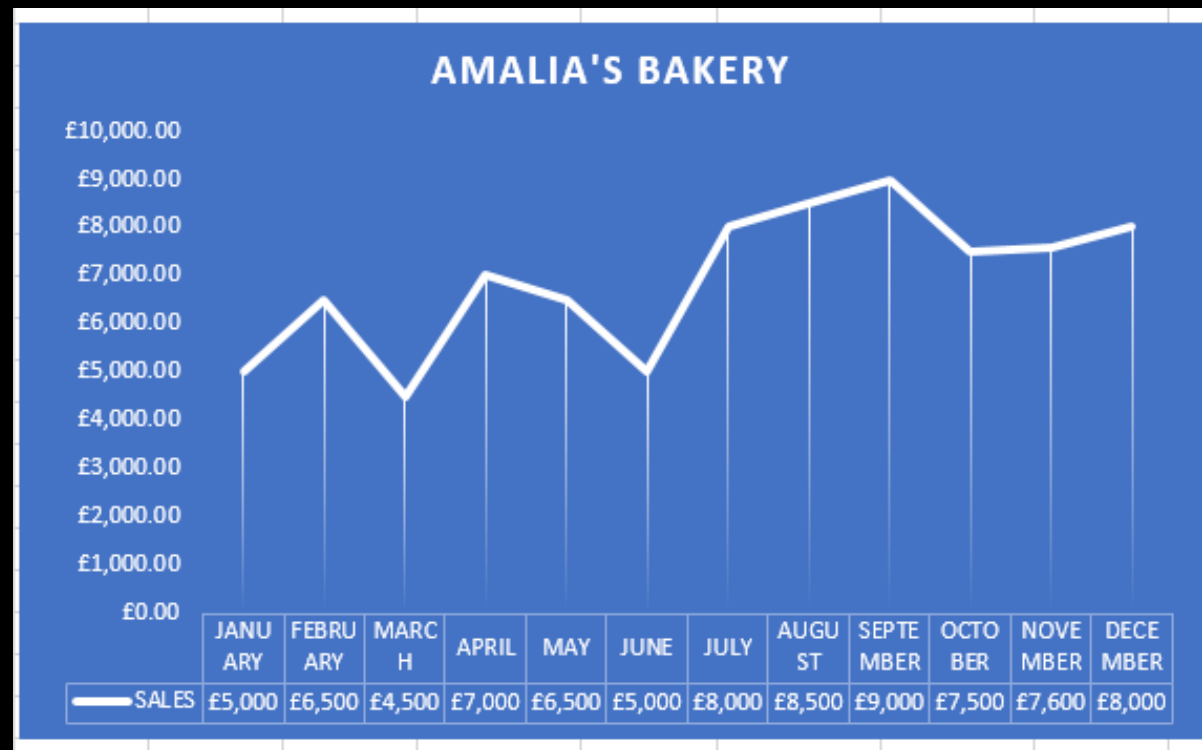


# RESULT: OPTION TO CUSTOMIZE

Or clicking the pencil to change colour and background style.



# FINAL RESULT:



The image features a solid black background. At the top, there is a decorative, wavy border with a color gradient. From left to right, the colors transition from a warm orange-red to a bright yellow, then to a vibrant green, and finally to a light blue on the far right. The waves of the border are fluid and organic in shape.

**Thank You**