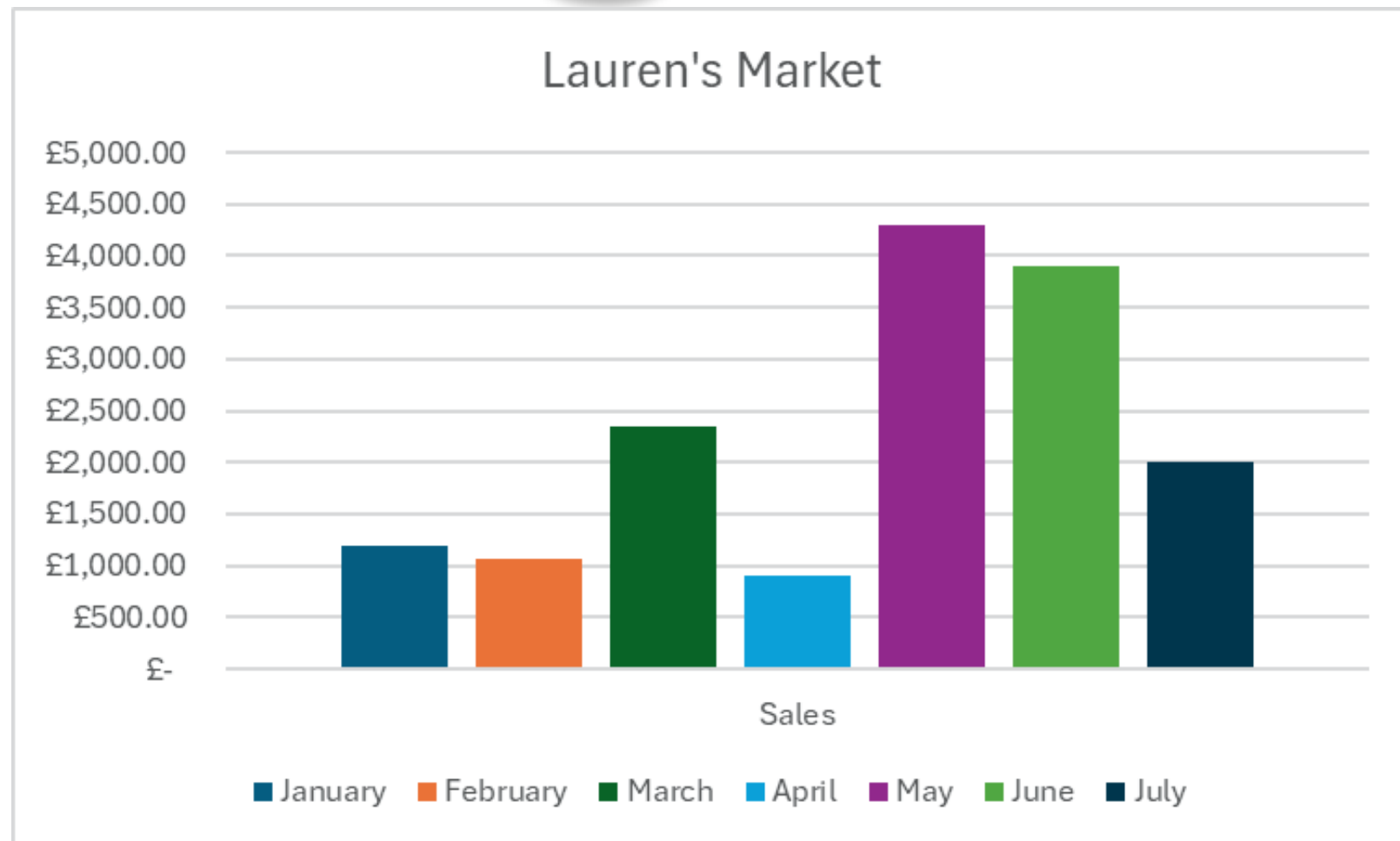


How To Create A Chart Using Excel



STEP 1:

Open Microsoft Excel and your file with data (numbers in rows and columns).



STEP 2:

Click and drag your mouse over the cells you want to include.



STEP 3:

At the top of the screen, click "Insert."



STEP 6:

Click File → Save to keep your chart.



STEP 5:

Add a title and labels to make it clear.



STEP 4:

Click a chart type (e.g. bar chart or pie chart).



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