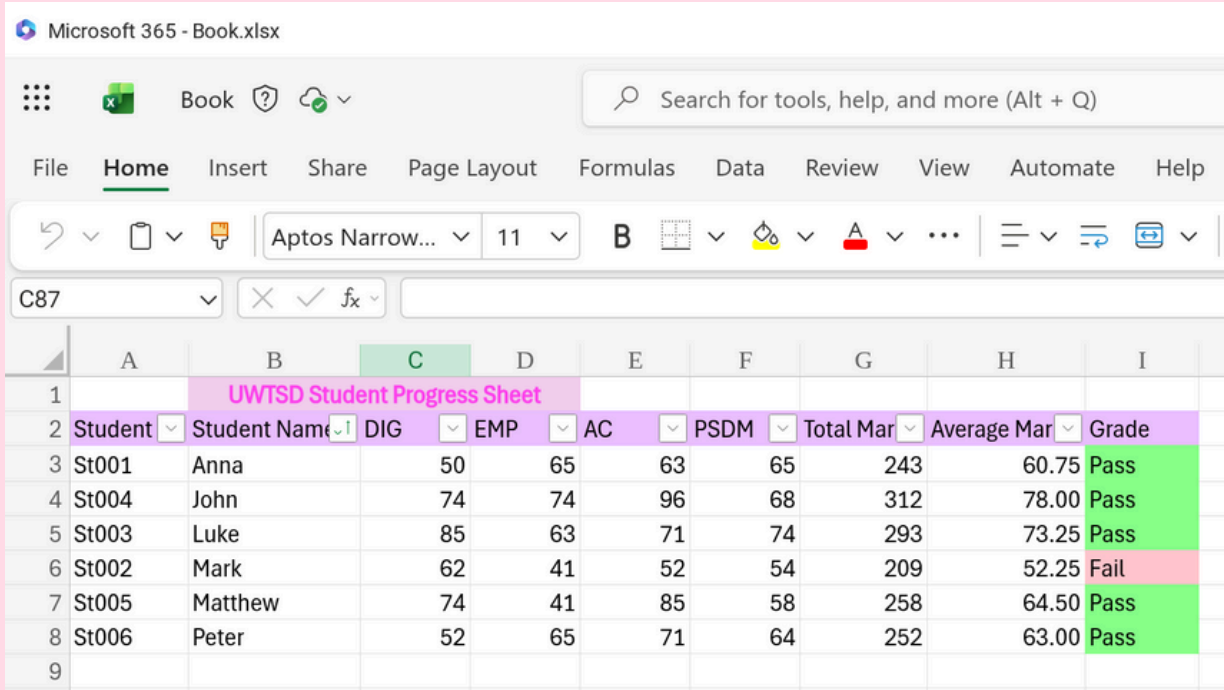


How to Create a Chart in Excel

Step 1

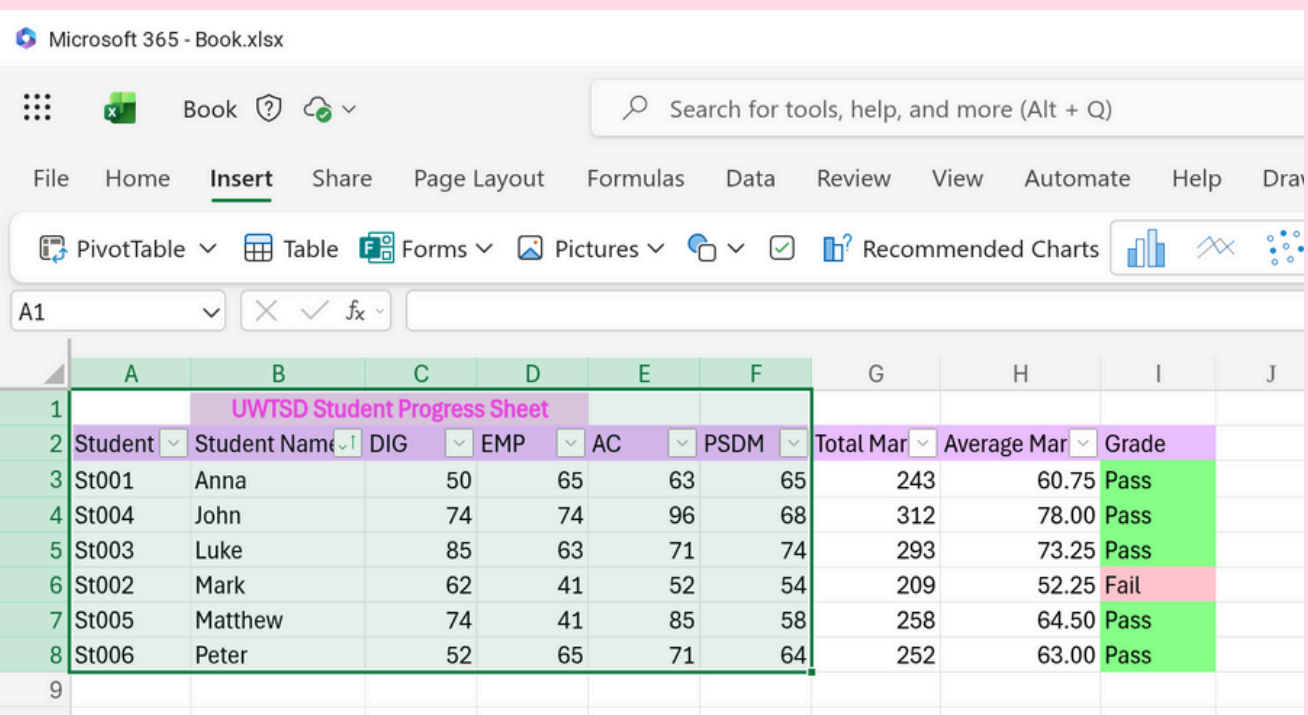
Open Excel and type your data into a spreadsheet, with clear rows/collums and give it a title



Student	Student Name	DIG	EMP	AC	PSDM	Total Mar	Average Mar	Grade
St001	Anna	50	65	63	65	243	60.75	Pass
St004	John	74	74	96	68	312	78.00	Pass
St003	Luke	85	63	71	74	293	73.25	Pass
St002	Mark	62	41	52	54	209	52.25	Fail
St005	Matthew	74	41	85	58	258	64.50	Pass
St006	Peter	52	65	71	64	252	63.00	Pass

Step 2

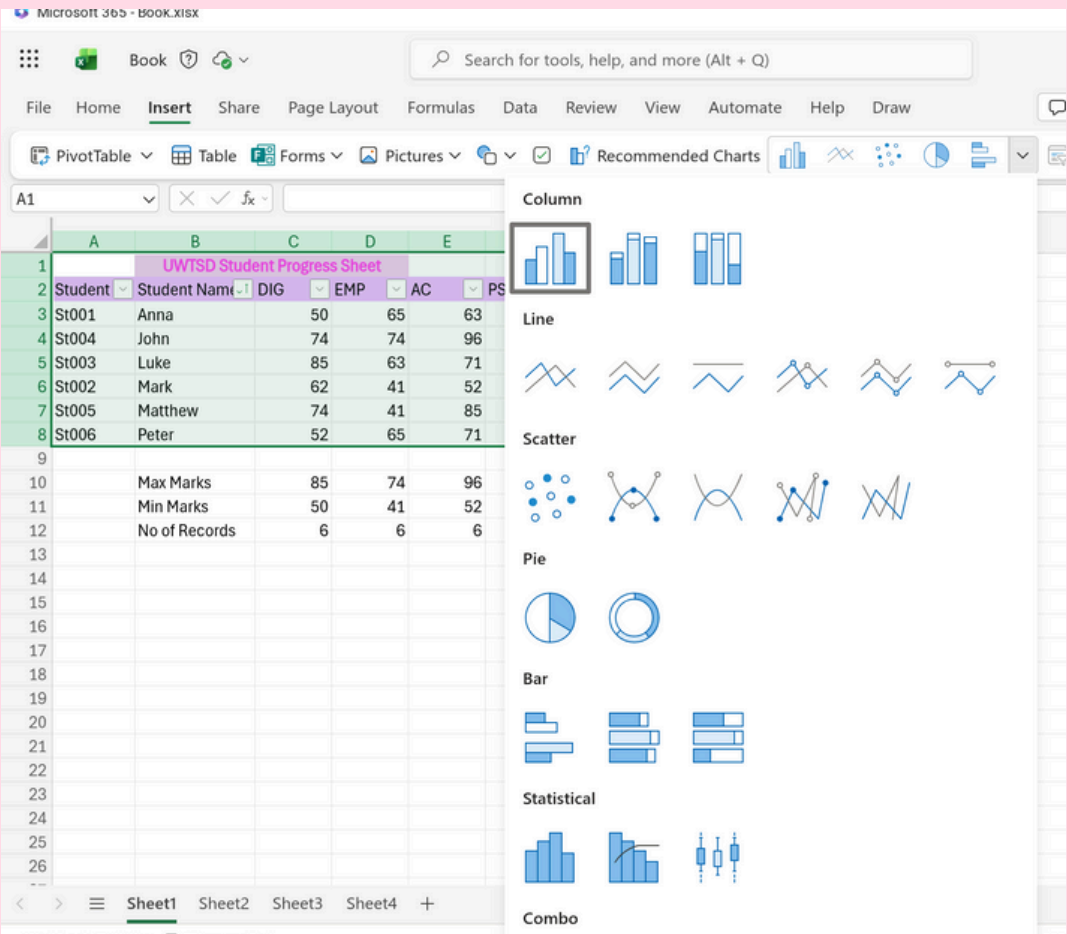
To highlight the data you want to chart, click and drag the range of data + the haeders



Student	Student Name	DIG	EMP	AC	PSDM	Total Mar	Average Mar	Grade
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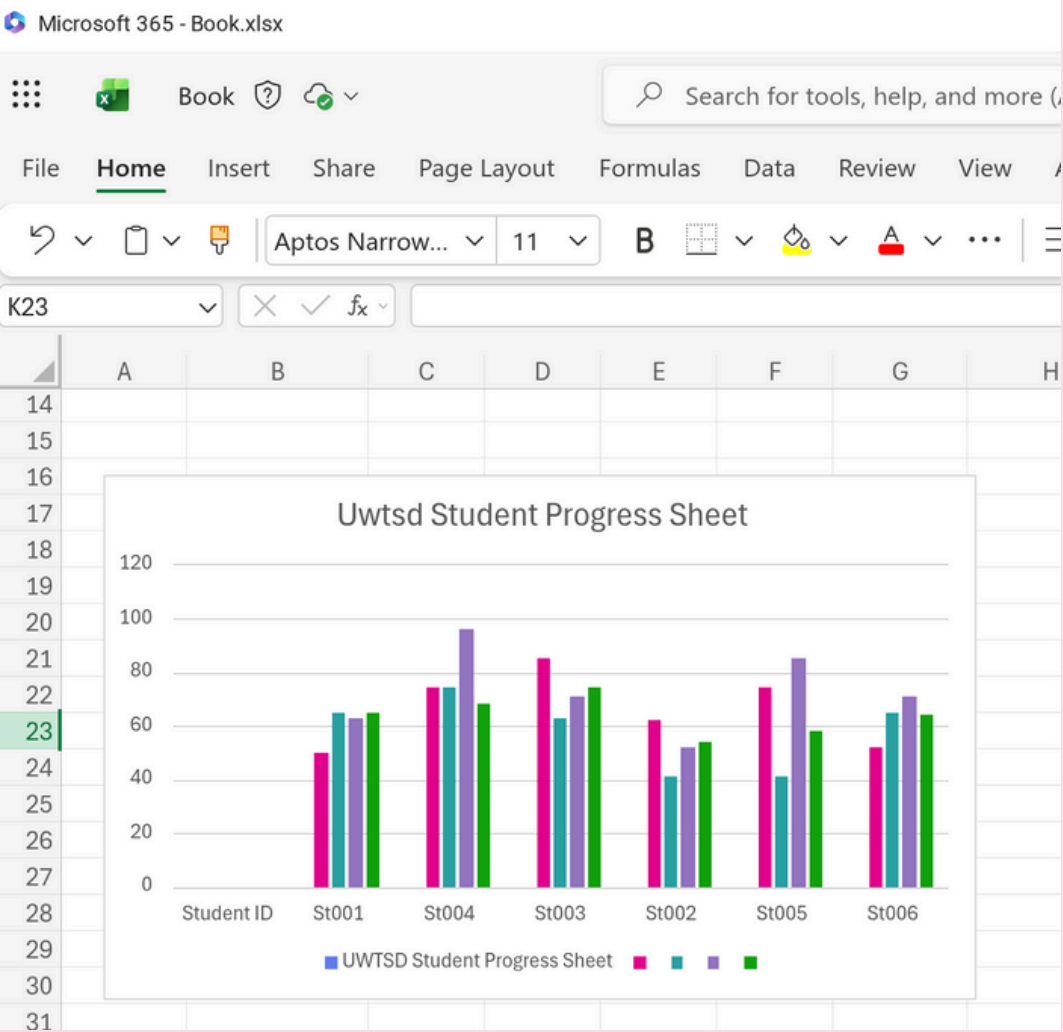
Step 3

Press insert and click on charts, and choose the type of chart you want



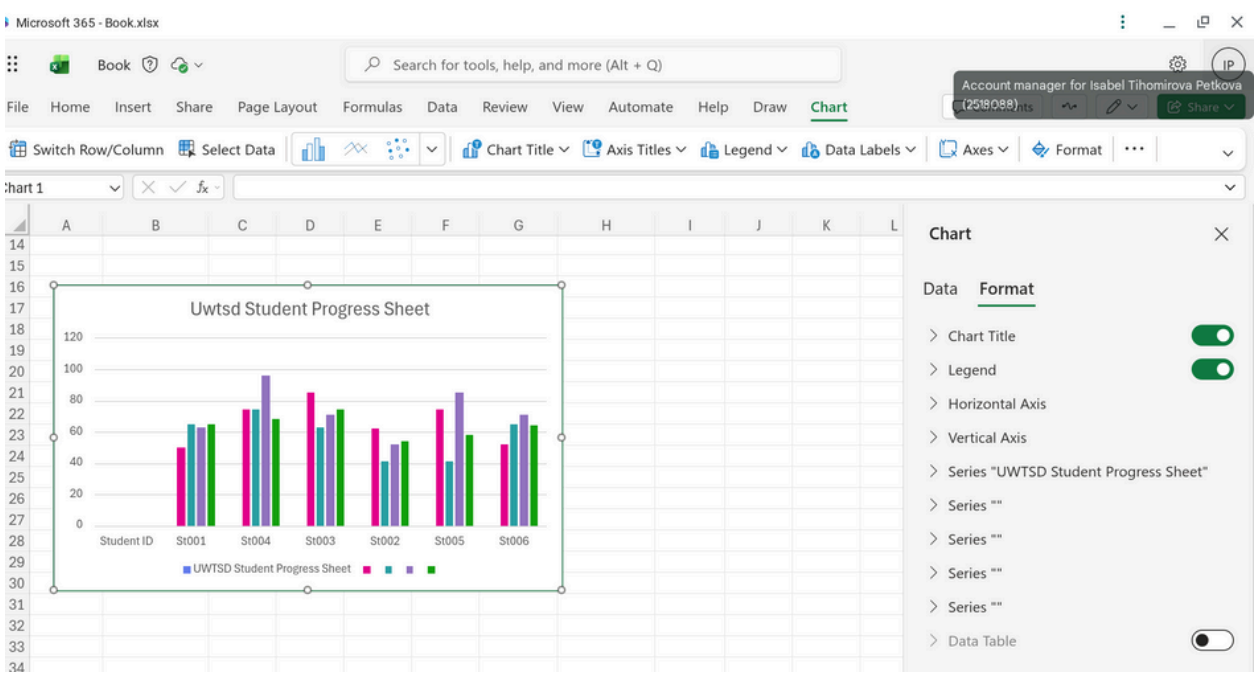
Step 4

After selecting the chart, drag it to a new position ot change the size by using the corners of the chart



Step 5

To customise the chart use elements, symbold or filters, to change anything you want



Step 6

Lastly, save you excel file by pressing Ctrl+S