

HOW TO CREATE A CHART IN MICROSOFT EXCEL

Digital Skills – LCLM4002 Narcis Ionut Nicolaescu - 25 | 2066

Introduction

The ability of Excel charts to help users visually represent their data is what allows them to communicate and easily understand trends, patterns, and comparisons in a professional setting.

Step 1: Enter your Data

- Open Microsoft Excel.
- Enter the information in a structured way, such as columns or rows.
- Provide unambiguous headings for each column of information.

Rating	Number of Customers
Very Satisfied	30
Satisfied	45
Neutral	15
Unsatisfied	10

Step 2: Select the Data

- To highlight each data point, a click and drag action is performed.
- Ensure that values and headers are selected.

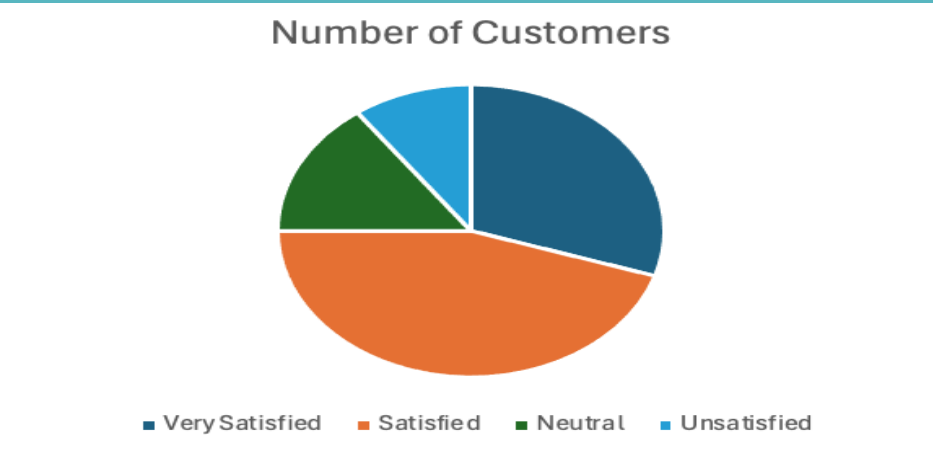
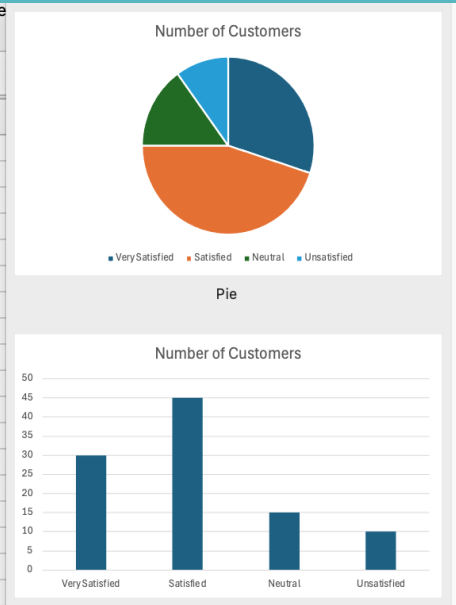
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Step 3: Chose the Chart Type

- In the insert interface, click on the “Insert” tab.
- Select a chart type, e.g., a chart with columnar bars, or alternatively select “Recommended Charts.”

The possible chart types are:

- Column chart
- Bar chart
- Line chart
- Pie chart



Step 4: Insert the Chart

- To choose the desired style of chart, select it.
- The worksheet will render the appropriate chart.

Step 5: Customise the Chart

- To access Chart Design, select the chart.

The following elements must be included:

- A clear title of the chart
- Axis labels
- Data labels

If needed, change the colour of the chart to improve text readability.

Step 6: Move or Resize the Chart

- To move the chart, click and drag it.
- Resize the chart by using the corner handles.

