

How to create a chart in Excel

1

Open Microsoft Excel

Launch Microsoft Excel and either open a new workbook or an existing file that contains your data. Organising your worksheet before creating a chart ensures clarity and accuracy.

2

Enter and organise data

Input your data into Rows and Columns with clear headings. Proper org

3

Select the Data Range

Highlight the cells containing the data you want to represent in the chart. This selection allows Excel to determine which values to include.

4

4. Insert a Chart

Click on the Insert tab in the top menu and choose a suitable chart type, such as column, bar, line, or pie chart, from the Charts group.

5

Choose an Appropriate Chart Type

Select a chart that best represents your data. For example, column charts are useful for comparisons, while line charts are ideal for displaying trends over time

6

Customise Chart Design

Use the Chart Design and Format tabs to adjust colours, styles, layouts, and fonts to create a clear and professional appearance.

7

Add Chart Title and Labels

Insert a descriptive chart title and ensure that axis labels and legends are clear, improving readability and understanding.

8

Review the Chart

Carefully check the chart for accuracy, clarity, and correct data representation. Make any necessary adjustments.

Save the Workbook

Save your Excel file to secure all changes and prevent data loss

