

How to create a chart in Excel

Step 1:

From the desktop select excel and click create a blank workbook or open an existing workbook. You can also access Excel from the one drive menu which is an online file storage and sharing device that will ensure work is saved to the cloud automatically. Using one drive you will be able to use the share function where workbooks can be edited and updated, for example data in a business setting such as earning reports which may have old data can be updated to current data by the share function.

Step 2:

Enter your data into the cells using the rows and columns by using the letters along the top and the numbers along the left. Data can be located and input more quickly when using them as coordinates or using the find function which navigates you to a specific cell such as shown in picture A below where I searched for the A3 coordinate which took me to February. Data can also be worked out by applying different formulas for different calculations, for instance if you wanted to find the average for the total sales shown in picture A by entering in cell B8 =AVERAGE(B2:B7) Excel would calculate the average total sales of all the corresponding cells and update cell B8 as the value changes as shown in picture B where you can see the total average sales and the formula used.

A

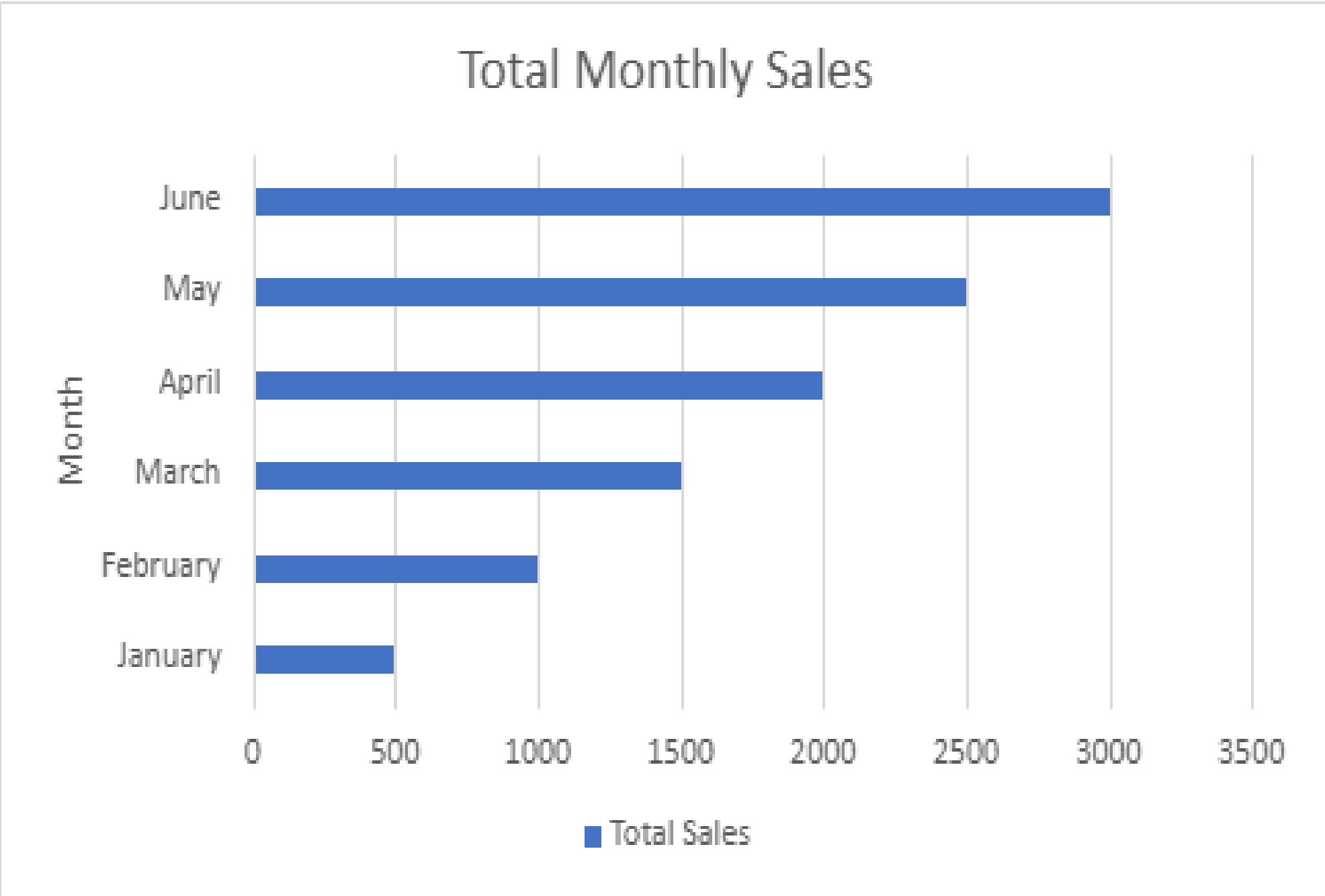
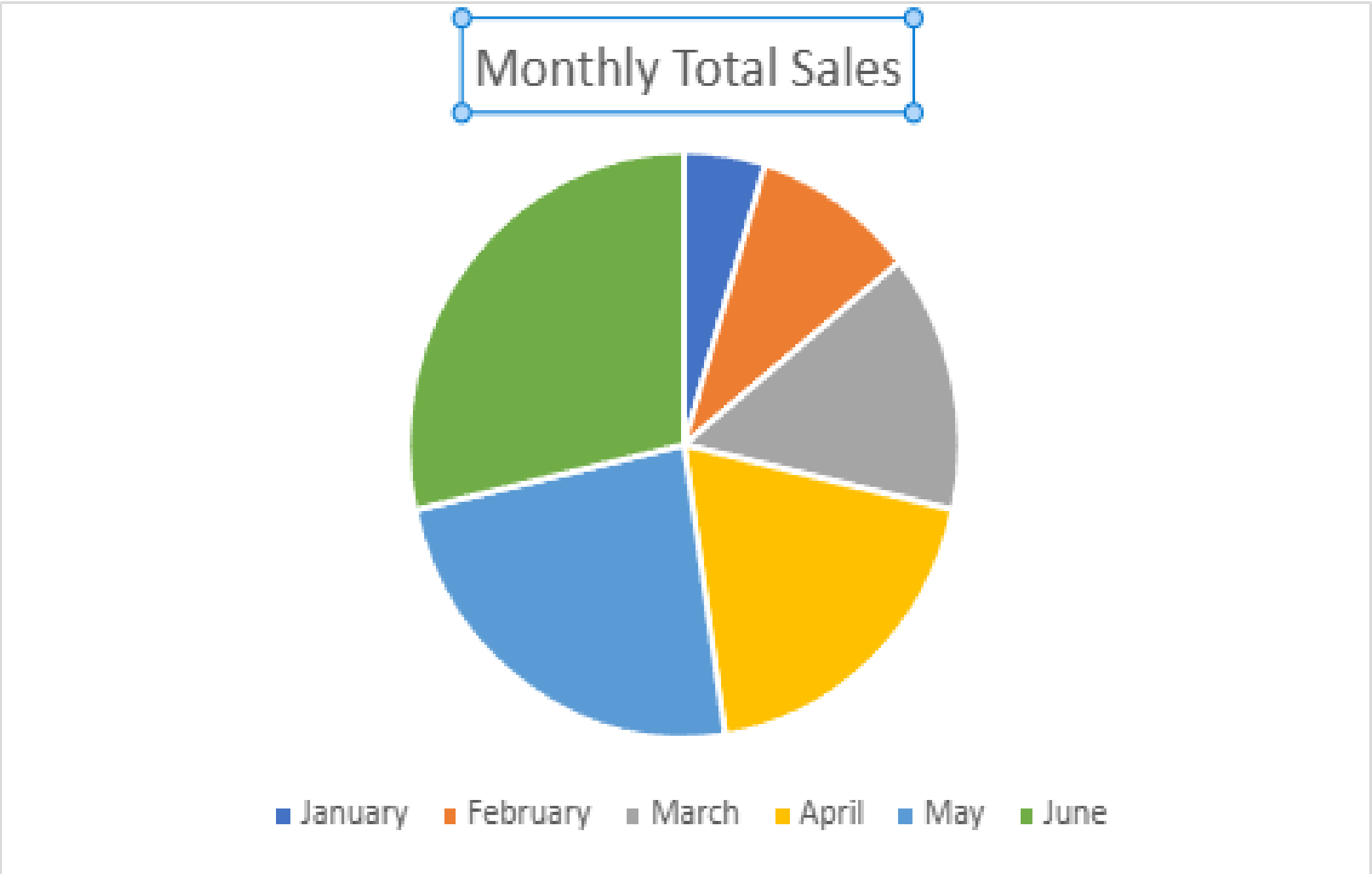
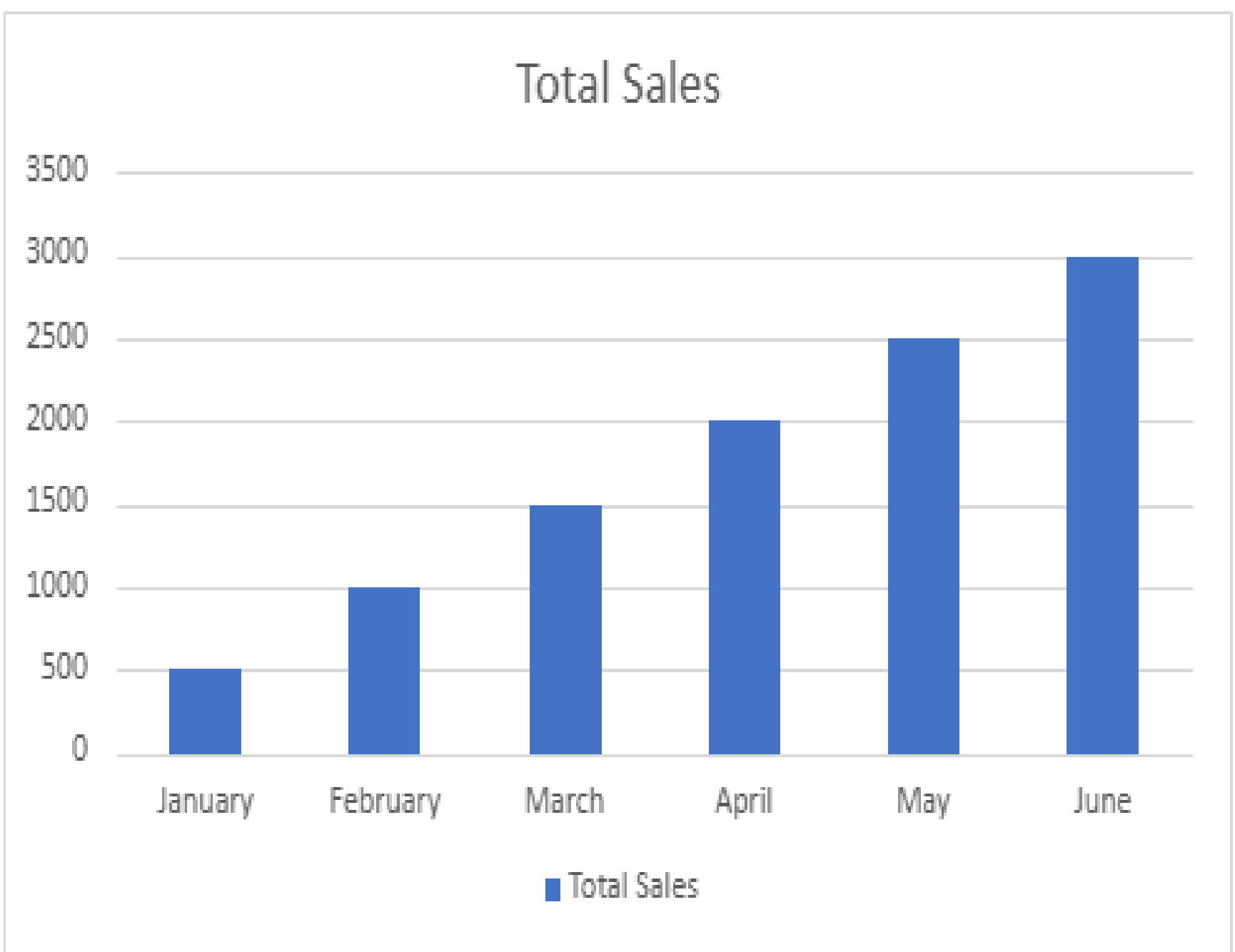
	A	B	C	D
1	Month	Total Sales		
2	January	500		
3	February	1000		
4	March	1500		
5	April	2000		
6	May	2500		
7	June	3000		
8				

B

	A	B	C	D	E
1	Month	Total Sales			
2	January	500			
3	February	1000			
4	March	1500			
5	April	2000			
6	May	2500			
7	June	3000			
8		1750			
9					

Step 3:

Select the data for the chart by clicking and dragging to highlight all the data including the headers, so in this present situation from picture A above I would highlight from A1 to B7. Once your data is highlighted you then proceed to click on the insert tab which will then bring up a group of charts for you to choose from such as bar chart, pie chart, line chart and many more, after you have selected your preferred chart Excel will then generate the chart automatically. Now that your chart has appeared by clicking on it, it will bring up the design and format tab where you can change the colour of your chart, change your chart title, change the axis titles and many more functions for you to use. Below I have created three different charts using the data from picture A for you to see.



References:

Microsoft (2002) *Microsoft support*.
Available at: <https://support.microsoft.com/en-us/office/create-a-graph-16e6f2ce-dddb-44f9-b1ce-f195c89423b4>
(Accessed: 27 February 2026)