
How to create a chart in Excel.

PRACTICE GUIDE

1 Enter your data.

Open Excel, type your data into cells in a table format. Put labels and headings in the first row or first column.

2 Select the data.

Click and drag to highlight all the data including the headings. Make sure that there are not empty rows or columns inside the selection.

3 Insert a chart.

Go to the insert tab at the top, then in the charts section choose a chart type, such as, Column or Bar Charts for comparisons, Line Charts for trends over time, Pie Chart for proportions, Scatter Chart. Click on the chart style that you want and then Excel will insert the chart into your worksheet

4 Customize the chart.

Click on the chart to see the chart tools, you can change the chart title, add or remove elements, change chart type or colours.

5 Edit Chart Data.

After selecting Right-Click the chart, then Select Data, Adjust data ranges or labels if needed.

6 Resize or move the chart.

Drag the corners to resize, click and drag the chart to move it anywhere on the sheet.

7 Save your work.

Press ctrl + S on Windows or Cmd + S on Apple Mac.

8 Tip.

If you are unsure on which chart to use, go to insert > recommended charts then Excel will suggest the best options based on the data that you want to use.
