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Group:3

Module Code:LCLM4002

Modulo Name: Digital Skills

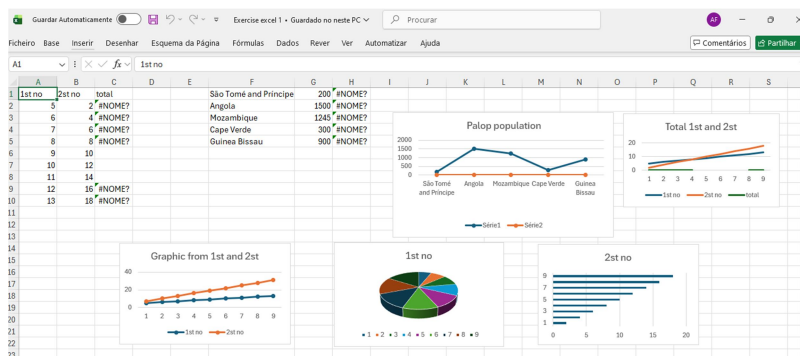
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STEP 1: YOU NEED TO GO THE EXCEL SOFTWARE AND OPEN THE SOFTWARE
THEN YOU NEED TO CLICK ON NEW WORKBOOK. THE SCREENSHOT BELOW
SHOWS THAT:

How to create a chart in Excel

Digital skills LCLM 4002

Rejwan Bin sulaiman



Step 1. Open a Blank document in Microsoft Excel

To start Making chart you will need to open Microsoft Excel by double clicking on its icon or from Menu.

Then click on "Blank Document" to start a new and Enter your data in rows or columns

Step 2. Select the data

1. Click and drag to select all the data, including headings.
2. I click insert and click chart
3. Then I selected the data and inserted a column chat and I used clustered column