

1. DOWNLOAD & ACCESS

You have to **DOWNLOAD MS EXCEL** to **access CHARTS**.



2. SELECT YOUR DATA IN EXCEL

10:57 am Sun 22 Mar

< Book ✓ Home Insert Draw

fx Quantity

	A	B	C	D	E	F
1	Quantity	Total				
2	1	8.45				
3	2	7.68				
4	3	5.67				
5	4	9.02				
6	5	8.54				
7						
8						
9						
10						

Highlight the data you want to include in your chart.

3. INSERT

Go to the **INSERT** tab on the **RIBBON** and go to **CHARTS**.

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< Book ✓ Home **Insert** Draw Page Layout

fx Quantity

	A	B	C	D	E	F	G	H
1	Quantity	Total						
2	1	8.45						
3	2	7.68						
4	3	5.67						
5	4	9.02						
6	5	8.54						
7								
8								
9								
10								

HOW TO CREATE CHARTS IN EXCEL

4. CHOOSE THE CHART TYPE

Select the chart type you want:

- **COLUMN**
- **LINE**
- **PIE**
- **BAR** etc..

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PivotTable Table Data from Picture Pictures ✓ Checklist Shapes ✓ Chart ✓

Quantity

A	B	C	D	E	F	G	H	I
Quantity	Total							
1	8.45							
2	7.68							
3	5.67							
4	9.02							
5	8.54							

Chart

- Recommended
- Column
- Line
- Pie
- Bar
- Area
- X Y (Scatter)
- Maps
- Treemap

5. CUSTOMISE THE CHART

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Quantity

A	B	C	D	E	F	G	H
Quantity	Total						
1	8.45						
2	7.68						
3	5.67						
4	9.02						
5	8.54						

Column

Chart Title

Quantity Total

CUSTOMISE the chart to your standards.

6. FINISH & SAVE IT

REVIEW YOUR CHART, make sure you save it aswell.

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Aptos Narrow (Bo 11 A A ✓ Data from Picture Pictures ✓ Checklist Shapes ✓ Chart ✓

Enter text or formula here

Quantity Total

1	8.45									
2	7.68									
3	5.67									
4	9.02									
5	8.54									

Chart Title

Quantity Total