

STEPS TO CREATE CHARTS IN EXCEL



1.

Start Microsoft Excel and open the worksheet that contains your data

2.

Ensure your data is organized in rows and columns with proper headings.

3.

Click and drag to highlight the cells you want to include in the chart.

4.

Go to the top menu and select the Insert tab.

5.

Choose the chart type that best fits your data (Column, Line, Pie, Bar, etc.).

6.

Add a chart title, adjust labels or colors if needed, then save your work.
