



HOW TO CREATE A CHART IN EXCEL

1 OPEN EXCEL



Create a table with the information you want displayed in your chart.

2

Month	Actual Sales	Projected Sales
January	250	250
February	350	275
March	450	300
April	60	325
May	40	350
June	23	375
July	100	400
August	200	425
September	300	450
October	500	475
November	560	500

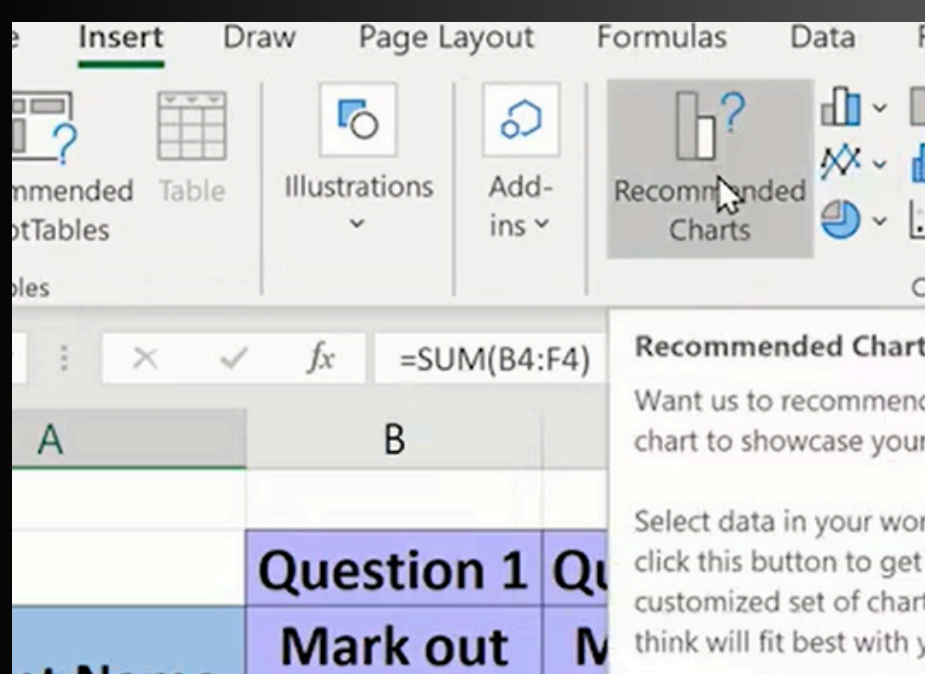
3

Select the data by highlighting the data you want to incorporate into your chart.

3	India	1342.3	
4	United States	330.9	
5	Indonesia	272.2	
6	Pakistan	225.1	
7	Brazil	213.3	213.3
8	Nigeria	211.4	
9	Bangladesh	166.3	
10			
11	Country Brazil		
12			
13			

4

Go to the insert tab and select:
Recommended Charts.

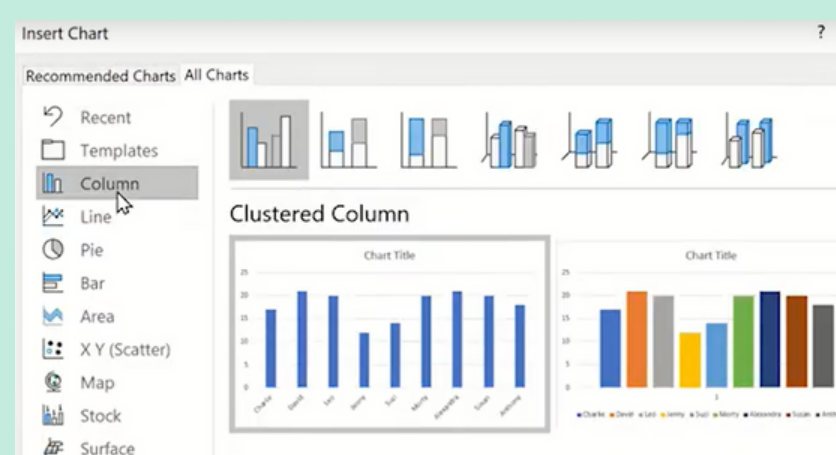


Quick Tip: Another way to create any type of chart is by highlighting the data you want in your chart and select the quick analysis function.



5

Choose a chart of your choice from the options provided (hovering over charts will show you a preview of how your chart will look).



6

Once you have chosen the type of chart you want select **OK**.

Once the chart is created you can then add additional chart elements such as

- Axes
- Chart title
- Data table



you can do this by selecting the chart design option.

