

HOW TO CREATE A CHART IN EXCEL

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Creating a chart in Microsoft Excel is a good way to show your data or statistics. I will describe the step by step process of creating a chart. You will need to start with putting your data into a table with labels for each row or column. You then need to highlight the cells you want to include and make sure to select the headers. The next step is to go to the Insert tab at the top of Excel and choose a chart type like Column, Line, Pie and Bar. It depends on what suits your data best. An example for this is column charts are good for comparing values whilst pie charts show how parts make up a whole. Once you insert a chart Excel will provide a basic chart. Improvements can be made using the Chart Design and Format tabs. They let you add a title, label the axes, change colours and even adjust the layout to make it easier to read. You can also move or resize the chart by dragging its edges. (DashboardsEXCEL.com, 2025).

PREPARE A DATA

- ORGANISE YOUR DATA IN ROWS OR COLUMNS.
- INCLUDE HEADERS FOR EACH CATEGORY (E.G., MONTHS, SALES).

	A	B	C
1	Date	Name	Sales Orders
2	1/10/2024	David	5
3	10/10/2024	Sarah	15
4	5/10/2024	Emily	20
5	3/10/2024	John	50
6	9/10/2024	Michael	60
7			
8			
9			
10			
11			

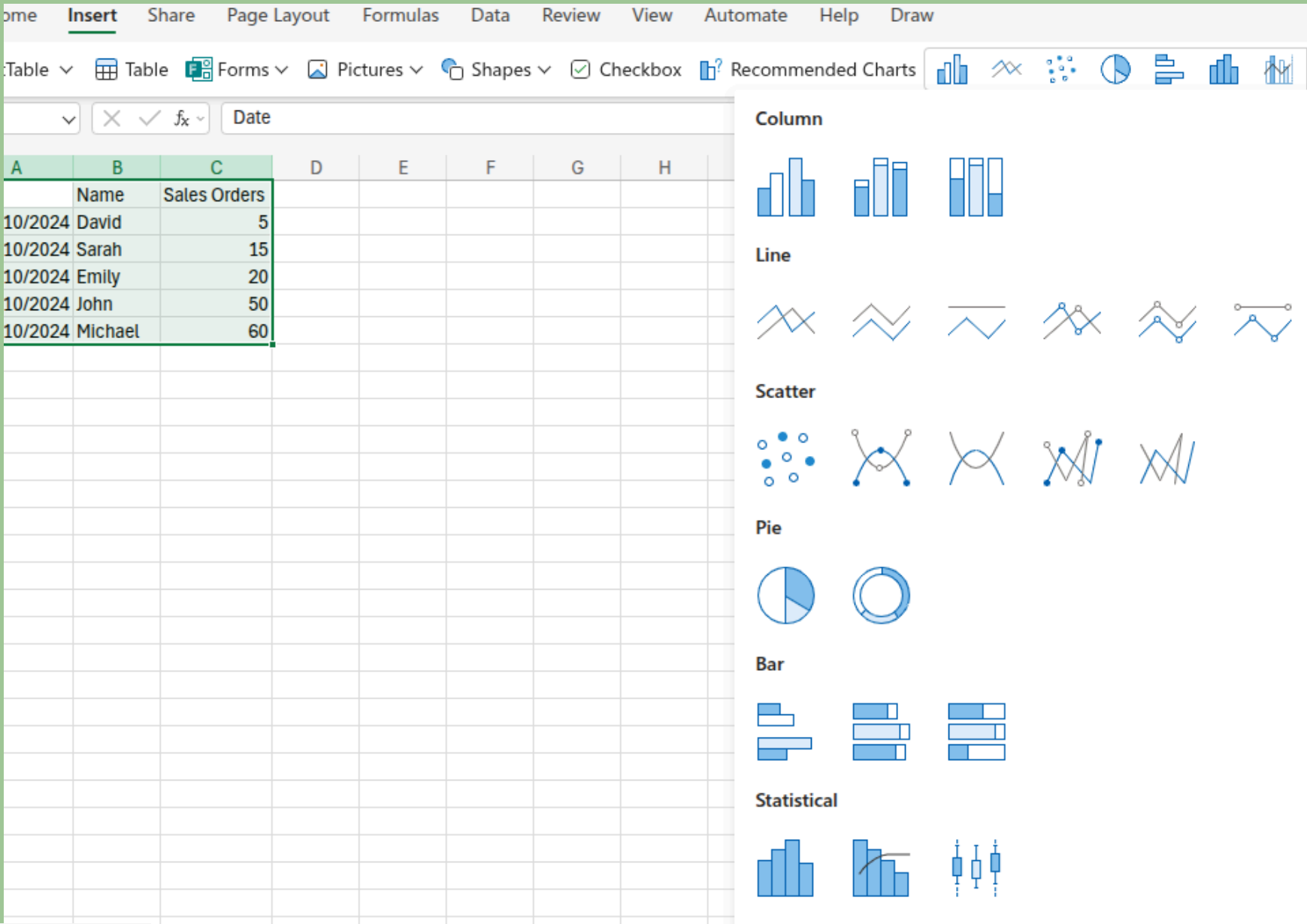
SELECT YOUR DATA

- CLICK AND DRAG TO HIGHLIGHT THE DATA YOU WANT TO CHART.
- INCLUDE HEADERS FOR BETTER LABELING.

	A	B	C
1	Date	Name	Sales Orders
2	1/10/2024	David	5
3	10/10/2024	Sarah	15
4	5/10/2024	Emily	20
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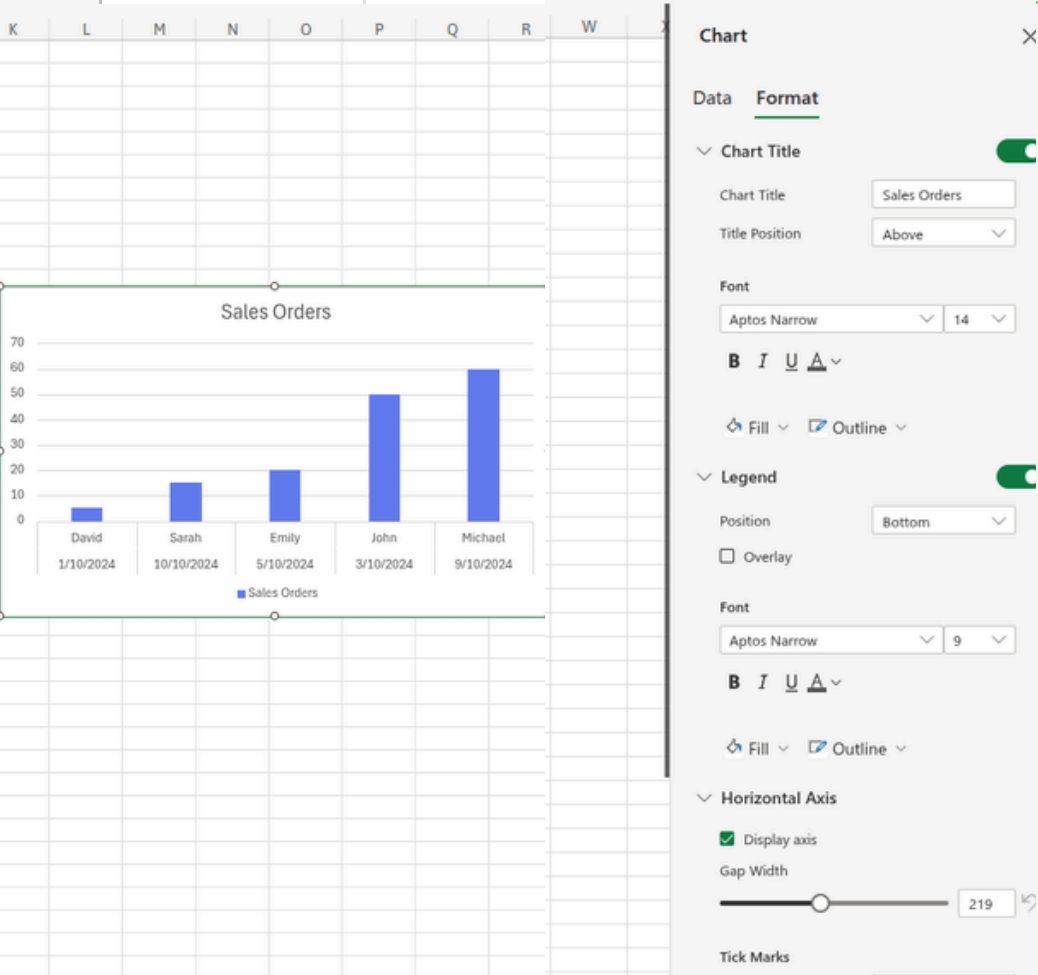
INSERT A CHART

- GO TO THE INSERT TAB ON THE RIBBON.
- CHOOSE A CHART TYPE: COLUMN, LINE, PIE, BAR, AREA, ETC.
- CLICK THE CHART STYLE YOU WANT.



CUSTOMISE YOUR CHART

- Use the Chart Design and Format tabs
- Add chart title and axis labels.
- Change colors, styles and layout.
- Add data labels or legends.



REFERENCES

DashboardsEXCEL.com (2025) Excel Tutorial: How To Cite Microsoft Excel. Available at: <https://dashboardsexcel.com/blogs/blog/excel-tutorial-how-to-cite-microsoft-excel> (Accessed: 20 October 2025).

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