

# HOW TO CREATE CHART IN EXCEL

## GUIDE FOR WORKBOOK “MONTHLY TRENDING BREAD QUALITY ISSUES”

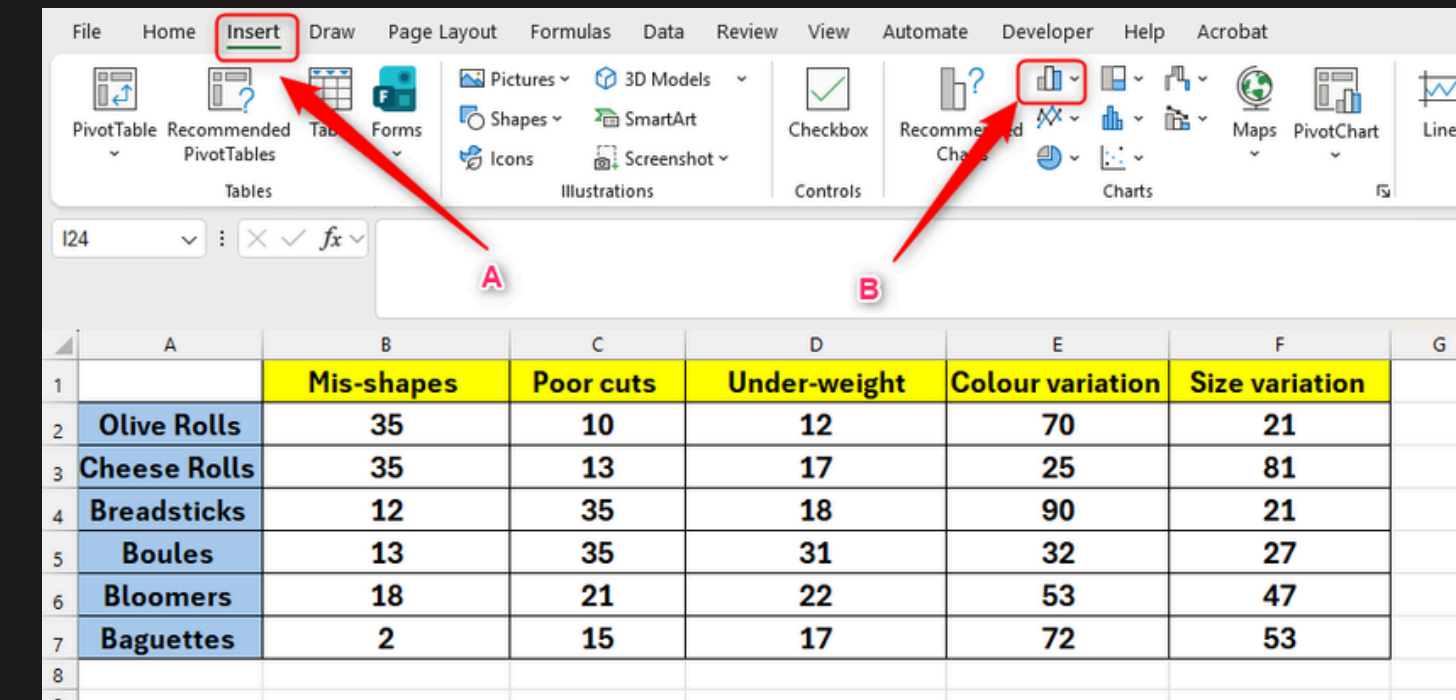
### STEP 1: ENTER THE DATA INTO THE WORKSHEET “Trending issues - March 2026”

|              | Mis-shapes | Poor cuts | Under-weight | Colour variation | Size variation |
|--------------|------------|-----------|--------------|------------------|----------------|
| Olive Rolls  | 35         | 10        | 12           | 70               | 21             |
| Cheese Rolls | 35         | 13        | 17           | 25               | 81             |
| Breadsticks  | 12         | 35        | 18           | 90               | 21             |
| Boules       | 13         | 35        | 31           | 32               | 27             |
| Bloomers     | 18         | 21        | 22           | 53               | 47             |
| Baguettes    | 2          | 15        | 17           | 72               | 53             |

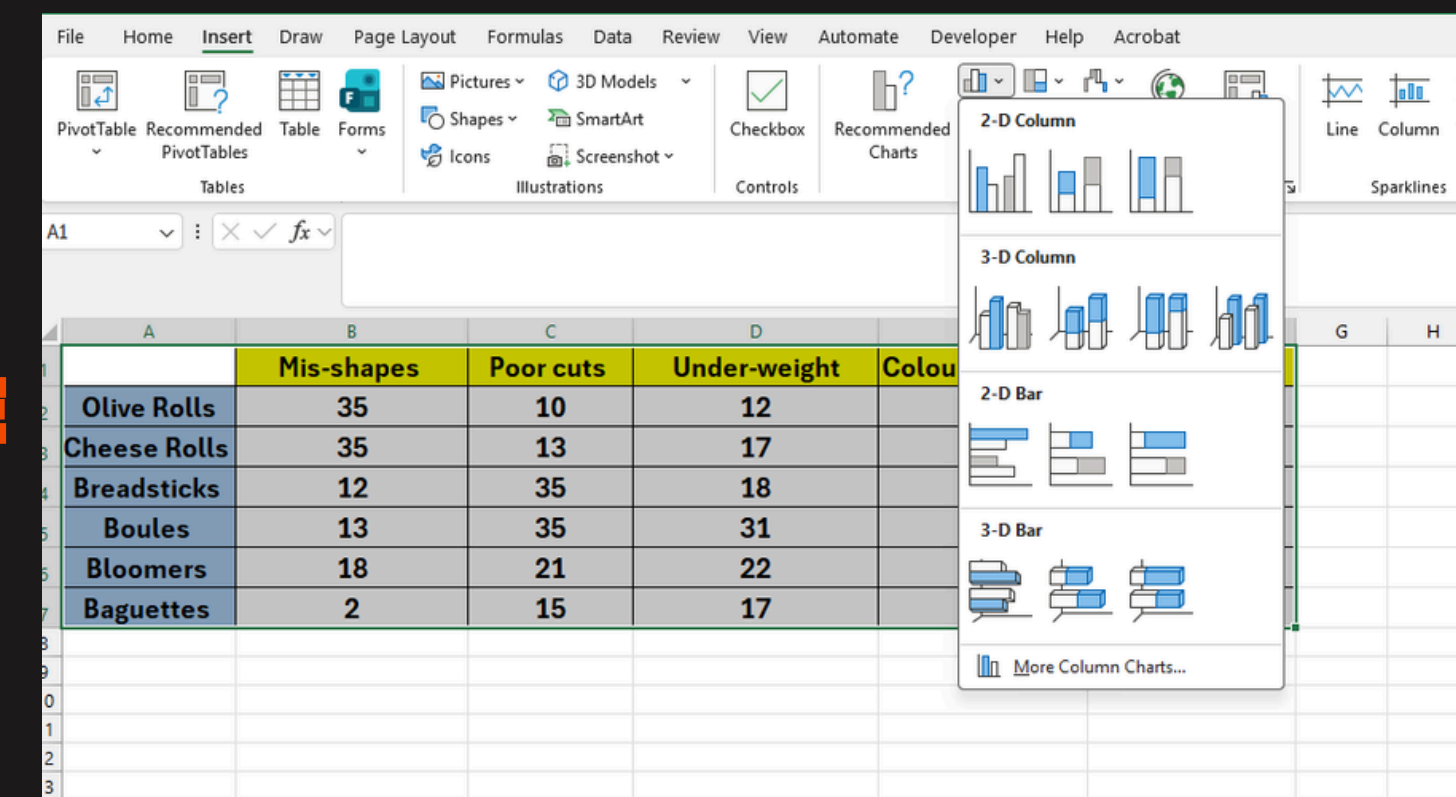
### STEP 2: SELECT THE DATA RANGE

|              | Mis-shapes | Poor cuts | Under-weight | Colour variation | Size variation |
|--------------|------------|-----------|--------------|------------------|----------------|
| Olive Rolls  | 35         | 10        | 12           | 70               | 21             |
| Cheese Rolls | 35         | 13        | 17           | 25               | 81             |
| Breadsticks  | 12         | 35        | 18           | 90               | 21             |
| Boules       | 13         | 35        | 31           | 32               | 27             |
| Bloomers     | 18         | 21        | 22           | 53               | 47             |
| Baguettes    | 2          | 15        | 17           | 72               | 53             |

### STEP 3: CLICK “INSERT” TAB (A) AND THEN BAR CHART ICON (B) LOCATED IN CHART GROUP



### STEP 4: CHOOSE A CHART TYPE



|              | Mis-shapes | Poor cuts | Under-weight | Colour variation | Size variation |
|--------------|------------|-----------|--------------|------------------|----------------|
| Olive Rolls  | 35         | 10        | 12           | 70               | 21             |
| Cheese Rolls | 35         | 13        | 17           | 25               | 81             |
| Breadsticks  | 12         | 35        | 18           | 90               | 21             |
| Boules       | 13         | 35        | 31           | 32               | 27             |
| Bloomers     | 18         | 21        | 22           | 53               | 47             |
| Baguettes    | 2          | 15        | 17           | 72               | 53             |

### STEP 5: ENTER THE TITLE OF YOUR CHART

