

HOW TO CREATE A CHART IN EXCEL

**Here's a step by step guide
on how to easily create a
chart using Microsoft Excel**



- 1** First make sure you have prepared your data
- 2** Click and drag the data you'd like to add in your chart
- 3** In order to insert the chart click on the insert tab and choose the type of chart you'd like and Excel will instantly create one for you
- 4** Customise your chart by using the charts element button at the top right of the chart to resize drag the corners and to move click and drag the chart
- 5** And lastly you save your work by pressing Ctrl + S to save the Excel file