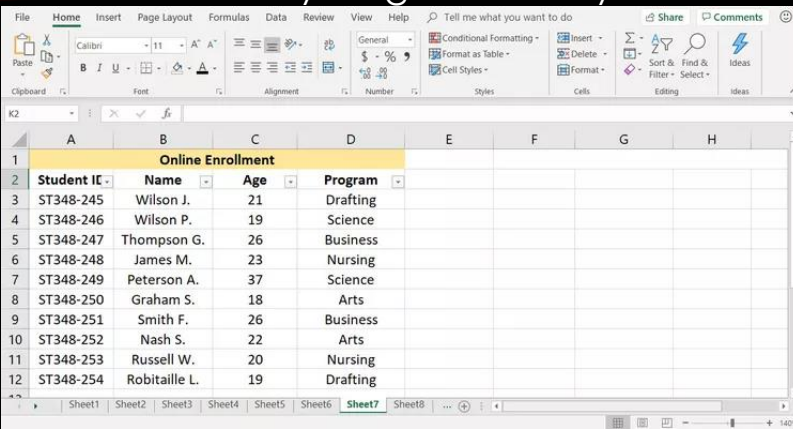


HOW TO CREATE A CHART IN EXCEL

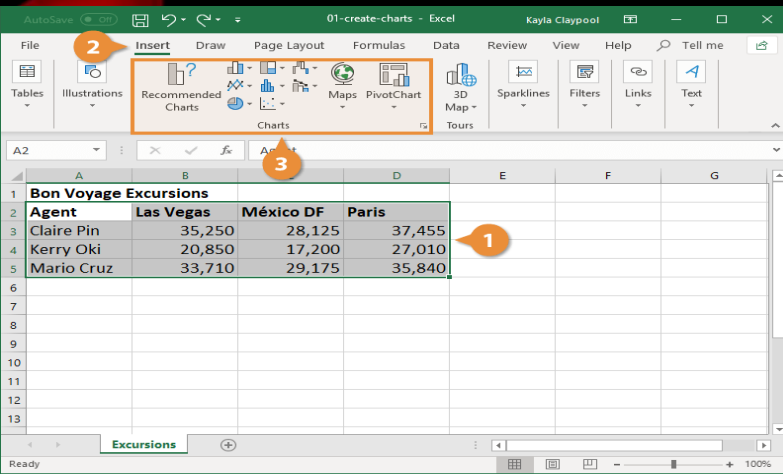
1st step: You will have to introduce all the information that you have into the columns and rows. After you inserted all the information make sure that each column has a header so you know what each row means. This way you won't get lost into what you're trying to present and make everything easier for you.



The screenshot shows an Excel spreadsheet with a table titled "Online Enrollment". The table has four columns: Student ID, Name, Age, and Program. The data is as follows:

Student ID	Name	Age	Program
ST348-245	Wilson J.	21	Drafting
ST348-246	Wilson P.	19	Science
ST348-247	Thompson G.	26	Business
ST348-248	James M.	23	Nursing
ST348-249	Peterson A.	37	Science
ST348-250	Graham S.	18	Arts
ST348-251	Smith F.	26	Business
ST348-252	Nash S.	22	Arts
ST348-253	Russell W.	20	Nursing
ST348-254	Robitaille L.	19	Drafting

2nd and 3rd step: After you finished with entering all the information you then will have to select all the data included and then head over to the INSERT tab. Once you're there you will see a lot of options showing you what kind of charts you want or need. Then press on the one you find the most appropriate to your liking and work. Then once you done that a chart will pop out with all the information you selected

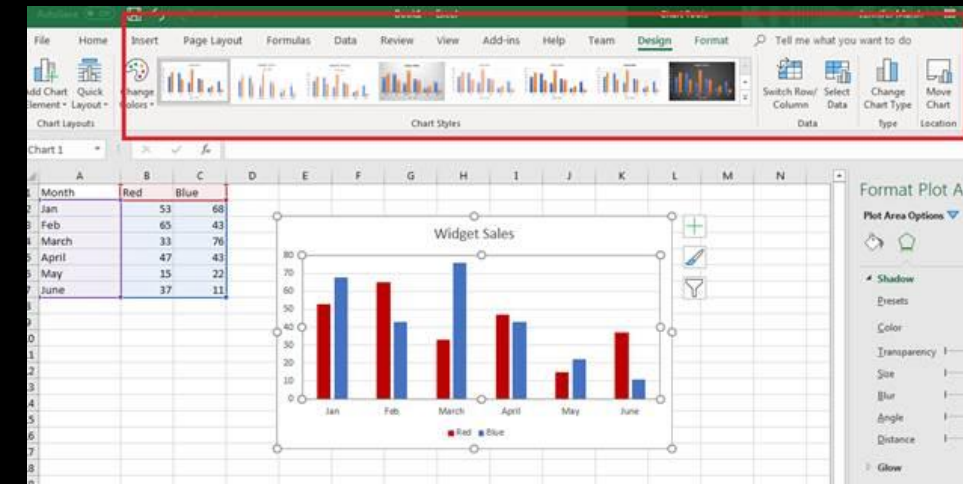


The screenshot shows an Excel spreadsheet with a table titled "Bon Voyage Excursions". The table has four columns: Agent, Las Vegas, México DF, and Paris. The data is as follows:

Agent	Las Vegas	México DF	Paris
Claire Pin	35,250	28,125	37,455
Kerry Oki	20,850	17,200	27,010
Mario Cruz	33,710	29,175	35,840

Annotations: A red box labeled "2" highlights the "Insert" tab in the ribbon. A red box labeled "3" highlights the "Charts" group in the ribbon. A red circle labeled "1" highlights the data range in the table.

4th step: After you finished with entering all the information you then will have to select all the data included and then head over to the INSERT tab. Once you're there you will see a lot of options showing you what kind of charts you want or need. Then press on the one you find the most appropriate to your liking and work. Then once you done that a chart will pop out with all the information you selected



5th step: Make sure to save your work after you're done so you won't lose anything or if you want to finish later you'll have it saved and won't need to start over again. You can do this by going to the File tab and then Save to a safe place so you remember where to find it if you need it later.

