



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

CertHE in Business Skills

Student Name: BUBACAR CAMARA

Student Number:2524762

Course Name: Digital Skills LCLM4002

Lecturer Name: Nishi Ramsurrun

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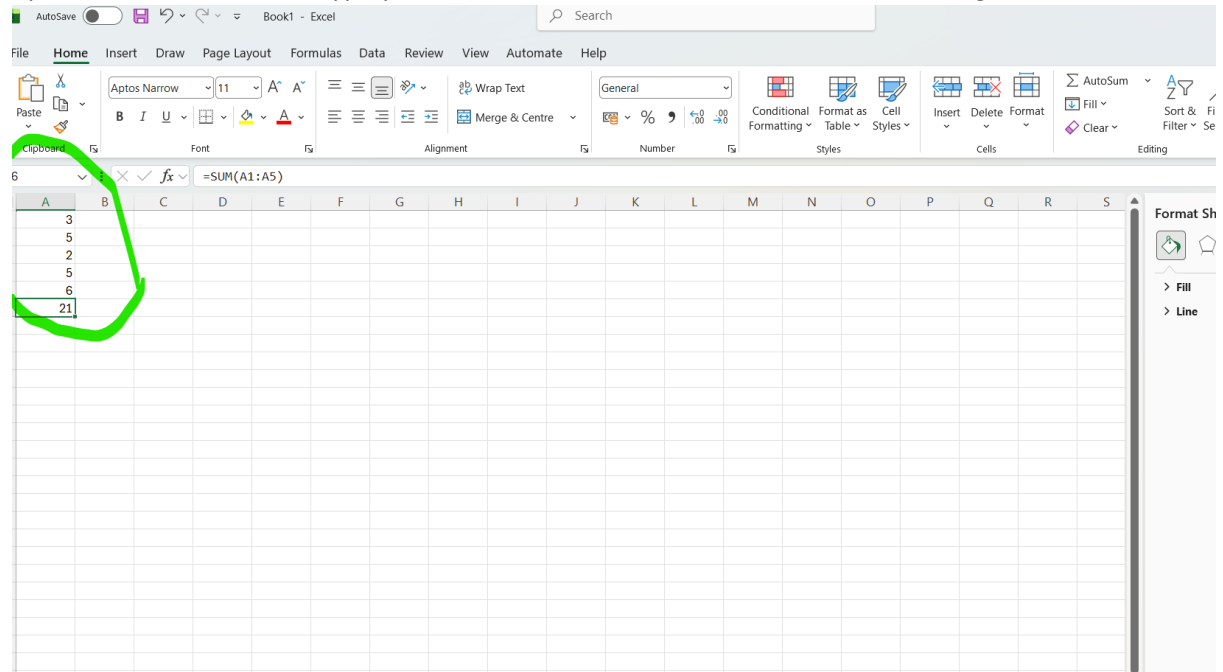
Abstract

Creating a chart in excel requires organizing data in worksheet, selecting the data range, choosing an ideal chart type ,inserting the chart, and personalizing are easier to understand How to create chart in excel.

(Step by step)

Step 1: enter de data

open Microsoft excel and type your data into rows and columns. And add headings for each column.



Step 2: select de a chart

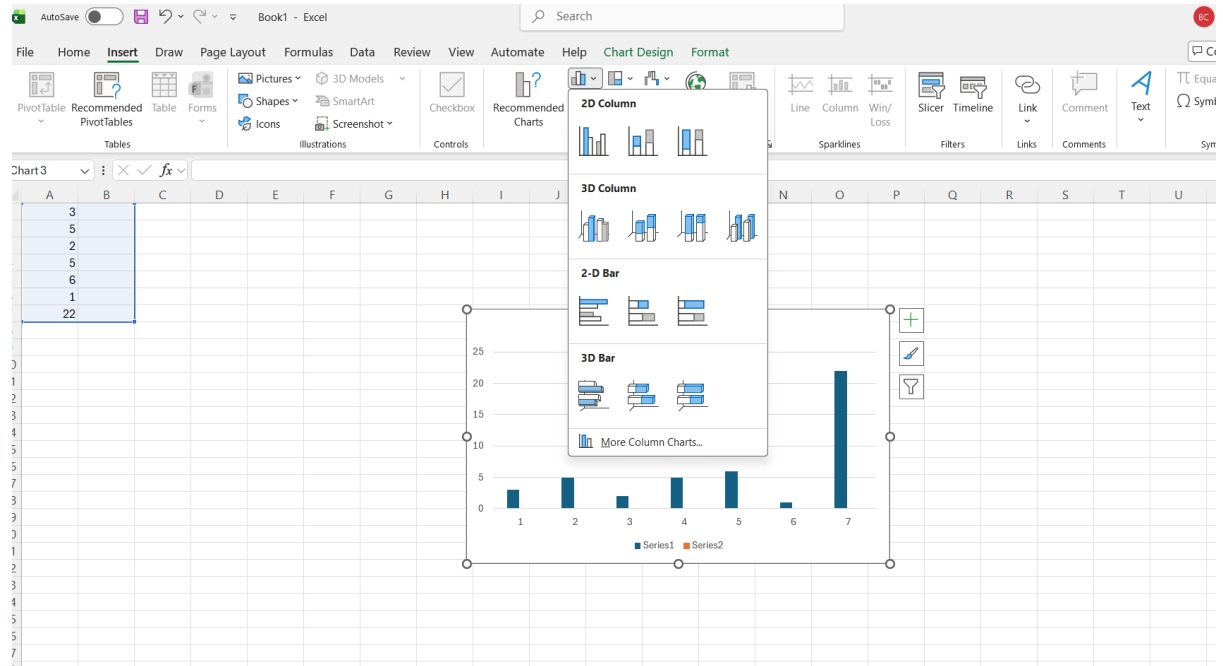
Select all the data you want to include in the chart, including the titles.

The screenshot shows the Microsoft Excel interface with the 'Insert' tab selected. The ribbon includes options for PivotTable, Recommended PivotTables, Table, Forms, Pictures, 3D Models, SmartArt, Icons, Screenshot, Checkbox, and Recommended Charts. The worksheet grid shows columns A through J and rows 1 through 4. A range of cells in column A, from A1 to A7, is selected and highlighted with a green border. The data in these cells is as follows:

A	B	C	D	E	F	G	H	I	J
3									
5									
2									
5									
6									
1									
22									

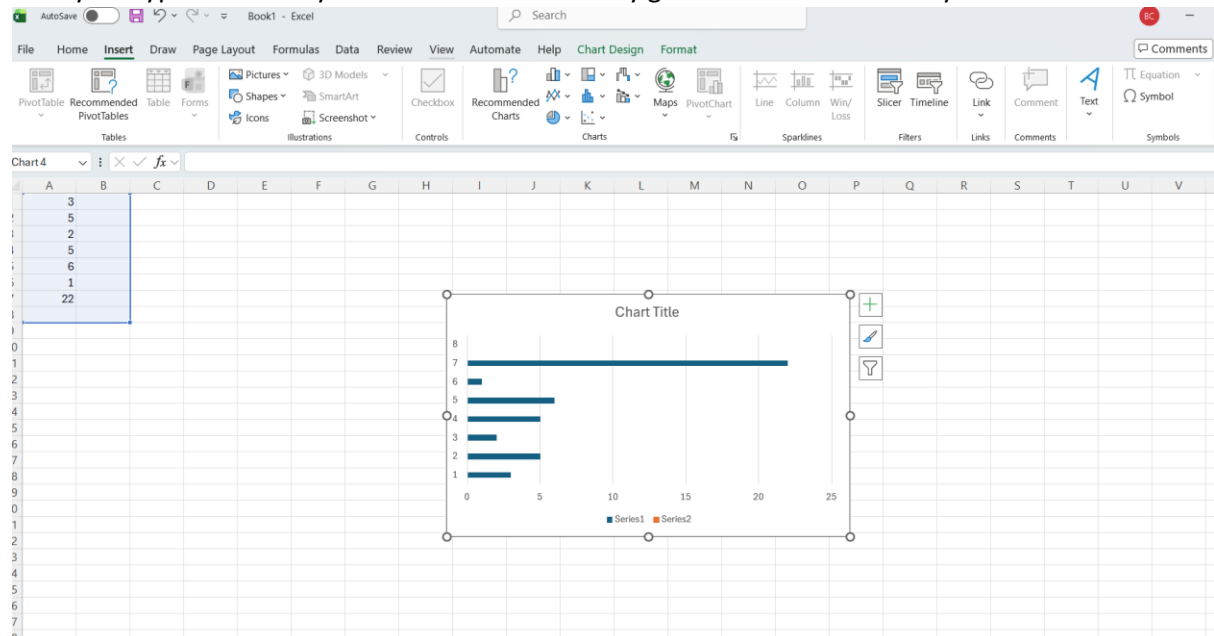
Step 3: insert the chart

Click in the insert tab on the top menu. Choose a chart type from the chart step (e.g., column or bar).

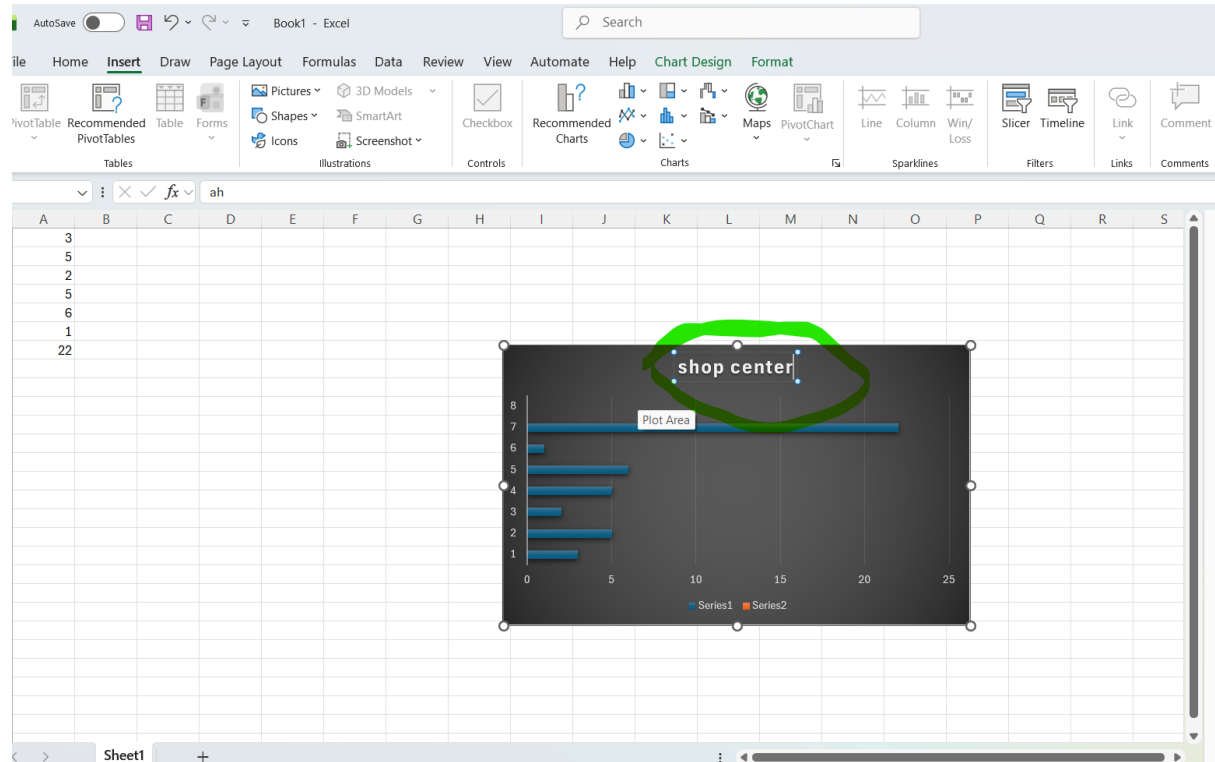


Step 4: create the chart

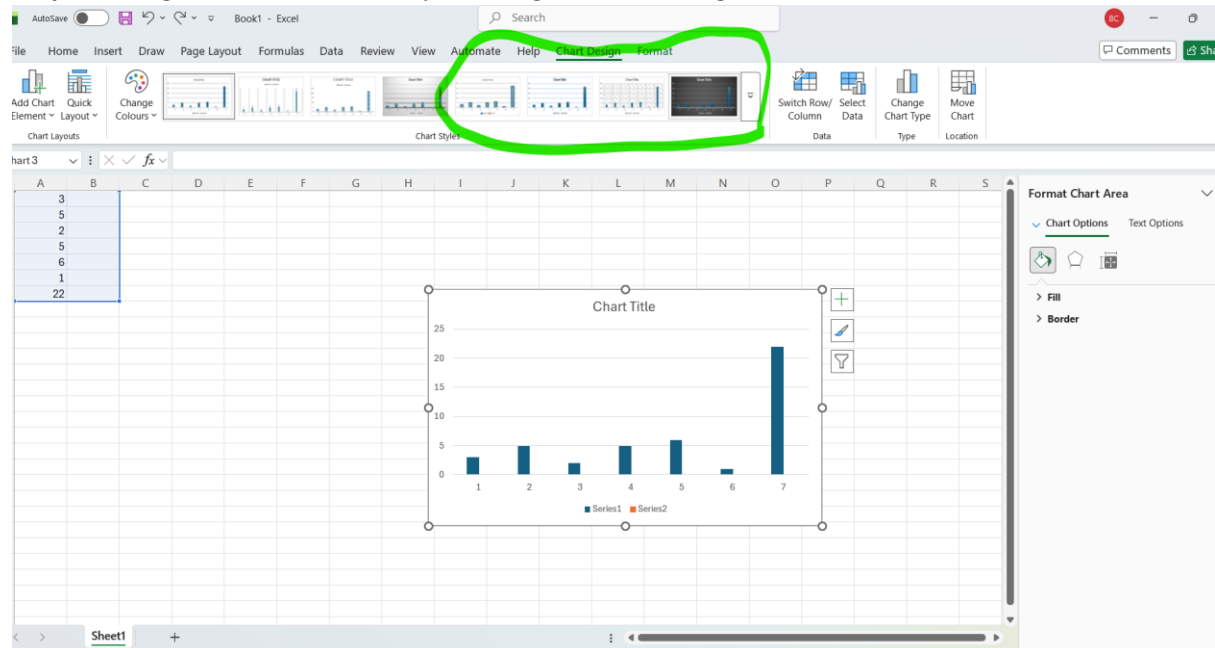
Click your type of chart style. Excel will automatically generate the chart from your data.



Step 5: add a chart title type a name to describe the data.

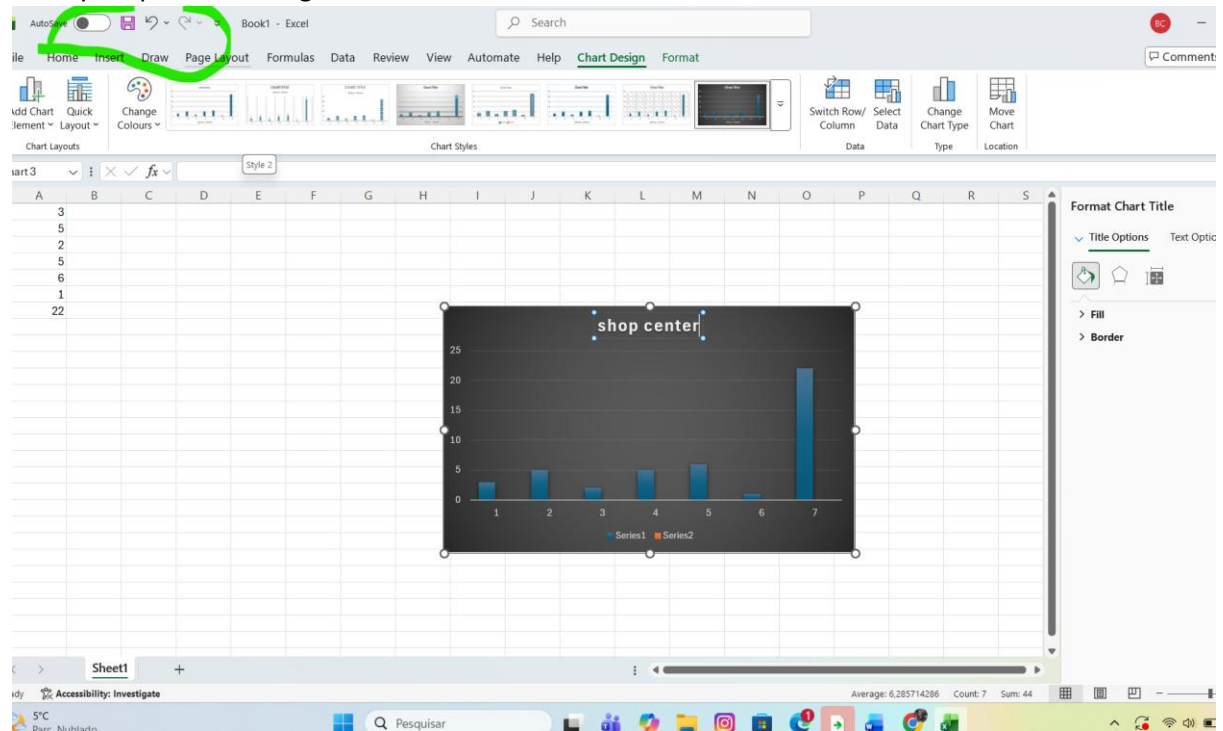


Step 6: change Colours, fonts or layout using the chart design tools.



Step 7: to save your work click in chart save as picture to use in presentation. you can save as pdf if

is for your poster or assignments.



Conclusion

Create chart in excel is effective way to change raw data in to simple significant visual information. By organizing data correctly, select your type of chart and using chart tool for adjustment. All ways make it easy to understand.

Reference

Excel-easy.com. (2010). Charts in Excel. [online] Available at: <https://www.excel-easy.com/data-analysis/charts.html>.