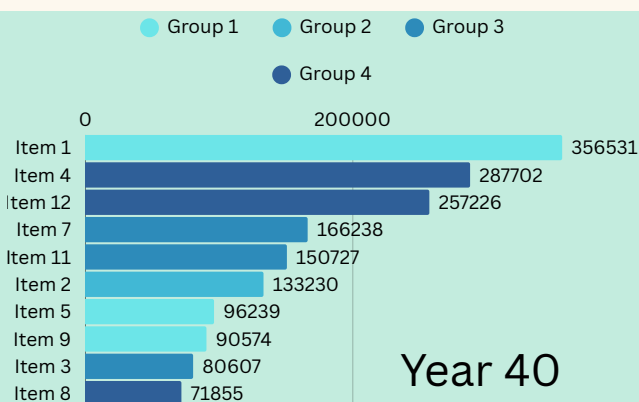


6 STEPS ON HOW TO CREATE A CHART IN EXCEL PAY ATTENTION!

1

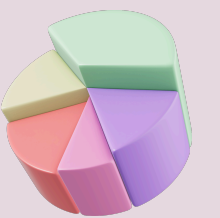


Prepare your data – Arrange your data in clear columns or rows (labels in the left/top cell, numbers directly beside them). Remove blank rows/columns, make the header row descriptive (e.g., “Quarter”, “Sales £”), and format numbers consistently (currency, %, etc.) so Excel reads them correctly.

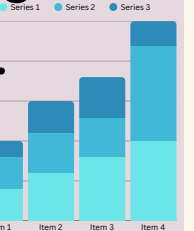
2 Select the data!

Click and drag to highlight the label cells plus the numeric cells you want included (include headers). For non-contiguous ranges hold Ctrl while selecting. If you want the chart by itself, put the data on a single clean sheet.

3 Insert the chart!



Go to the Insert tab → choose a chart type (Column, Line, Pie, etc.) from the Charts group. Click the icon for the style you want -Excel will create the chart using your selection. Tip: choose chart types that match your message (trend = line, parts = pie, comparison = column).

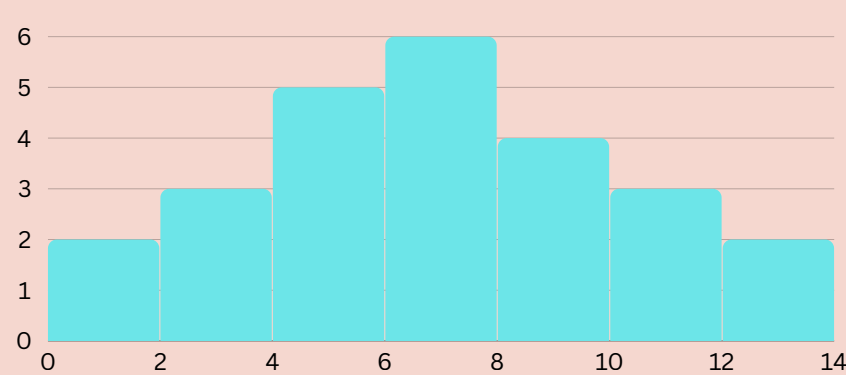


4 Format and finalize!

Use Chart Tools (Design / Format) to: add a clear title, label axes, show data labels or gridlines, adjust colors, and resize. Edit legend placement and remove clutter. If needed, right-click an element (axis, series) → Format... for precise tweaks.

5 Position and resize your chart!

Drag the chart to where you want it on the sheet. Use the corner handles to resize it so it fits neatly and is easy to read before exporting.



6 Export as a PDF!

CLICK FILE → SAVE AS (OR EXPORT) → SELECT PDF (.PDF). CHOOSE WHETHER TO SAVE THE WHOLE SHEET OR ONLY THE SELECTED CHART, THEN PRESS SAVE!!