

Digital Skills

Task 2 – Informative Poster

How to create a Chart in Excel

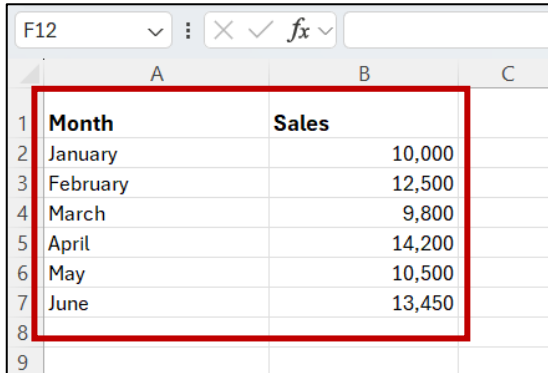
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Certificate of Higher Education Business Skills for the Workplace

Information Poster

How to create a Chart in Excel



Month	Sales
January	10,000
February	12,500
March	9,800
April	14,200
May	10,500
June	13,450

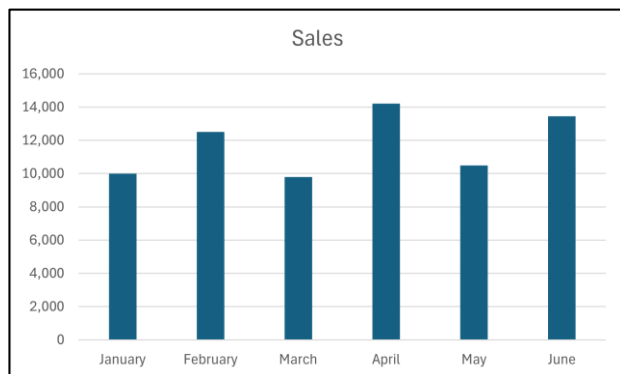
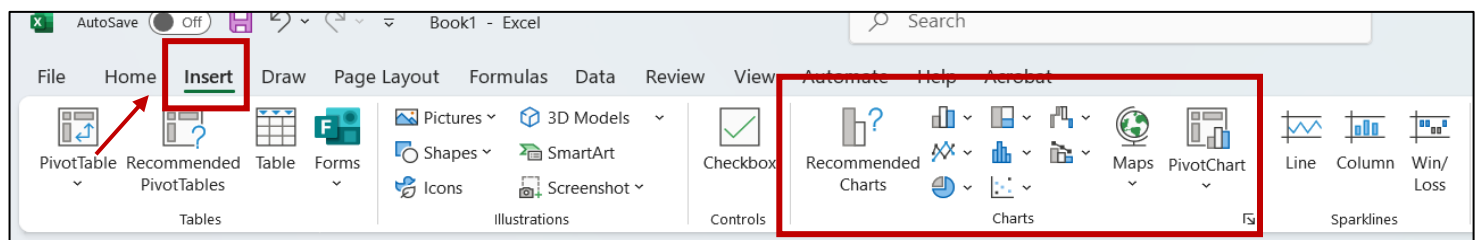
✦ You can follow these steps to turn your data into a professional chart that will help you to visualise information in a clear and easy format.

Step 1: Enter your data

After you opened the Excel app, you need to type data clearly using the columns, rows, and labels for each category.

Step 2: Highlight the data

After step one is complete, you need to click and drag to highlight the data that you want to appear in the chart, including the headers of the columns.



Step 3: Go to the 'Insert' Tab

At the top of the page, you need to click on the 'Insert' tab on the Ribbon.

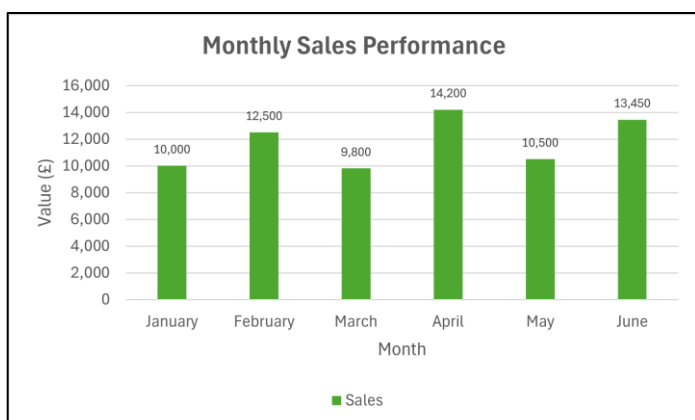
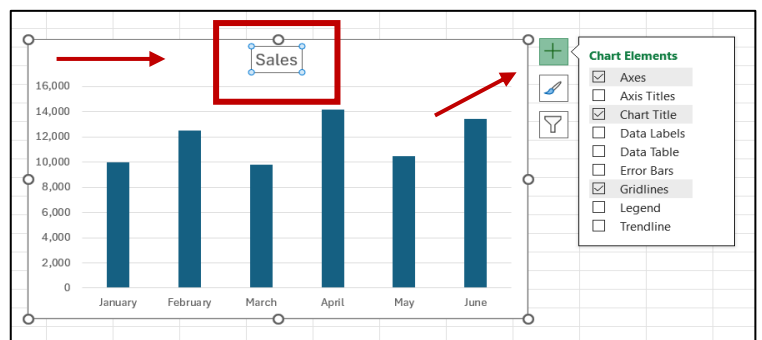
Step 4: Choose the Chart Type

In the right hand side, there is a full section that contains all the available charts. Click on the one that is right for you and an automatic chart will be generated

Step 5: Customise your Chart

After that, you can improve the chart as you wish. If you want to change the title you just need to click on it and replace the text with something that is more appropriate.

You can also add more elements in the chart (Legend, Axis Titles), change the colours, or filter your data.



You can do all of these using the three buttons from the right of the chart.

At the end you will obtain a better visualisation of the data as it can be seen in this last chart.

Step 6: Save your File

Don't forget to save your work as you may need to use it in the future. Click on 'File' and then on 'Save As'.