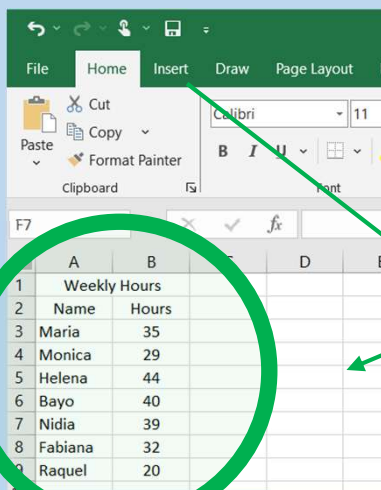


HOW TO CREATE A CHART IN EXCEL

Step 1/2/3



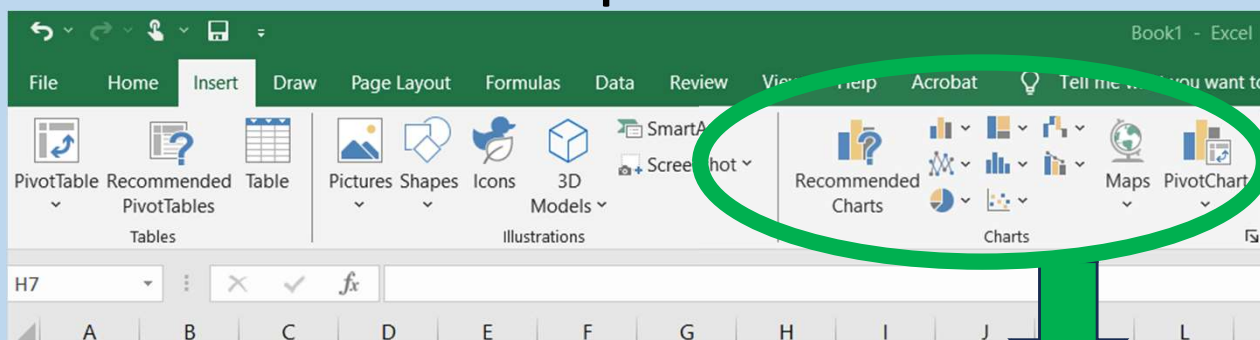
	A	B	C	D	E
1	Weekly Hours				
2	Name	Hours			
3	Maria	35			
4	Monica	29			
5	Helena	44			
6	Bayo	40			
7	Nidia	39			
8	Fabiana	32			
9	Raquel	20			

- Create a table in a workbook (Step 1)
- Add all the data that is required for the chart (Step 2)
- Select the data required (Step 3)

After you click on insert

Step 4

Step 5



After you open the insert tab, you will choose the chart that you want from the options available (Step 5)

- You can choose from a wide variety of Charts
 - Column Charts
 - Pie Charts
 - Combo Charts

After you choose your chart, click it, and it's done (Final Step).

Result



This is an example of a **Column Chart** created with the data collected from the Table (Result)