

Item	Percentage
Item 1	62.5%
Item 2	25%
Item 3	12.5%

9 TIPS TO CREATE A CHART IN EXCEL

1. Prepare your data

Put labels in the first row or first column

Put numeric values in adjacent cells.
No blank rows/columns inside the dataset if possible.

2. select the data

Click and drag to highlight the cells that contain the labels and numbers you want to chart.

Tip: include headers (they become the legend/axis labels).

3. insert a chart

Excel Ribbon → Insert tab → choose a chart group: Recommended Charts, Column/Bar, Line, Pie, Area, Scatter, etc.

Click the chart teype you want (e.g., Clustered Column or Line). Excel will insert the chart onto the sheet.

4. Move & resize the chart

Click the chart and drag to move it.

Drag the corners to resize.

5. Quick customizations

With the chart selected, use the Chart Elements (plus icon), Chart Styles (paintbrush), and Chart Filters (funnel) floating buttons (Windows/web) — or use the Chart Design and Format tabs on the Ribbon (Mac/desktop) to:

- .Turn on/off Chart Title, Axis Titles, Legend, Data Labels, Gridlines.
- .Change style or color scheme (Chart Styles).
- .Filter which series or categories are shown (Chart Filters).

6. Edit titles and labels

Double-click the Chart Title or an axis title and type your text.

To change axis formatting (numbers, date scale), right-click the axis → Format Axis.

7. Format series

Click a data series → right-click → Format Data Series.

Change fill, border, line thickness, marker style, gap width (for columns), etc.

8. Add data labels

Chart Elements (plus icon) → check Data Labels and choose placement (Inside End, Center, Outside End). Or use Add Chart Element → Data Labels.

9. Save & export

Save the workbook normally.

To use the chart elsewhere: right-click the chart → Copy, then paste into PowerPoint/Word/Email as an embedded chart or picture. In Excel for the web copy as picture via right-click or screenshot tool.