



HOW TO CREATE A CHART IN EXCEL

By Nicoleta Guthier

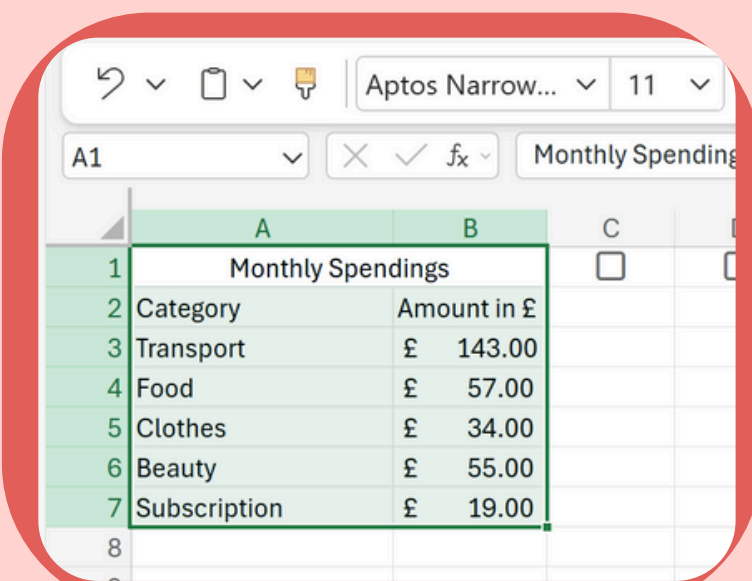
2516266

easy step by step

01

Select

Put your Data in Columns and select the information you want to convert into a Chart

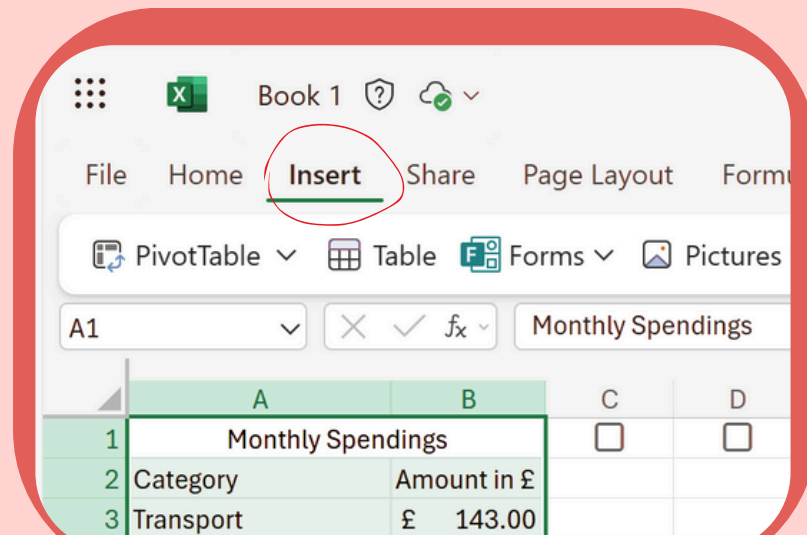


1	Monthly Spendings	
2	Category	Amount in £
3	Transport	£ 143.00
4	Food	£ 57.00
5	Clothes	£ 34.00
6	Beauty	£ 55.00
7	Subscription	£ 19.00

02

Insert

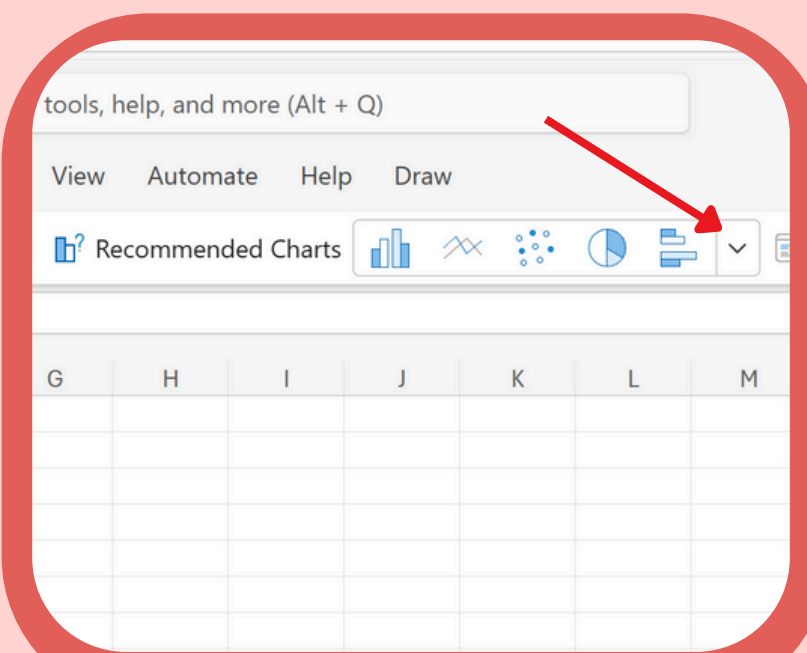
Click on the Insert tab on the Ribbon



03

charts

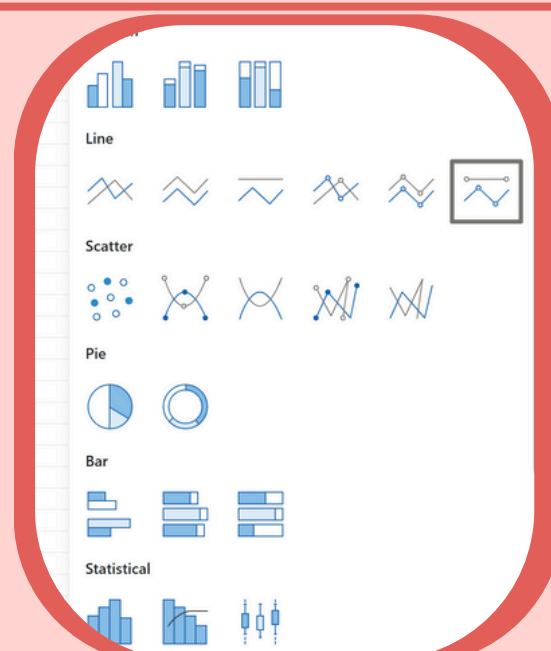
search for the Charts in the formular bar and click on the arrow to see more Options



04

Choose

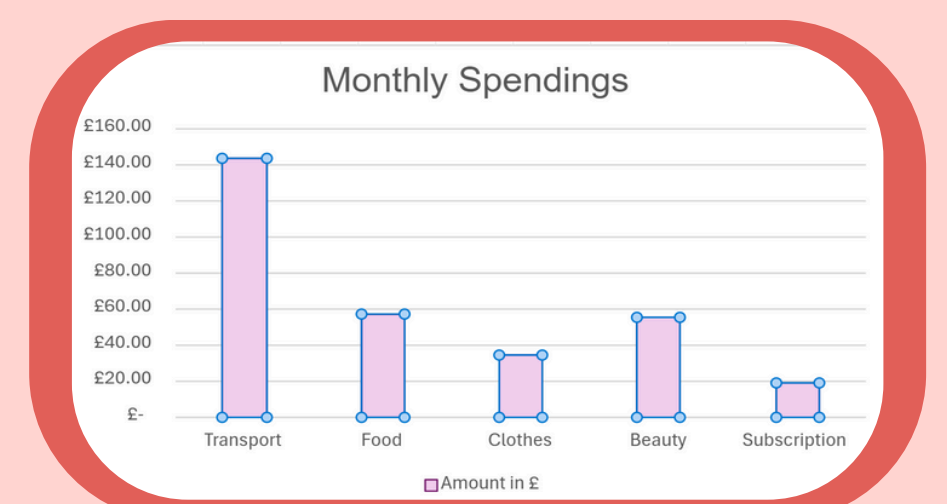
Choose one of the offered charts, there are many different Options you can choose from



07

Results

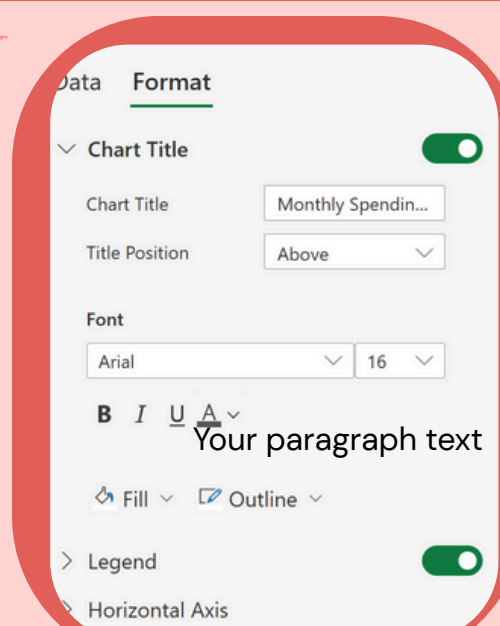
And just like that in a few easy steps your chart is complet



05

Format

After choosing a Chart a window pops up that lets you change the Format and Data



06

Modify

You can change the colour and modify the Chart to your likings untill you are satisfied with the results

