

How to create a chart in Excel

1. Set Up Your Poster Layout

- Go to Design → Slide Size → Custom Slide Size
- Choose A3 or A4 depending on how you will print it
- Set orientation to Portrait for a poster look
- Pick a clean theme or start with a blank slide

2. Create a Clear Structure

A poster works best when it's divided into

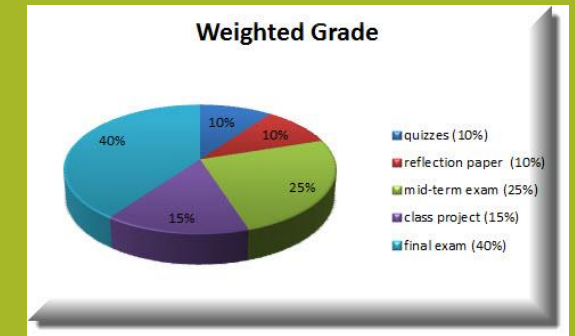
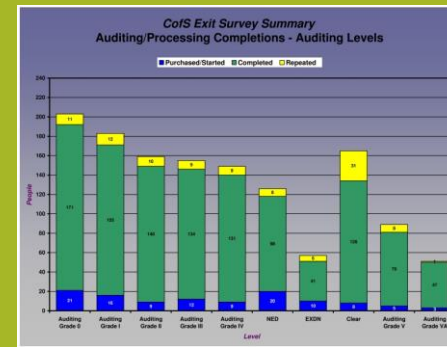
Section	Purpose
Title	Big, bold, centred at the top
Step-by-step instructions	The core content
Screenshots or icons	Visual support
Tips & common mistakes	Helpful extras
Footer	Your name, date, or class info

3. Add the Title

Use a large, readable font.

Example:

How to Create Charts in ExcelA Quick Guide



4. ADD THE STEP-BY-STEP GUIDELINES

HERE'S A CLEAR, POSTER-FRIENDLY VERSION YOU CAN INSERT INTO TEXT BOXES:

- **STEP 1: SELECT YOUR DATA**
 - HIGHLIGHT THE CELLS CONTAINING THE NUMBERS YOU WANT TO CHART.
- **STEP 2: INSERT A CHART**
 - GO TO INSERT → CHARTS
 - CHOOSE A CHART TYPE (COLUMN, LINE, PIE, BAR, ETC.)
- **STEP 3: CUSTOMISE THE CHART**
 - USE CHART DESIGN AND FORMAT TABS
 - CHANGE COLOURS, LABELS, TITLES, AND LAYOUT
- **STEP 4: MOVE OR RESIZE THE CHART**
 - CLICK AND DRAG TO POSITION IT
 - USE THE CORNER HANDLES TO RESIZE
- **STEP 5: ADD CHART ELEMENTS**
 - USE CHART ELEMENTS (+ ICON) TO ADD:
 - AXIS TITLES
 - DATA LABELS
 - LEGEND
 - GRIDLINES

STEP 5: MOVE AND RESIZE

- DRAG THE CHART TO REPOSITION
- USE CORNER HANDLES TO RESIZE

