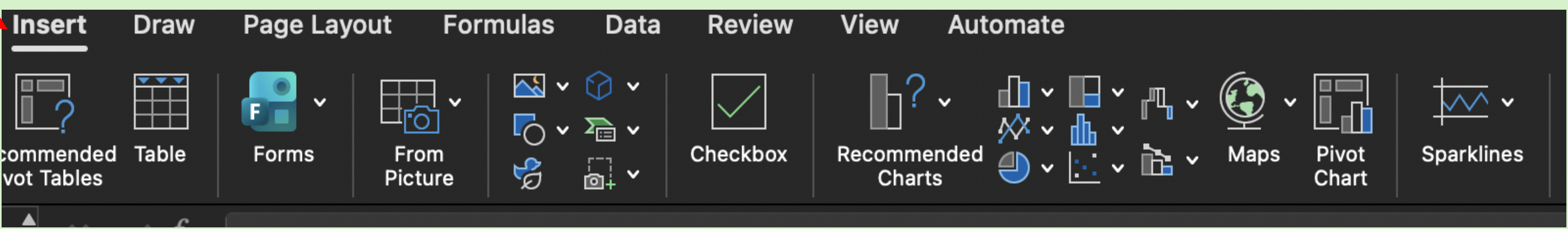


How to create a chart in Excel

Introduction

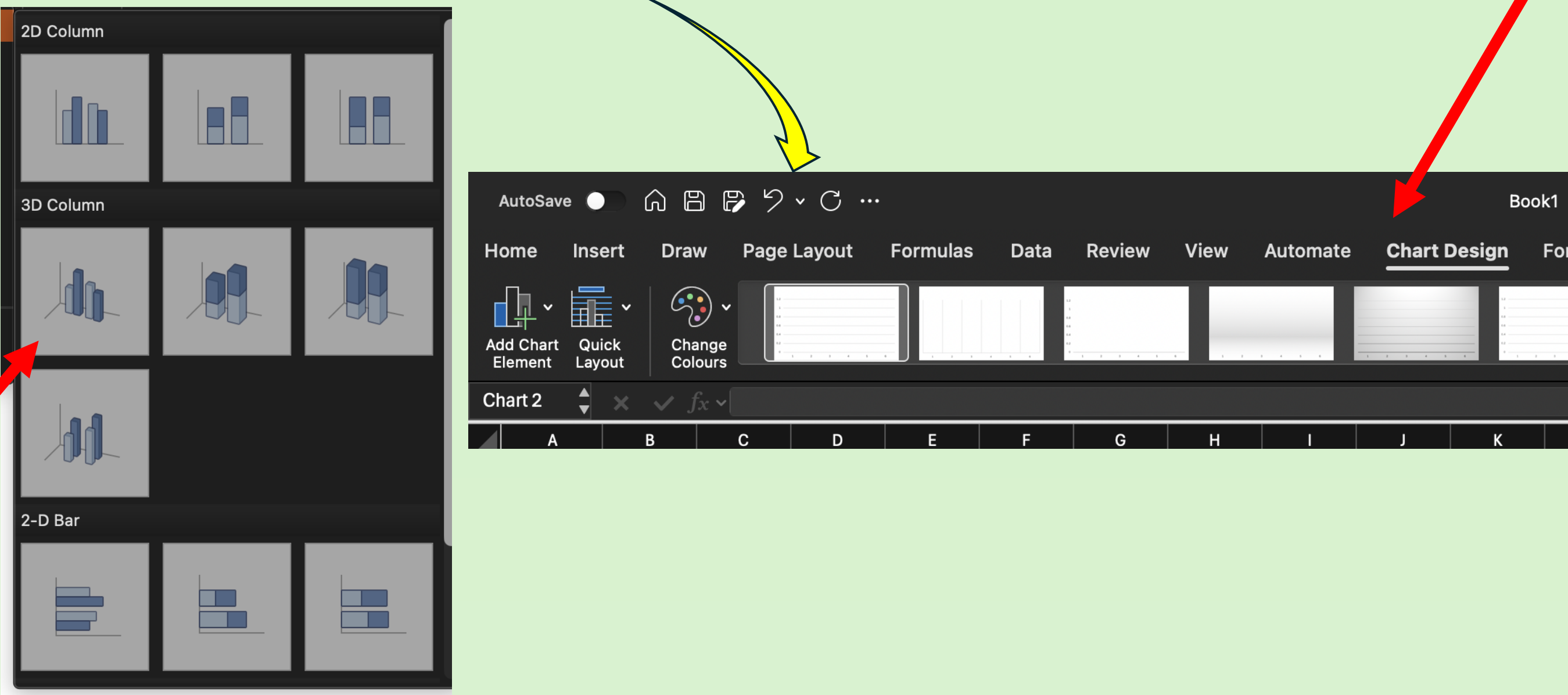
- Charts in excel are a very important tool to visualize data for better understanding of data and patterns.
- There are several types of charts. Pies are good for percentage, statistics are good for sales, scatter are good for comparing.
- Excel offer a various amount of design, colors and sizes to make your charts better and easier to understand
- Charts help you visualize your data in a way that creates maximum impact on your audience. Learn to create a chart and add a trendline. You can start your document from a recommended chart or choose one from our collection of [pre-built chart templates](#). (Microsoft, n.d.)

Step 1.
Create a blank Excel document. Click the Insert button and then check the charting options.



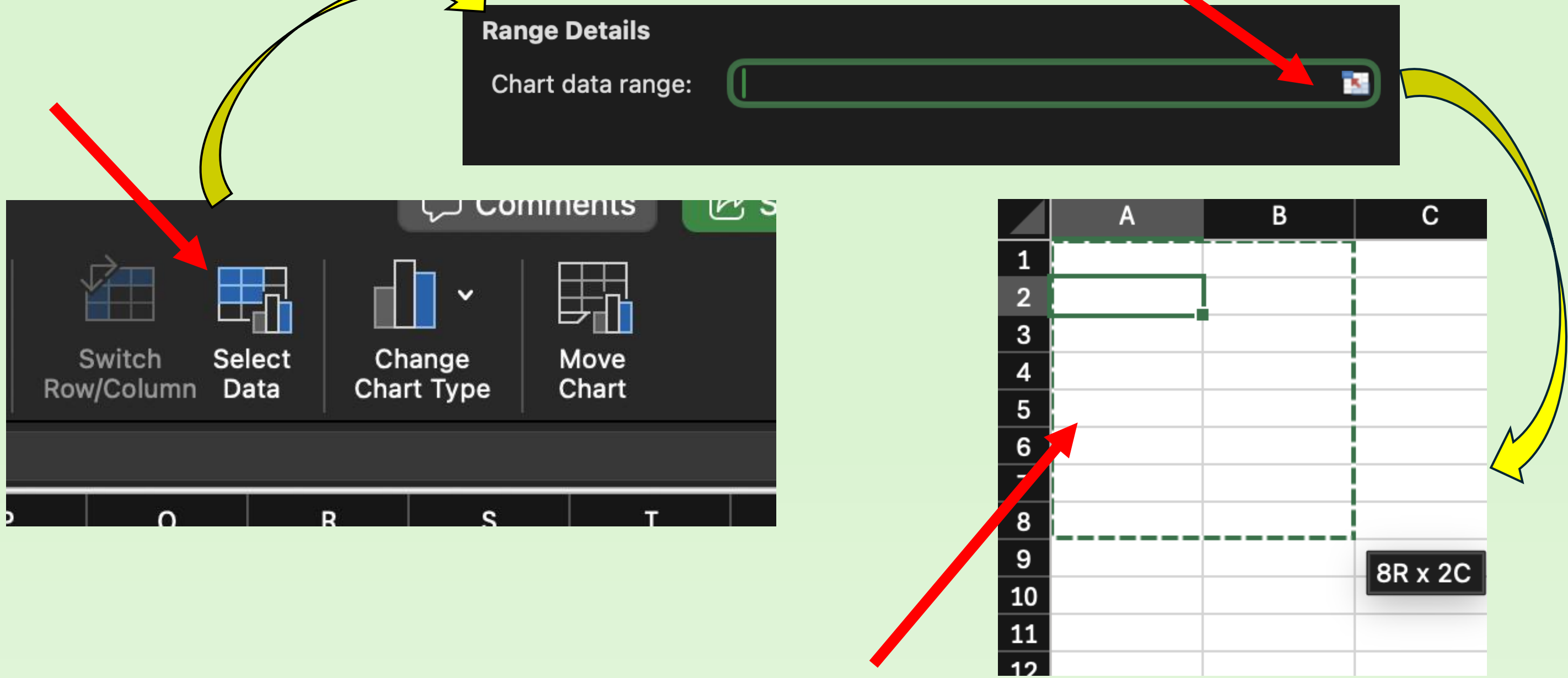
Notes:
Research what type of charts are better based on what information you want to insert. For example, pie charts are better for showing a percentage, and statistics charts are better for showing sales per week/month. You can select the data you want in the chart and press ALT + F1 to create a chart immediately, but it might not be the best chart for the data. If you don't see a chart you like, select the **All Charts** tab to see all chart types. (Microsoft, n.d.)

Step 2.
After selecting the chart that you want to create select the subcategory. After the blank charts opens click the section “Chart Design”



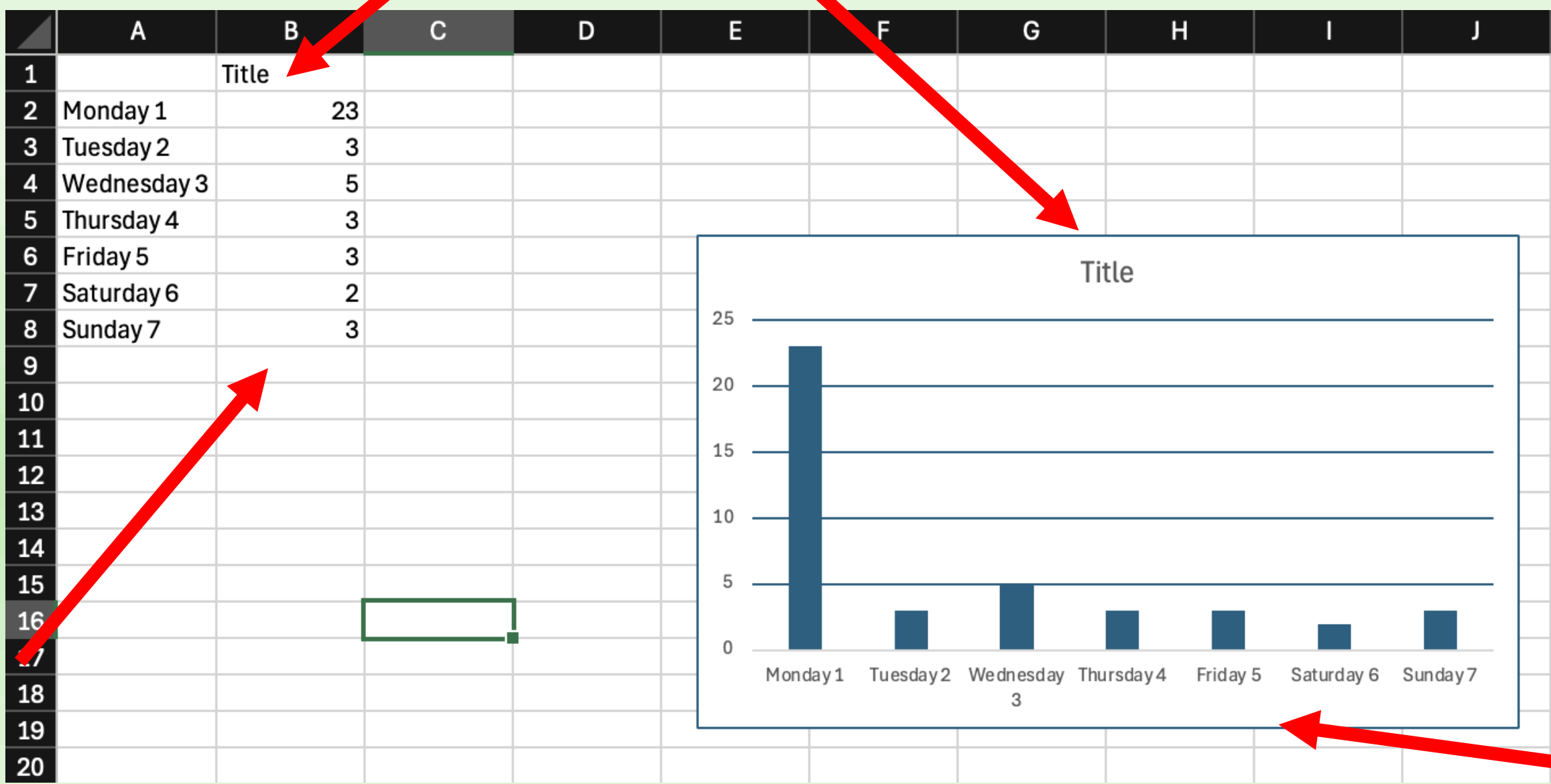
Notes:
Choose your preference and what do you think is better for the work you will do. Resize the chart as you wish.

Step 3.
On the right-hand side select the option “Select data” and then select ”Data Range” and select the cells you want to use and press “Done”.



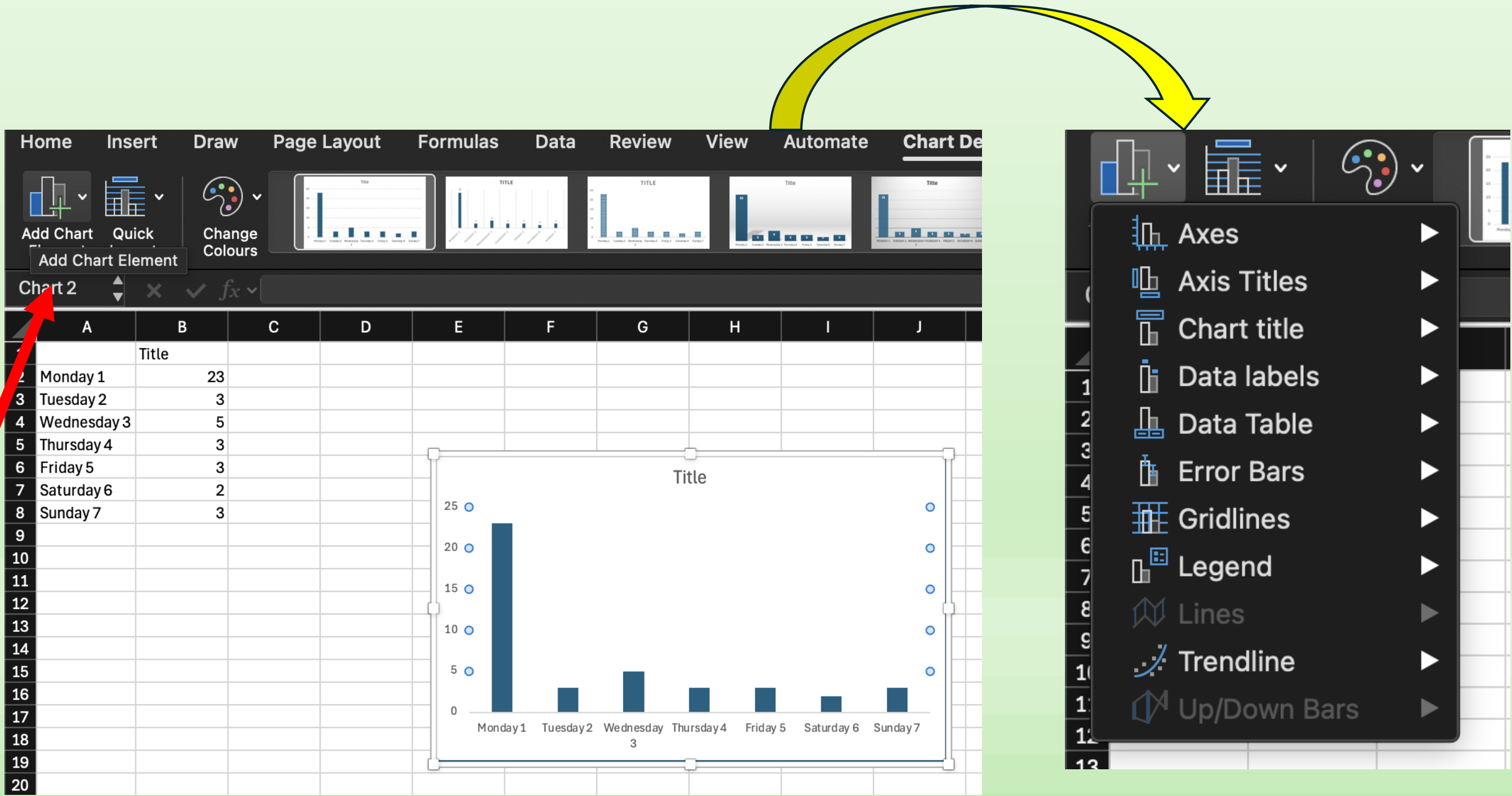
Notes:
Data range can also be inserted manually. For example, for the same cells to be selected, you need to create the formula: =Sheet1!\$A\$1:\$B\$8. Note that if you change the name of the sheet, you must change the name in the formula as well.

Step 4.
Insert the data in the cells and they will appear automatically in the chart. X axis should be on the A column, and the Y axis be on the B column



Notes:
The title should be inserted in the cell B1. The chart will automatically update when you insert data in the selected cells

Step 5.
Add elements that can help visualize the chart better. Click the chart-> Chart Design-> Add Chart Element. Select a feature.



Notes:
Trendline is a good example for visualizing statistics. Elements like “Axis Titles” or “Chart title” are good for understanding the chart better. Select **Trendline** and then select the type of trendline you want, such as **Linear**, **Exponential**, **Linear Forecast**, or **Moving Average**. (Microsoft, n.d.)