

Inserting a chart into: Excel

1. From the desktop select Excel from the OneDrive menu and open a workbook. Using OneDrive will ensure work is saved to the cloud automatically. Alongside this, using the share function, workbooks can be collaboratively edited and updated. This could be used as a template to update old data to current data in a business setting e.g. quarterly earnings reports, saving time and resources.

2. Enter data into the cells in a tabular manner using the letters along the top and numbers along the left for both axes, data can be entered and located faster by using them as co-ordinates; (e.g. B3). Also, using the 'find' function helps navigation to a specific cell for troubleshooting inaccuracies. Data can also be calculated automatically using formulas, for example, entering in cell B9; =SUM (B2:B7) would give a total of all the values in the corresponding cells and update cell B9 as the values change.

3. When all the entered data is complete, highlight the relevant cells for the chart. Remember, any cells that contain formulas will still update automatically. Navigate to the 'Insert' tab, then to 'Charts'. When selecting a chart, try to suitably pick one that best displays the data being showcased. Pie charts for percentages/division of assets, Column/Bar charts for direct comparisons of data and Graphs to show trends/projections. Finally, ensure the scale of the data is not beyond the scope of what is to be shown.

4. Excel will create the selected chart using the highlighted data including any written content such as names. To give one example, salary data can be displayed in a Column/Bar chart which can give direct comparisons between employees and earnings. Businesses can then use data like this to make reasonable salary adjustments and monitor overall expenditure, helping to keep pay fair and competitive.

5. The effectiveness the chart can provide is impacted by having both axes labelled, customizing axis titles/values, formatting the chart title and changing the chart colour schemes. Addressing these can all improve engagement visually and give clarity. Professional level work can be created by using data alongside a chart together, to give an easy to understand, effective, presentation for business meetings.

