

CREATE CHARTS in EXCEL

turn data into powerful visuals

Enter data in Exel

Type your data clearly in rows and columns

	A	B	C	D	E	F
1						
2						
3						



Select Data

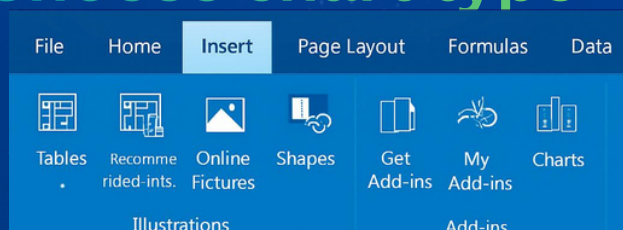
Highlight the cells you want to use

	A	B	C	D	E
1	1	2	3	4	5
2	2	4	5	6	7



Insert Chart

Go to Insert tab → charts
→ Choose chart type

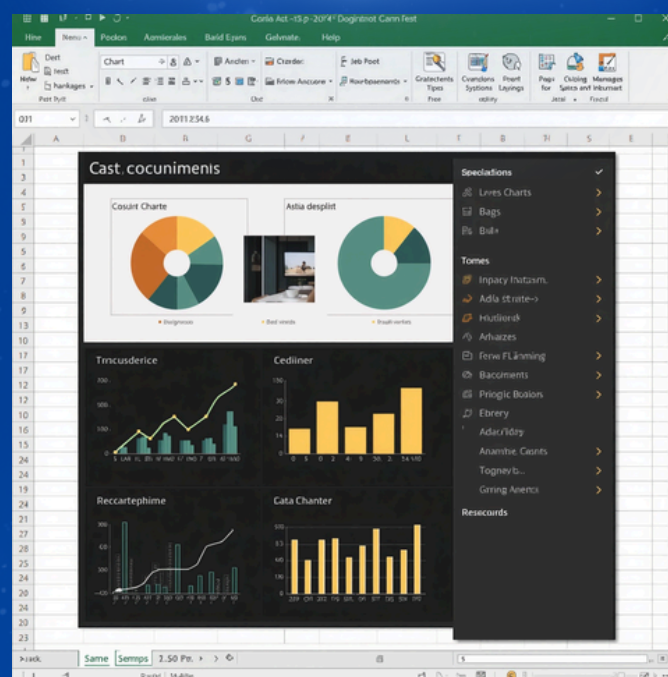


Customize your chart

Use chart design to change colors, labels



WHY USE CHARTS?



Easy to understand
Looks professional
Helps decision making

Tips



Keep it simple
Use 2-3 colors
Label everything

Save



Save your file