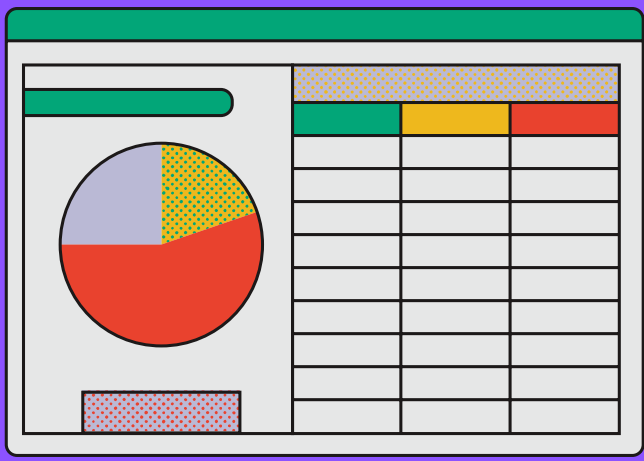




TIMELINE MAKING A CHART IN EXCEL

1 WHY?

why would you need to insert a chart into Excel? You would sometimes need a chart to help communicate ideas about your data in more a clear and understandable way.



2 HIGHLIGHT

The first step in making a chart in excel is to select the data that you will be using.

3 INSERT

After you have selected all relevant data, you go to the insert tab and select charts.



4 SELECT

choose what design or style of chart you will need to best represent your data.



5 GIVE IT A GO

Now you can try it for yourself.