Microsoft Excel
Making a Chart

Charts/graphs are a great way to represent data visually and are often used in presentations to give others a quick snapshot of progress or results. To create a chart in Excel, you will need data from an Excel spreadsheet.

Step One:

Highlight the cells that contain the data you want to use in your chart by clicking and dragging your mouse across the cells. Your cell range will now be highlighted in gray.

Step Two:

Once the text is highlighted you can select a chart style. Click the INSERT tab and click RECOMMENDED CHARTS on the toolbar. Then click the type of chart you wish to use.
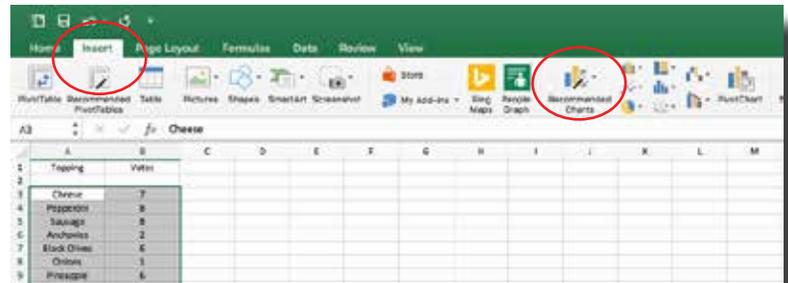
Step Three:

A window will open, and you may select the type of chart you wish to use. Notice that within in the pop-up window, is an option to scroll for more types of charts. Here, pie chart has been selected.
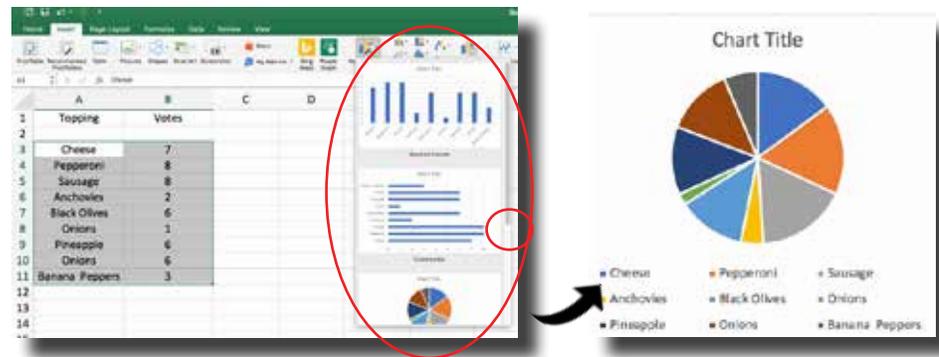
Step Four:

To customize your chart, click the FORMAT tab. By selecting different areas of your chart, you will be able to change formatting of all elements and text in the chart. Make certain you have first selected the item you wish to reformat. The active area is recognizable by the encompassing dots.) In the example, only the blue Cheese pie section has been select- ed, and changed to pink. Note that the color within the data has also been changed, automatically.