Creating a chart

- Begin by **left clicking** a cell.
- **Enter the title** of the first column in the chart; all other columns will go in the cells directly to the right of the cell in which your cursor is located.
• **Enter the data** that will be in the chart below each column.

• **Highlight** each box in your chart by left clicking and dragging the mouse.
• **Left click on insert tab.**
• Navigate to the **Chart** box. In this box there will be the choice for many different kinds of charts.

• Some of these charts are Column, Pie, Bar, Area, Scatter and many more.

• However for this tutorial I will be using a Column Chart.
• **Left click** on the **Column** Icon.
• **Left click** on 3d Column icon furthest to the left.
• Your chart will appear in the center of your page.
• If you wish to move it simply hold the left click mouse button down
• Drag the chart to the desired location
• Release the left click mouse button when you wish to place it in the desired location.