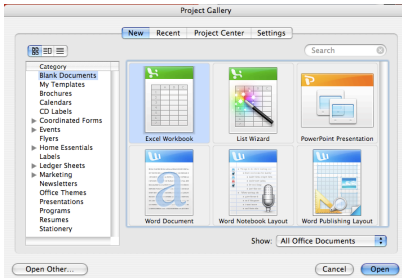


How to create a graph in Excel (Basic)

1. Open **Microsoft Excel**
2. You will get a window that looks like this.



Select Excel Workbook and click **Open**.

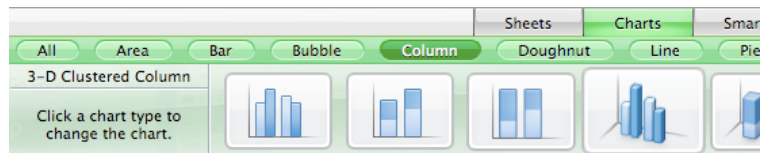
3. You will need to enter your data. Enter your data in the cells. Here, favourite colours have been tallied from classes. Simply click on a cell to type in.

| | Grade 1 | Grade 2 | Grade 3 | Grade 4 |
|--------|---------|---------|---------|---------|
| Red | 25 | 11 | 5 | 12 |
| Blue | 5 | 14 | 5 | 25 |
| Green | 0 | 36 | 16 | 11 |
| Yellow | 3 | 0 | 15 | 13 |

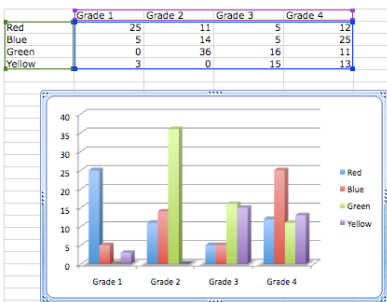
| | Grade 1 | Grade 2 | Grade 3 | Grade 4 |
|--------|---------|---------|---------|---------|
| Red | 25 | 11 | 5 | 12 |
| Blue | 5 | 14 | 5 | 25 |
| Green | 0 | 36 | 16 | 11 |
| Yellow | 3 | 0 | 15 | 13 |

4. Highlight all your data by simply holding the click and dragging your mouse.

5. Select Charts from the Elements toolbar. Choose which graph style you prefer and click.



6. Your graph will appear under the chart.



7. You may also make changes to your graph by going into the **Formatting Palette**. (Make sure you clicked on your graph to open the necessary section in the Palette).

