

Creating a chart

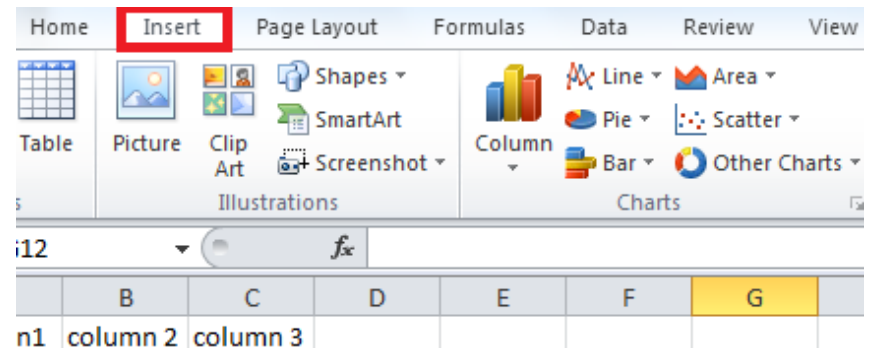
- Begin by **left clicking** a cell
- **Enter the title** of the first column in the chart all other columns will go in the cells directly to the right of the cell in which your cursor is located.

column1	column2	column3
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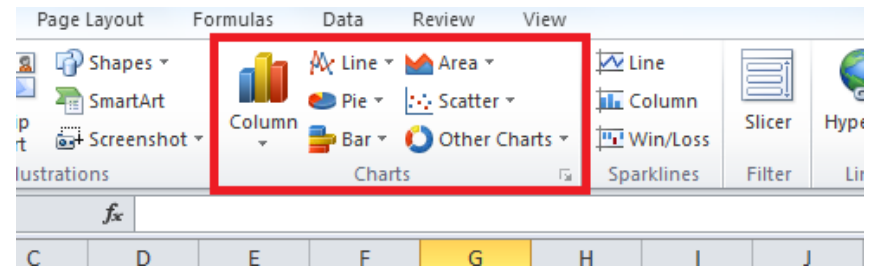
- **Enter the data** that will be in the chart below each column.
- **Highlight** each box in your chart by left clicking and dragging the mouse.

column1	column 2	column 3
266	234	376
334	2724	24
333	27842	27452
322	7824	3483
226	245	25782
225	24572	36532

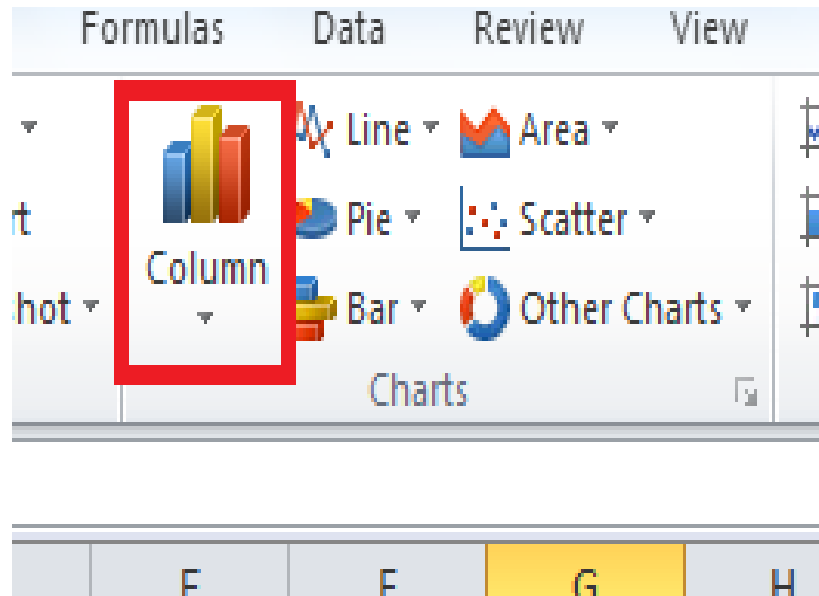
- **Left click on insert tab.**



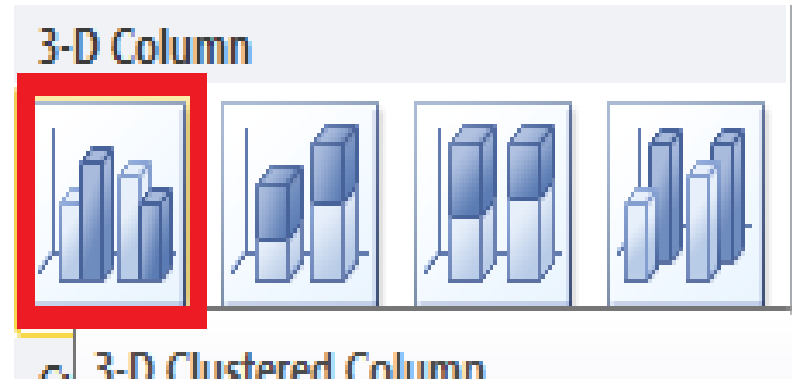
- Navigate to the **Chart** box. In this box there will be the choice for many different kinds of charts.
- Some of these charts are Column, Pie, Bar, Area, Scatter and many more.
- However for this tutorial I will be using a Column Chart.



- **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.

