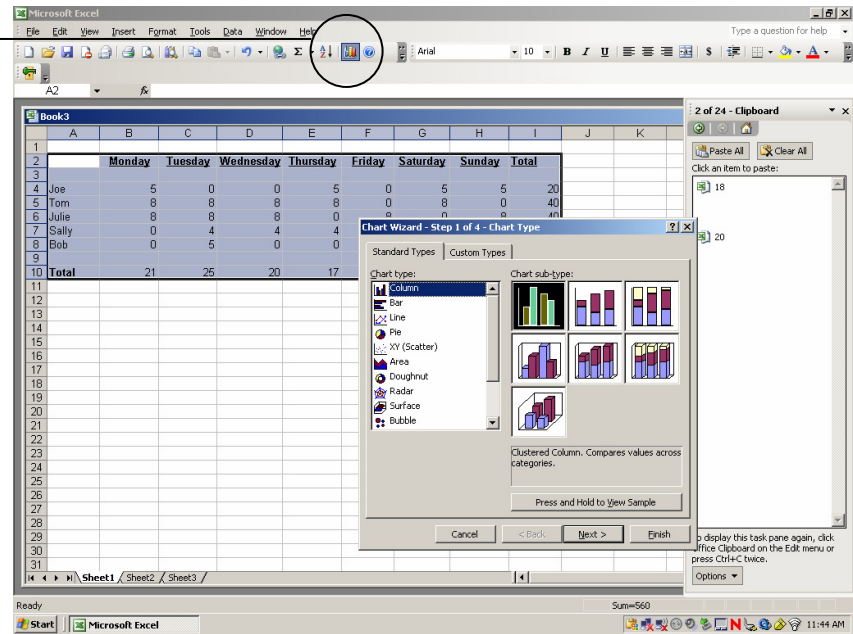
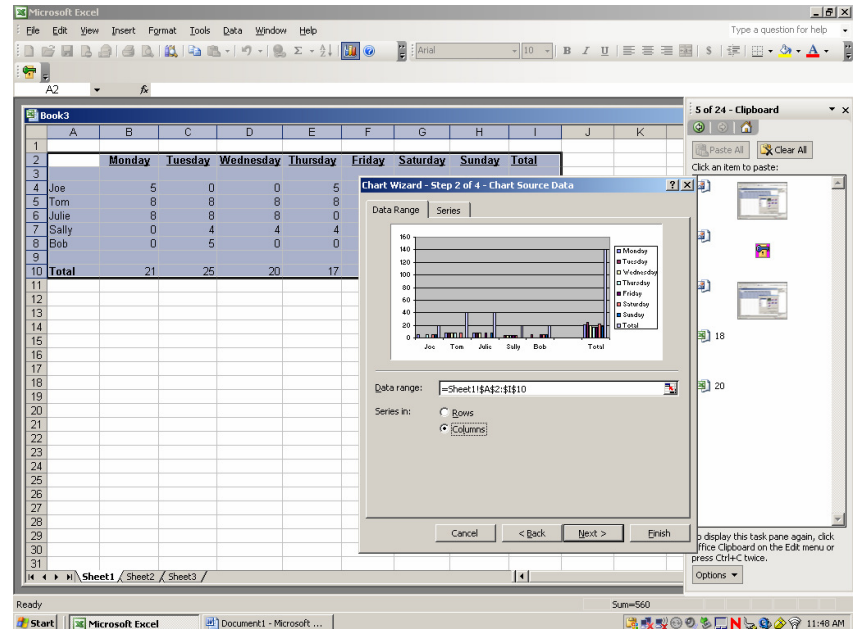


# Creating Charts and Graphs in Excel Cheat Sheet

**Step One** - Highlight the range of cells that are to be included in your chart. Then click on the Chart Wizard Button. Then Choose what style of chart/graph that you would like to use. You may preview all styles of charts and graphs available by clicking on the button that says “Press and Hold to View Sample”.

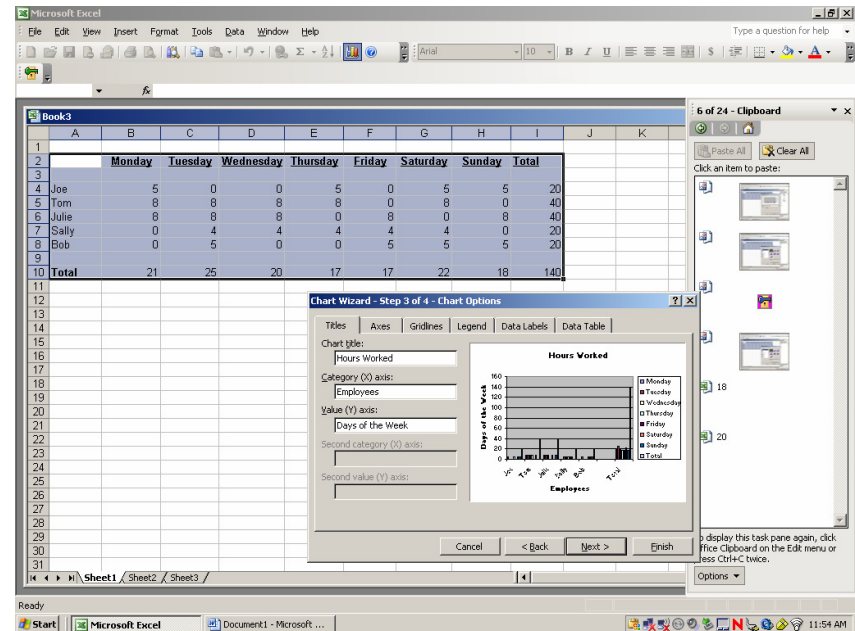


**Step Two** - After choosing which style of chart, you need to choose how your data will be displayed, either by Rows or Columns.

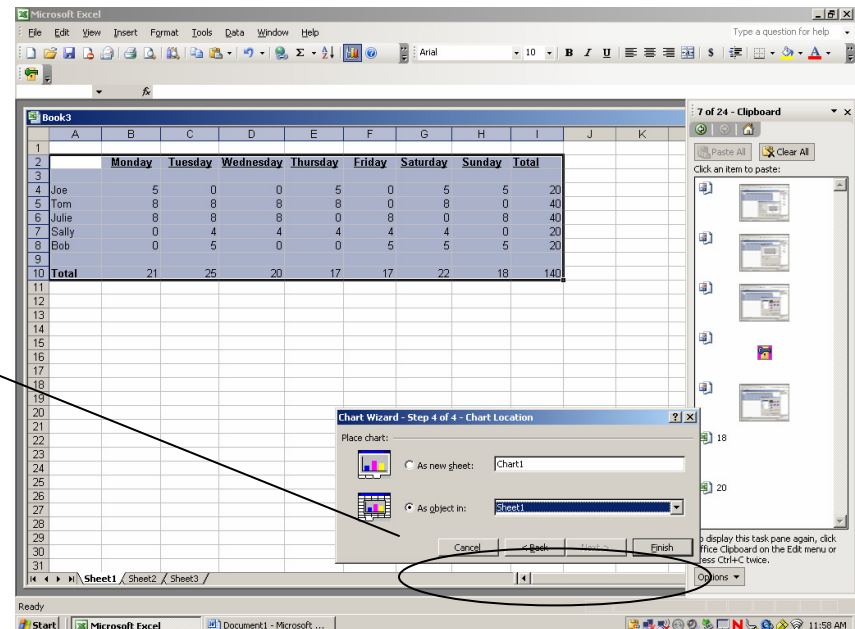


# Creating Charts and Graphs in Excel Cheat Sheet

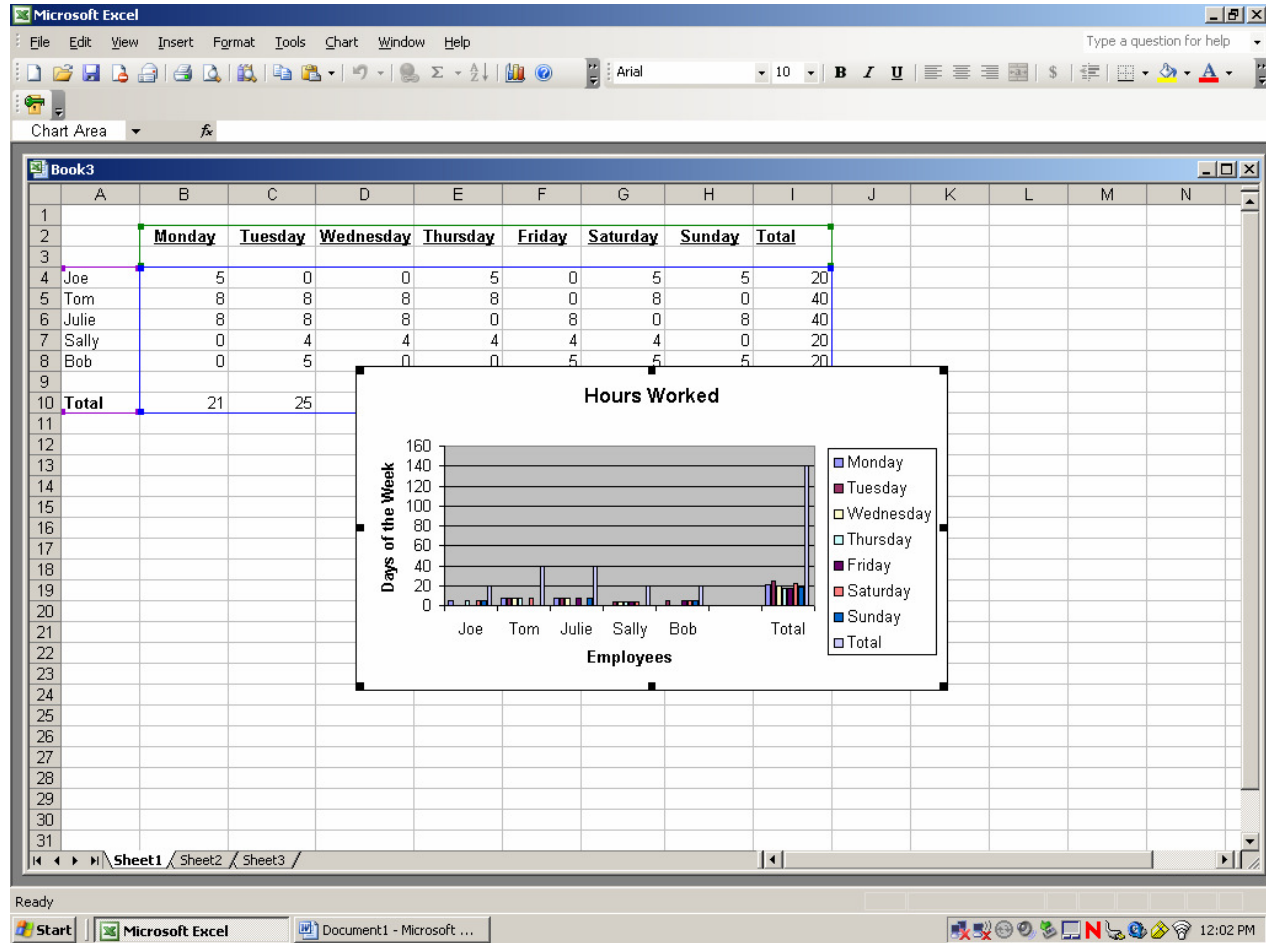
**Step Three** - Enter your Chart Title, X Axis Title and Y Axis title. Click on the tabs Axis, Gridlines, Legend, Data Labels or Data Table to modify how your chart looks.



**Step Four** - You now need to either place your chart on a separate sheet by itself or on the same sheet as your worksheet. You also need to name your chart in the first text box.



# Creating Charts and Graphs in Excel Cheat Sheet



Your Final Product Should Look Similar to this :