

How to Make a Chart in Excel

Charts are helpful tools you can use to create and represent quantitative data in a visual manner. There are types of charts that serve different purposes, and it is advantageous to know which ones to use. A table chart is common for recording data in tabular form. Meanwhile, a line chart is best suited for visualizing changes in data over time. There are many chart maker applications available on computers, and a widely used program for it is Excel. Below is a simple and comprehensible guide on how to make a chart in Excel.

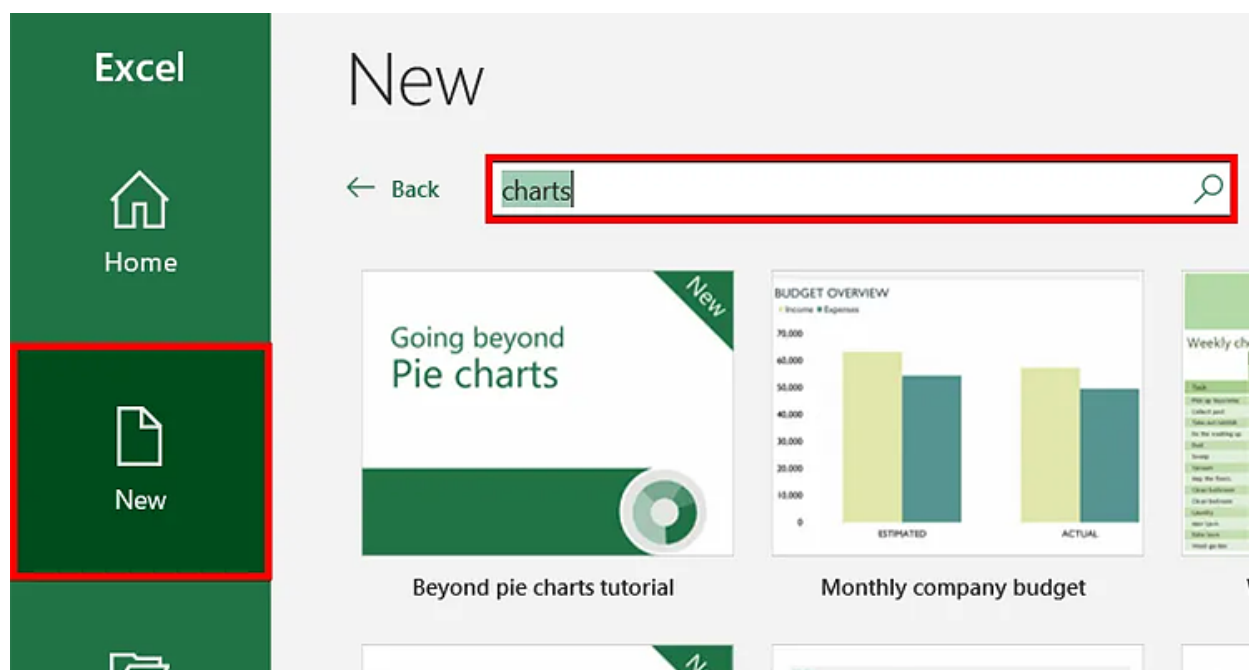
SUMMARY:

- **Using a template on Excel:** Open Excel and select **New**. Type in charts on the **Search bar** and press enter. Select from the available templates, and start on your selected chart by clicking **Create**.
- **Using Mac:** Start Excel and select **New**, then **Blank Workbook**. Input your data on the cells. Open the **Insert** menu and select **Recommended Charts**. Click the **Chart Design** to edit the appearance of your chart.

How to Make a Chart Using Templates In Excel

Different versions of Excel can use templates, and it is advantageous for you to start with one if you are unfamiliar with navigating the application. Follow the steps below to help you create a chart using templates in Excel.

1. Open Microsoft Excel, and select **New**.
2. On the search bar, type in **charts** and hit enter. A variety of templates will appear, and you can browse for the template you'd like to use.



3. Once you've found it, click on the template. A new window will appear detailing the chart's use.

4. Select **Create** to start working on the chosen template.

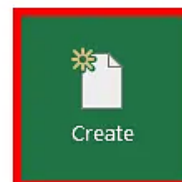
| Weekly chore schedule | | | | | | | | | | | | |
|-----------------------|-------------------|------|-------------------|------|-------------------|------|-------------------|------|-------------------|------|-------------------|------|
| Task | Sun 10/13/20XX | | Mon 10/14/20XX | | Tue 10/15/20XX | | Wed 10/16/20XX | | Thu 10/17/20XX | | Fri 10/18/20XX | |
| | Who | Done | Who | Done | Who | Done | Who | Done | Who | Done | Who | Done |
| Pick up toys/misc | Terry | ✓ | | | | | | | | | | |
| Collect post | David | ✓ | | | | | | | | | | |
| Take out rubbish | John | | | | | | | | | | | |
| Do the washing up | | | | | | | | | | | | |
| Dust | | | | | | | | | | | | |
| Sweep | | | | | | | | | | | | |
| Vacuum | | | | | | | | | | | | |
| Mop the floors | | | | | | | | | | | | |
| Clean bathroom | | | | | | | | | | | | |
| Clean bedroom | | | | | | | | | | | | |
| Laundry | | | | | | | | | | | | |
| Mow lawn | | | | | | | | | | | | |
| Rake lawn | | | | | | | | | | | | |
| Weed garden | | | | | | | | | | | | |

Weekly chore sche

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Create and manage charts for chore comprehensive premium weekly cho featuring a charming illustration and accessible weekly chores chart temp schedule and an editable list of chor help get family, or roommates on b chores schedule.

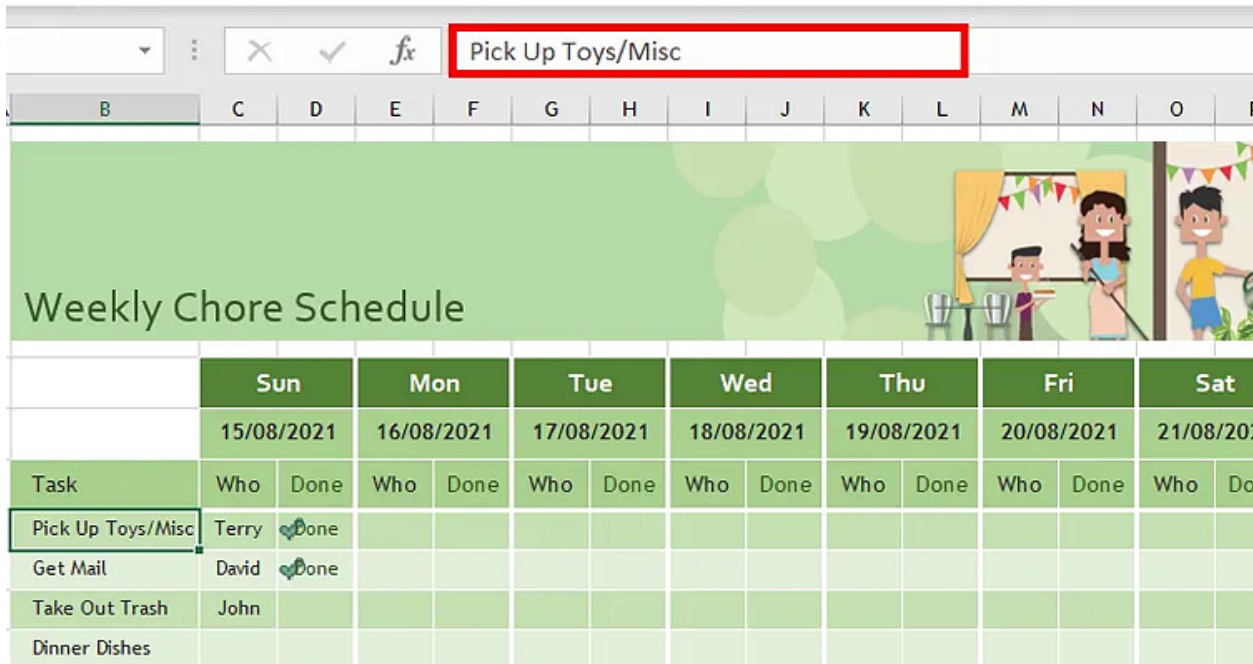
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Note: If you want a more varied selection, know that there are plenty of available chart templates on the web. In particular, you can browse Template.net for [charts in Excel](#) templates.

5. Edit the contents of your chart in two ways. You can double-click on the cell you wish to edit your data.

6. Two, you can click on the cell and edit its contents through the **Formula bar**.



| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------------------|------------|------------|------------|------------|------------|------------|------------|
| | 15/08/2021 | 16/08/2021 | 17/08/2021 | 18/08/2021 | 19/08/2021 | 20/08/2021 | 21/08/2021 |
| Task | Who | Done | Who | Done | Who | Done | Who |
| Pick Up Toys/Misc | Terry | Done | | | | | |
| Get Mail | David | Done | | | | | |
| Take Out Trash | John | | | | | | |
| Dinner Dishes | | | | | | | |

7. After adding in and editing details for your chart, you can now save your workbook by clicking **File**, then **Save**. Or the shortcut **Ctrl + S**.

How to Create a Chart In Excel Using Mac

For Mac users, you can also create charts on Microsoft Excel. It seems challenging at first, but the following guide helps. Below is a step-by-step instruction on how you can create a chart in Excel using Mac.

1. Open Microsoft Excel, and start on a **Blank Workbook**.

2. Afterwards, input the data in the cells. Once done, select the data you wish to include in your chart.

3. Click the **Insert** tab and select **Recommended Charts** and choose the chart you want.
4. If you want to make one on your own, you can select a type of chart and style you'd like.
5. Select your chart, and click the **Chart Design** tab to edit your contents. **Add Chart Element** to modify the data you input, **Quick Layout** to select from available designs of the chart gallery.
6. Once you are satisfied with the information and design, you can now save your work. You can do this by going to the **File** tab and selecting **Save** or **Save as**. Or you can use the shortcut **Command (⌘)** to save or **Command (⌘) + Shift (⇧) + S**.