

How to Make a Chart in Google Sheets

When you have a whole system divided into parts, you can convert data into a pie chart. And if you need to present the difference between statistics or a metric system, then a bar chart is highly appropriate. Clearly, there is a wide range of ways to present your data with visual organizers, specifically through charts and graphs. And if you are looking for the best tool possible to craft charts, besides the conventional Microsoft Word and Excel, why not try Google Sheets? Google Sheets provides you options to come up with different types of charts for any purpose of your data.

SUMMARY:

- Log on to **Google Sheets**, start a new spreadsheet, then select **Insert**. Click **Chart** and tweak the **Chart Editor** to alter the chart type, data range, and other customizable features.

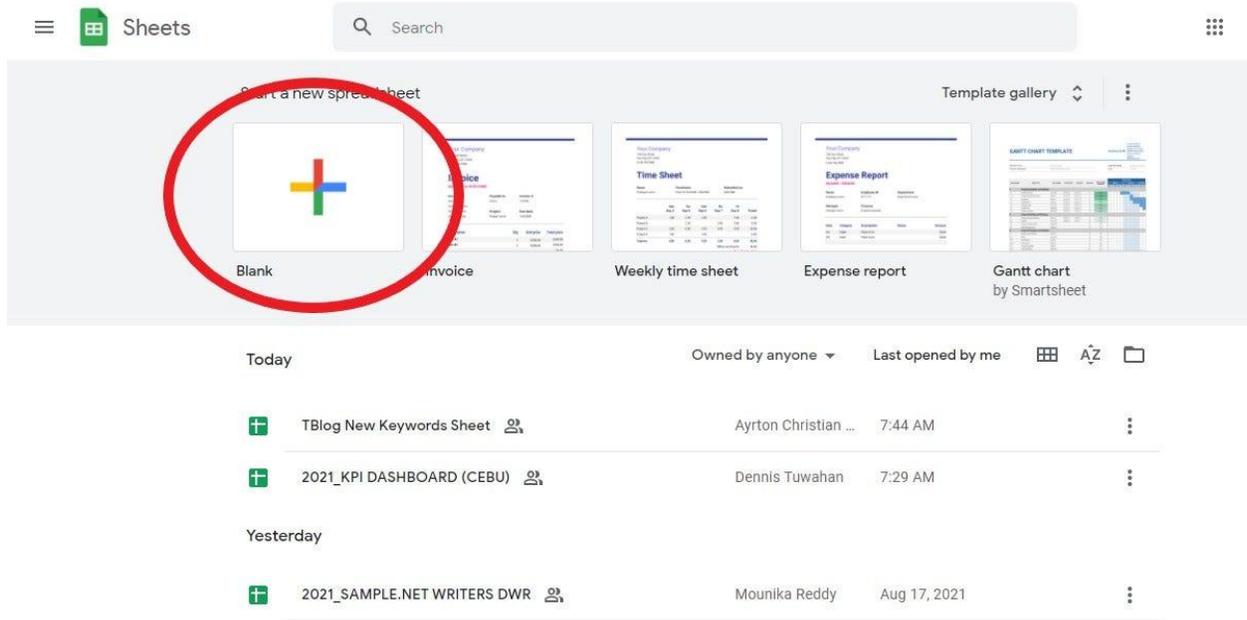
How to Make Charts In Google Sheets

Google Sheets is a special online spreadsheet that allows you to make and format different types of worksheets from an invoice, a time sheet, an expense report, and so much more. And this app includes a series of charts you can insert into your spreadsheet, may it be a line, pie, or organizational chart. So if you are looking for clear directions on how to create and use such charts in Google Sheets, simply follow these steps below:

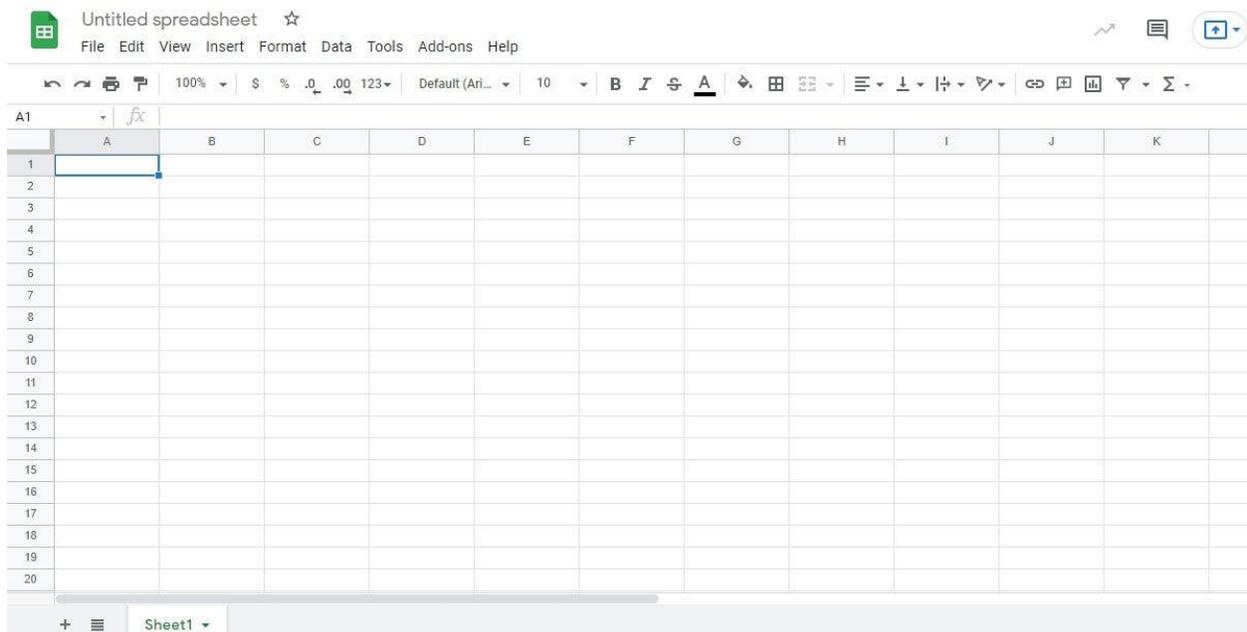
1. Begin by opening your browser and log on to **Google Sheets** or <https://docs.google.com/spreadsheets/>.

Note: You cannot simply access Google Sheets without an internet connection and an official Google account yet. So make sure to sign up in order to explore this app's features.

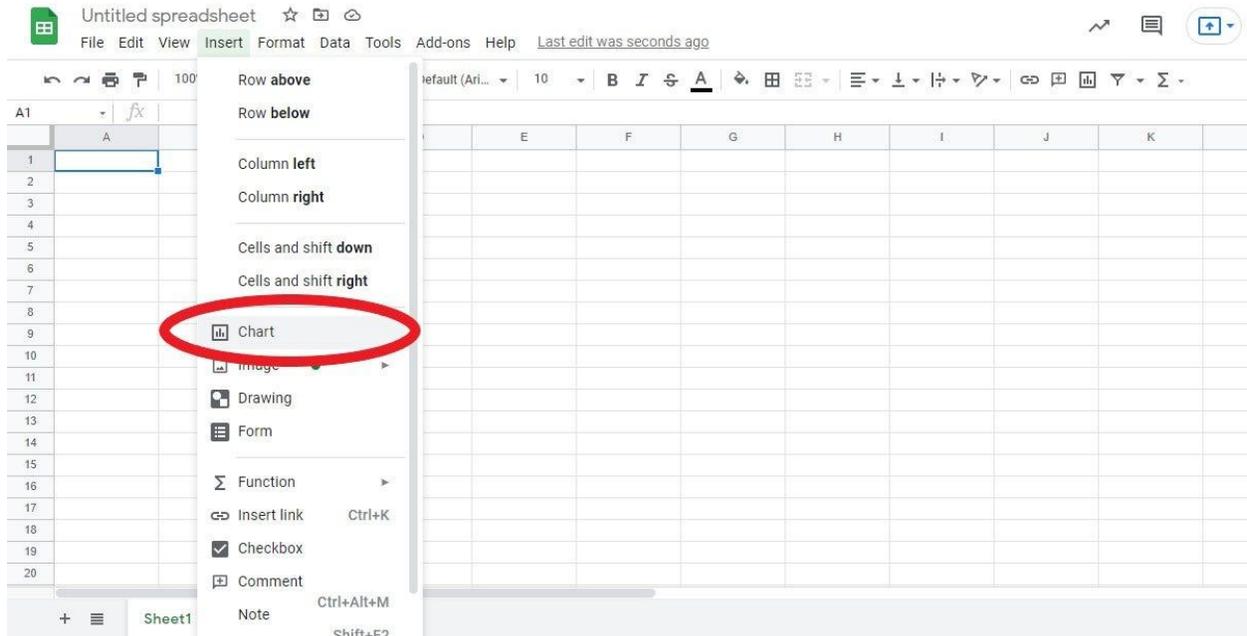
2. Once you have logged on to Google Sheets, start by creating a new spreadsheet by clicking the **Blank** button until you will be directed to a new sheet. Its icon is actually shaped like a plus sign with colors resembling that of Google's.



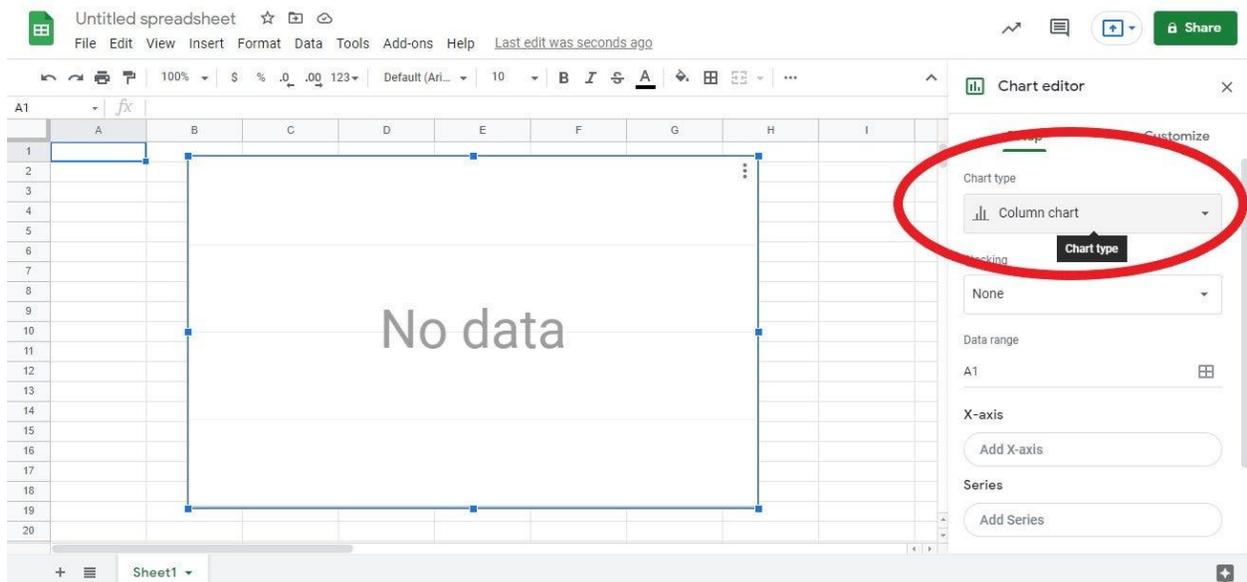
3. In the new sheet, select any cell. Cells are those rectangular boxes seen in the spreadsheet. And the cell or cells you choose are where you can add charts onto. And be sure to take note of every row and column in the document to count how many cells should be used.



4. To start inserting a chart, look for the **Insert** button located at the top left corner of the window and below the title of your sheet. Once you select it, proceed to click **Chart**.

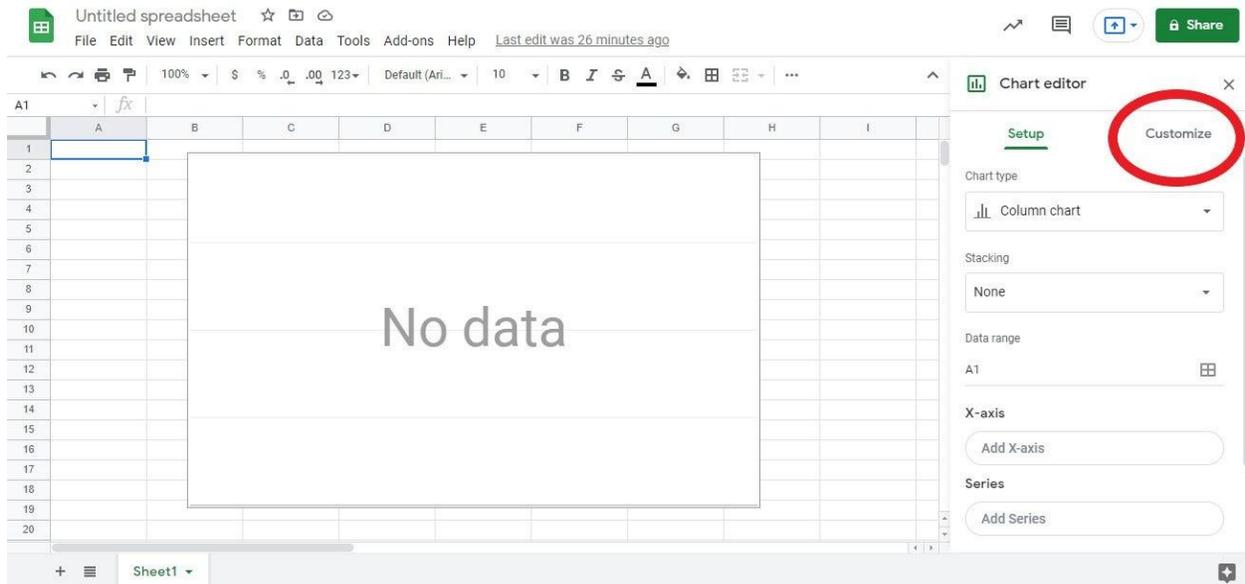


5. Whenever you click the chart button, you will see the **Chart Editor**. And that is the next tool you should be editing to fully customize your chart. As a start, decide the appropriate chart to use by clicking on **Chart Type**. You can use line, area, column, bar, pie, scatter, map, and other charts.



Note: For more types and examples of charts, log on to [Template.net's collection of chart templates in Google Sheets](#). Each template is easy to download, edit, and print, making it a lot faster to concoct as many charts as you want shortly.

6. Besides the chart type, continue editing the chart editor's setup. Most importantly, be sure to insert the data you want to add inside the chart until you can use more formatting options. Chart editor's **Customize** button has an array of features to tweak your chart so select that button after inserting the data.



7. Always fact-check your work because the placements and labels of your charts might go wrong; thus, making your presentation to err already. There are plenty of customizations to explore and deal with anyway from the chart's color, opacity, shape, and the words' font. The same goes for the moving, resizing, and deleting charts and its interior cells. Once you are happy with the outcome, produce it right away.