

## Inserting a Chart

Excel charts illustrate your worksheet data graphically and can be inserted into assignments and dissertations. There are many different kinds of charts available in Excel, the most commonly used charts are **pie**, **column**, **bar**, **line** and **scatter** (xy), but you will also find **histogram**, **box & whisker** and **waterfall** charts. You can insert a chart via:

The **Recommended Charts** button, located on the **Insert** tab.

The **Chart** buttons, located on the **Insert** tab.

The **Quick Analysis** tools.

### Before inserting a chart

1. Enter your numeric data into a worksheet.
2. Select the data you want to chart, including the **column titles** and **row titles**.

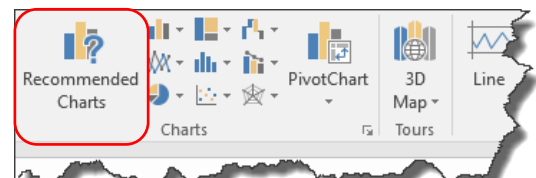
#### Keyboard shortcut

Press **Alt + F1** to create a column chart.

### Recommended Charts

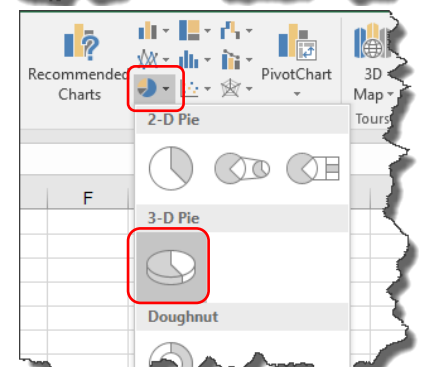
The **Recommended Charts** button recommends the most suitable charts for your data. You will get to see your data displayed in different charts and you can pick the chart most suited to your needs.

1. Click the **Insert** tab, then click **Recommended Charts**, located in the **Charts** group.
2. Choose the most appropriate chart and click **OK**.



### Charts from the Insert tab

1. Click the **Insert** tab, then click the button for the type of chart you will need, located in the **Charts** group. This displays the chart types. In this example, a 3-D Pie is selected.



### Using the Quick Analysis Tool

1. Select the data you want to chart, including the **column titles** and **row titles**.
2. Click the **Quick Analysis** button displayed on the bottom right of the selected data.
3. Select the **Charts** tab and choose an appropriate chart type.

