Create a Chart

1. Enter the data and row/column headings on the Excel spreadsheet.
2. Select the data and row/column headings.

3. Select the **Insert** tab.

4. Select the type of chart from the **Charts** section.

5. The chart will appear on the spreadsheet.
6. You can use the options under **Chart Tools** to change the design, layout, or format of the chart when the chart has been selected.