

Undo Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text Merge & Center General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

A1

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Hello, and welcome to Mark's Excel Tips. In today's video, we are going to show you how to create a graph from any data in Excel. Let's get started.

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Undo Paste Clipboard Font Alignment Number Styles Cells Editing Analysis

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EMPLOYEE NAME	NUMBER OF SALES	AMMOUNT
Mark	6	\$50
Linda	10	\$85
Frank	8	\$75
Bill	5	\$45
Susan	7	\$60

Here, we have some basic data. It contains, employee names, number of sales each employee had for the day, and the amount of those sales.

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Color, Background Color

Alignment: Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Comma, Thousand Separator, Increase Decimal, Decrease Decimal

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data

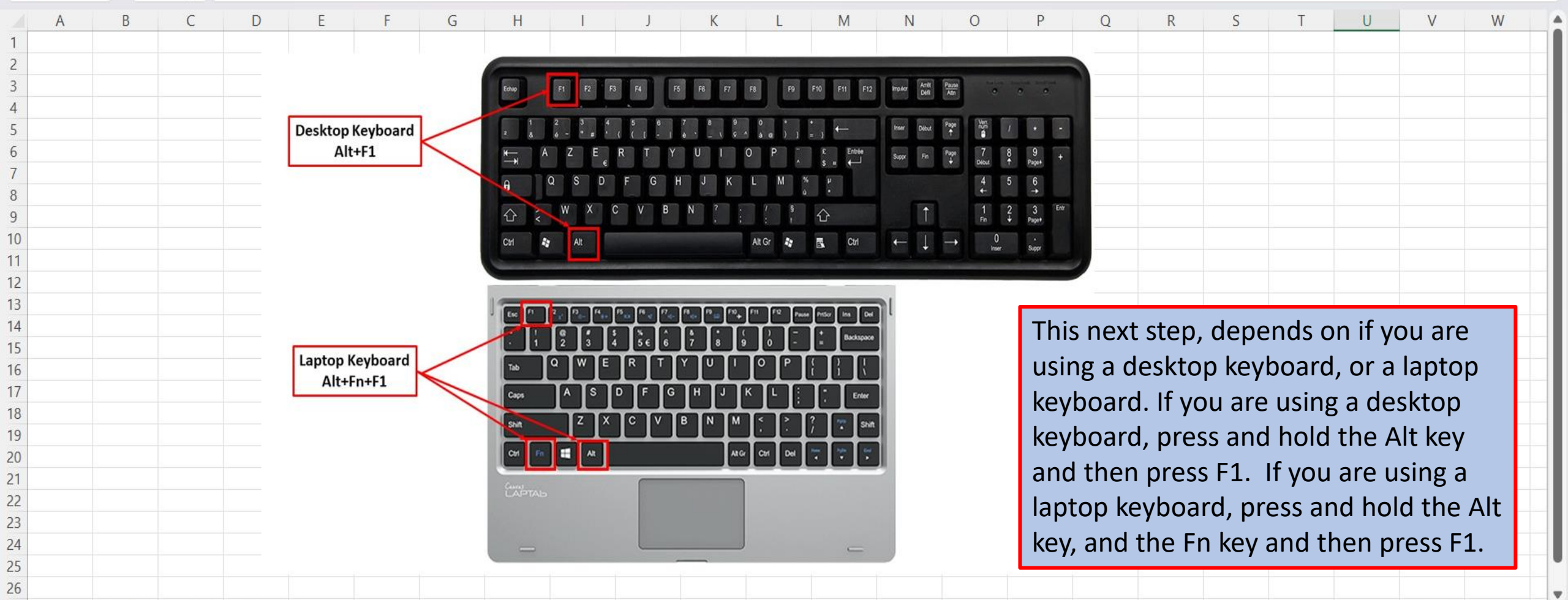
C5 EMPLOYEE NAME

EMPLOYEE NAME	NUMBER OF SALES	AMMOUNT
Mark	6	\$50
Linda	10	\$85
Frank	8	\$75
Bill	5	\$45
Susan	7	\$60

To convert this data to a graph, highlight all the data that you want to include in the graph.



U36



Desktop Keyboard  
Alt+F1



Laptop Keyboard  
Alt+Fn+F1



This next step, depends on if you are using a desktop keyboard, or a laptop keyboard. If you are using a desktop keyboard, press and hold the Alt key and then press F1. If you are using a laptop keyboard, press and hold the Alt key, and the Fn key and then press F1.

Clipboard: Undo, Paste, Copy, Cut

Font: Calibri, 11, Bold, Italic, Underline, Paragraph, Fill Color, Text Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

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Analysis: Analyze Data

C5 EMPLOYEE NAME

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Susan	7	\$60

**DESKTOP KEYBOARD = Alt+F1**

**LAPTOP KEYBOARD = Alt+Fn+F1**

I'm using a laptop, so I will press and hold the Alt key, and the Fn key, and press F1.

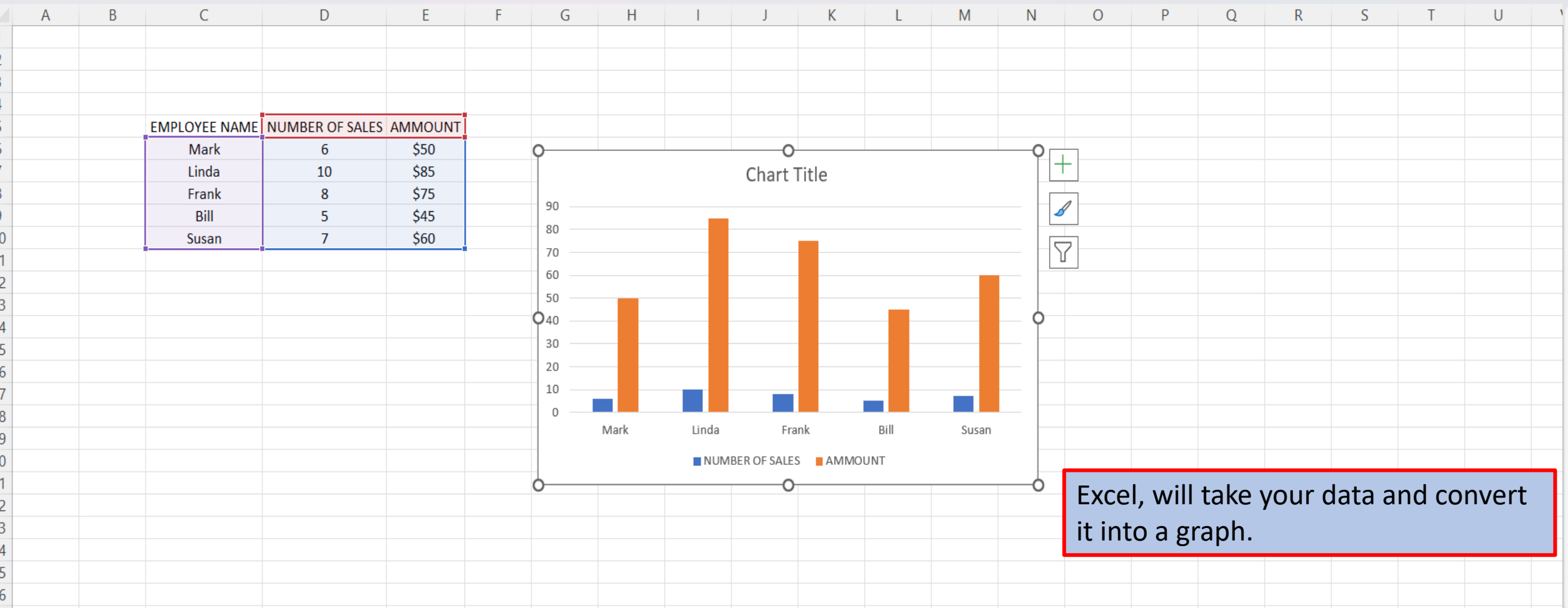
Add Chart Quick Layout Change Colors

Chart Layouts Chart Styles

Switch Row/Column Select Data Change Chart Type Move Chart

Data Type Location

Chart 2

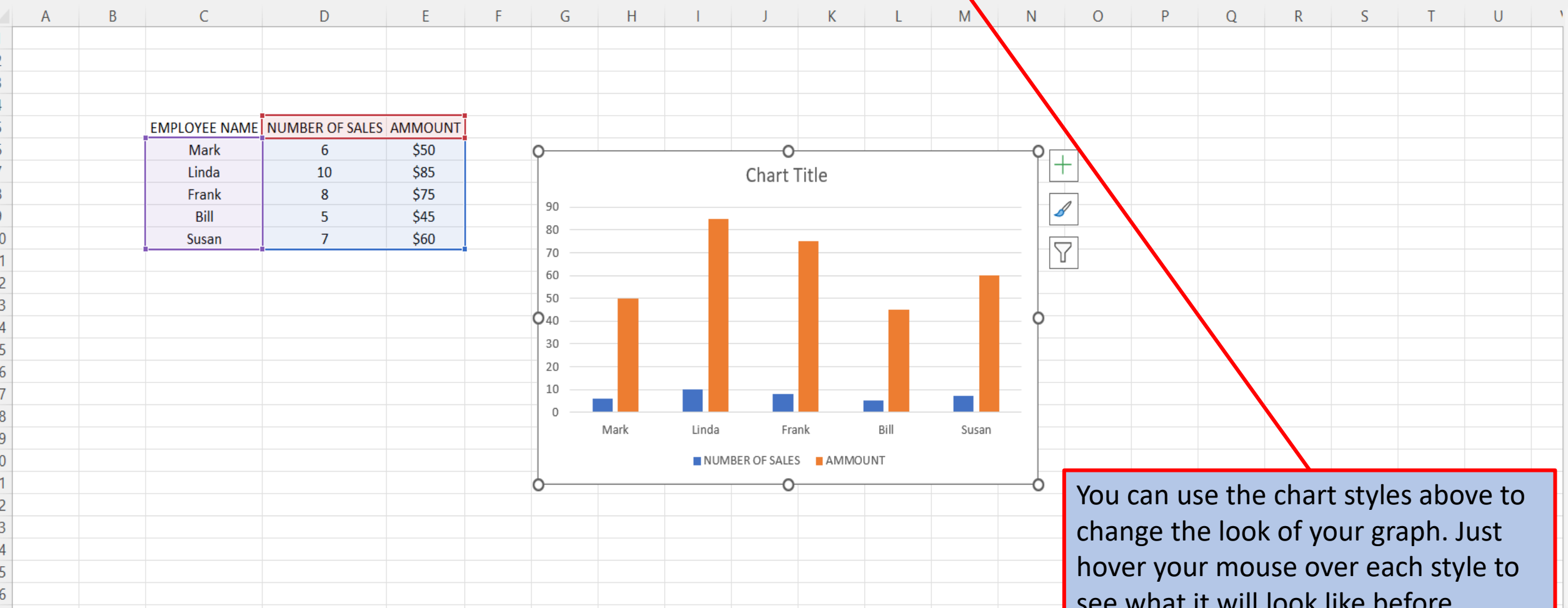


Excel, will take your data and convert it into a graph.

Add Chart Quick Element Layout Change Colors

Switch Row/Column Select Data Change Chart Type Move Chart

Chart 2



You can use the chart styles above to change the look of your graph. Just hover your mouse over each style to see what it will look like before making your decision.

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