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

Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to create a chart from data using only shortcut keys in Excel 365. Let's get started.

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Excel Shortcuts Cheat Sheet, Keyboard Shortcut, Over 150 Excel Shortcut Keys, Non-Slip Desk mat pad, Large Excel Shortcut Mousepad (35.4x15.74 in).

Excel: The Complete Illustrative Guide for Beginners to Learning any Fundamental, Formula, Function and Chart in Less than 5 Minutes with Simple and Real-Life Examples

Excel Formulas QuickStudy Laminated Study Guide. Guide to developing and using functions and formulas in Excel. This clear and concise coverage of the ins and outs of formula creation and use touches on many forms of math from statistics & trig to financial math.

DeskGuide Pro Excel Cheat Sheet Desk Pad - Work Faster with Our Excel Shortcuts Mousepad - Smooth and Non-Slip Excel Shortcut Mat - 31.5" x 11.8" Excel Mouse Pad Shortcuts - 3mm Thick

EMPLOYEE NAME	NUMBER OF SALES	AMMOUNT
Mark	6	$50
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Bill	5	$45
Susan	7	$60

Here, we have some data, that we would like to create a chart from.

To select this data, use your arrow keys to move the active cell to the first location of your data.

	EMPLOYEE NAME	NUMBER OF SALES	AMMOUNT
	Mark	6	$50
	Linda	10	$85
	Frank	8	$75
	Bill	5	$45
	Susan	7	$60
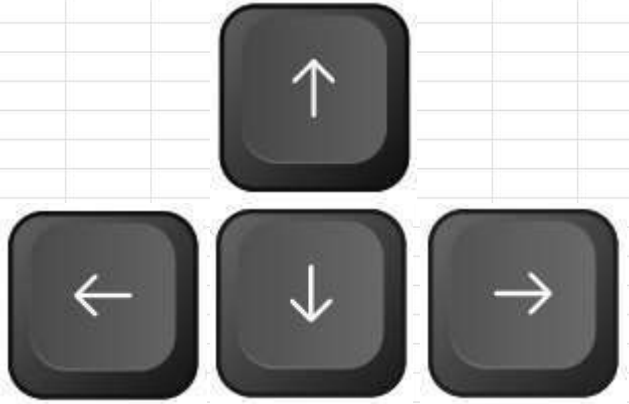
C5 | EMPLOYEE NAME

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

Next, press and hold the Shift key, and use the arrow keys to highlight all of your data.

shift + ↑ ← ↓ →
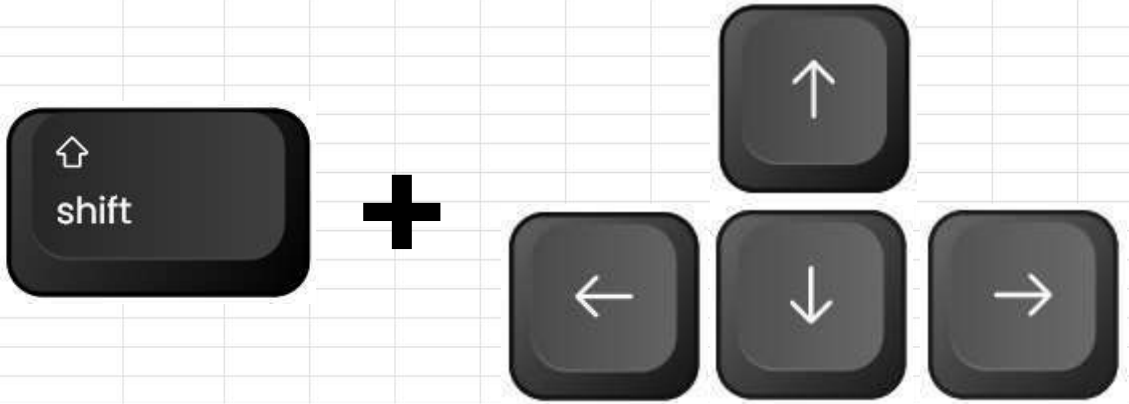
Desktop Keyboard
Alt+F1

Laptop Keyboard
Alt+Fn+F1

This next step can differ between, desktop keyboards, laptop keyboards, and the age of the system that you are using. For some desktop keyboards, you will need to press and hold the **Alt key**, and then press the **F1 key**. For all other keyboards, you will need to press and hold both the **Alt key, and the Fn key**, and then press the **F1 key**.

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Add Chart Element · Quick Layout   Change Colors   Switch Row/Column · Select Data   Change Chart Type   Move Chart

Chart Layouts   Chart Styles   Data   Type   Location

Chart 1

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

Chart Title

NUMBER OF SALES   AMMOUNT
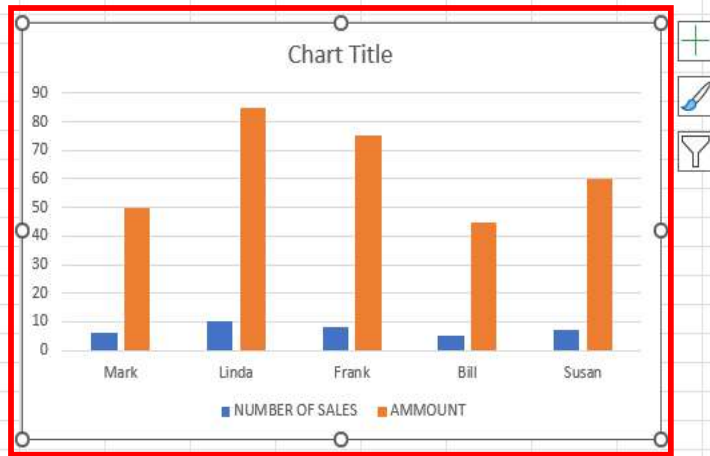
This will create a chart, from your selected data.

Sheet1   Sheet2

Add Chart Element | Quick Layout | Change Colors

Chart Layouts | Chart Styles

Switch Row/Column | Select Data | Change Chart Type | Move Chart

Data | Type | Location

Chart 1

	A	B	C	D	E	F
5			EMPLOYEE NAME	NUMBER OF SALES	AMMOUNT	
6			Mark	6	$50	
7			Linda	10	$85	
8			Frank	8	$75	
9			Bill	5	$45	
10			Susan	7	$60	

Chart Title

90
80
70
60
50
40
30
20
10
0

Mark | Linda | Frank | Bill | Susan

■ NUMBER OF SALES ■ AMMOUNT
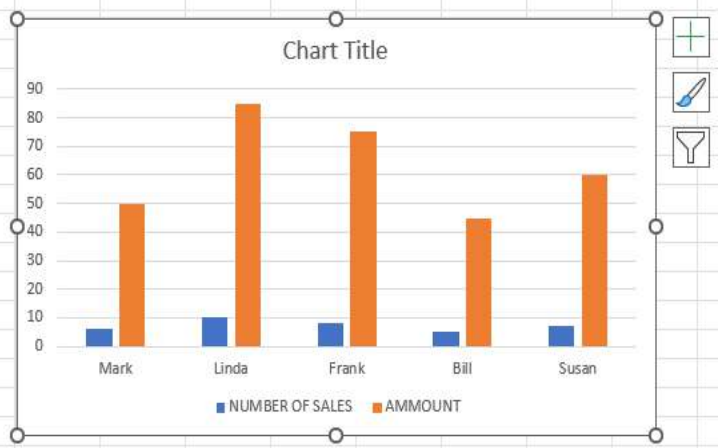
You can use the chart design tools at the top of the worksheet, to make changes to your chart.

Sheet1 | Sheet2

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