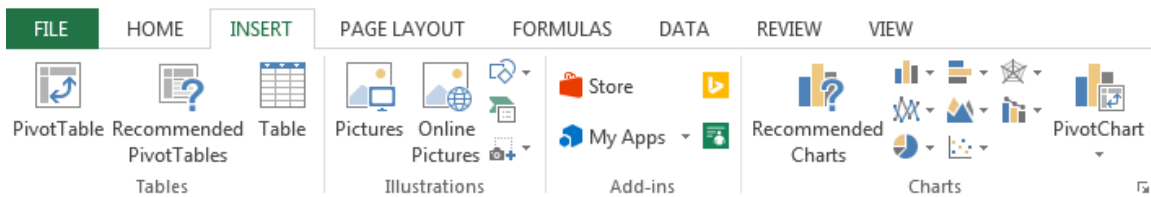# How to Create a Chart in Excel

Step 1: Click in the cell where the data in entered.

Step 2: On the Ribbon click on the Insert tab > Charts grouping > Insert Column Chart

FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW

PivotTable Recommended PivotTables Table | Pictures Online Pictures | Store My Apps | Recommended Charts | PivotChart

Tables | Illustrations | Add-ins | Charts

Step 3: The chart will be inserted in your spreadsheet

	A	B	C	D	E
1	Monthly Budget				
2					
3	Bills	Jan-17	Feb-17	Mar-17	Total
4	Rent	$2,500.00	$1,200.00	$1,200.00	$3,600.00
5	Phone	$ 50.00	$ 50.00	$ 50.00	$ 150.00
6	Credit Cards	$ 400.00	$ 150.00	$ 75.00	$ 625.00
7	Food	$ 300.00	$ 350.00	$ 225.00	$ 875.00
8	Gas	$ 50.00	$ 40.00	$ 80.00	$ 170.00
9	Total	$3,300.00	$1,790.00	$1,630.00	$5,420.00

Chart Title

$3,000.00
$2,500.00
$2,000.00
$1,500.00
$1,000.00
$500.00
$-

Jan-17   Feb-17   Mar-17

■ Rent ■ Phone ■ Credit Cards ■ Food ■ Gas