

Insert and edit charts in Excel

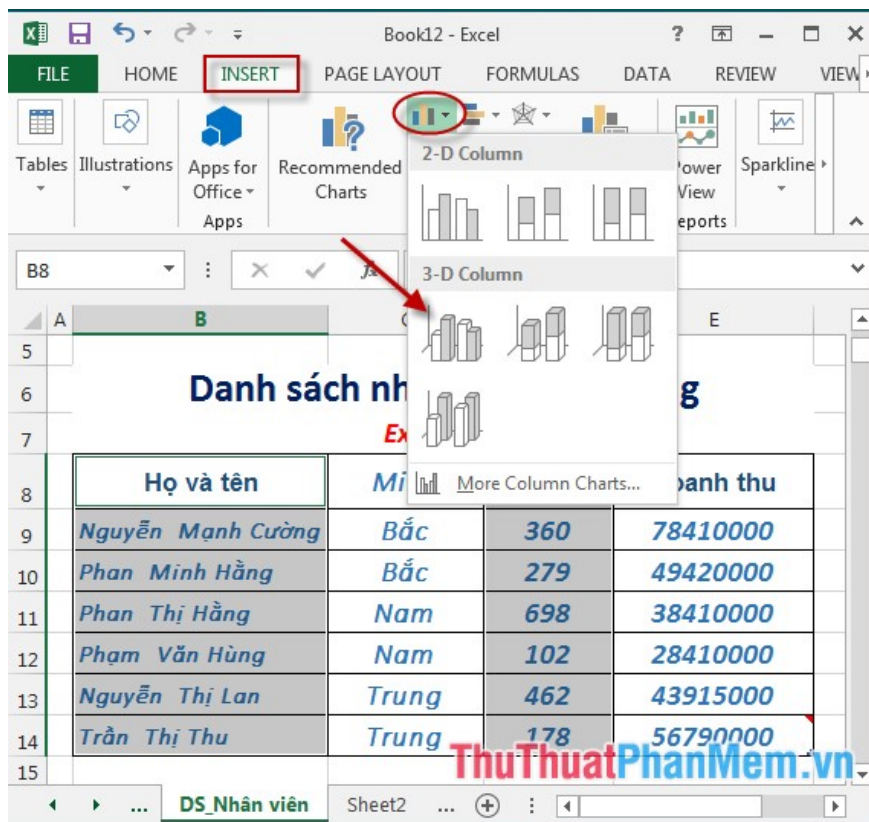
Instructions on how to insert and edit charts in Excel. To insert a chart, follow these steps: Step 1: Select the data to create a chart. The example here wants to create a sales chart of the employees. Go to the Insert tab - illustration - Chart -

The following article details you how to insert and edit charts in Excel 2013.

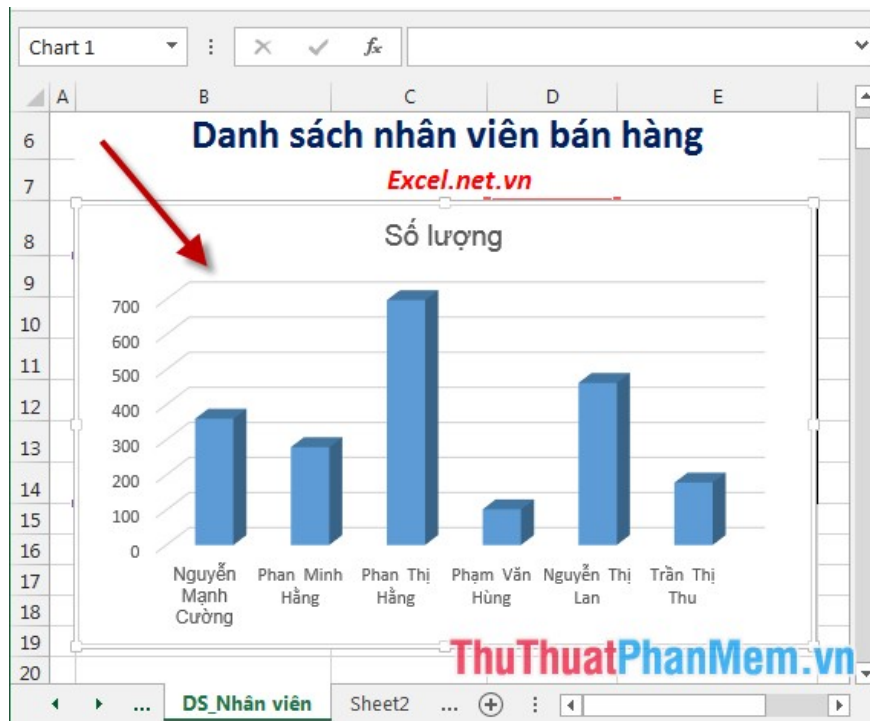
Insert Chart

To insert a chart, follow these steps:

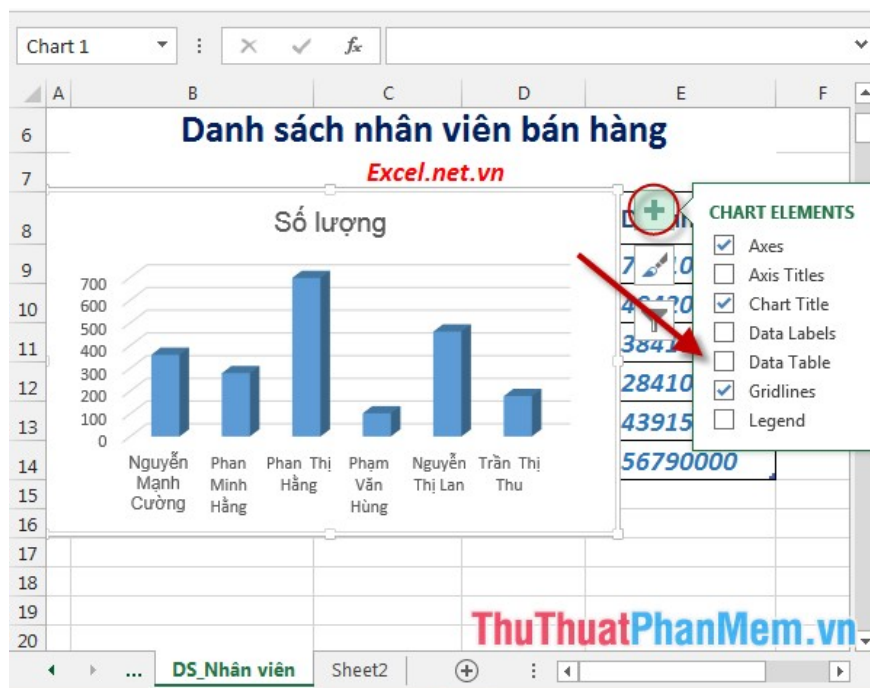
Step 1: Select the data to create a chart. The example here wants to create a sales chart of the employees. Go to the **Insert** tab -> **illustration** -> **Chart** -> select the type of chart you want to create:



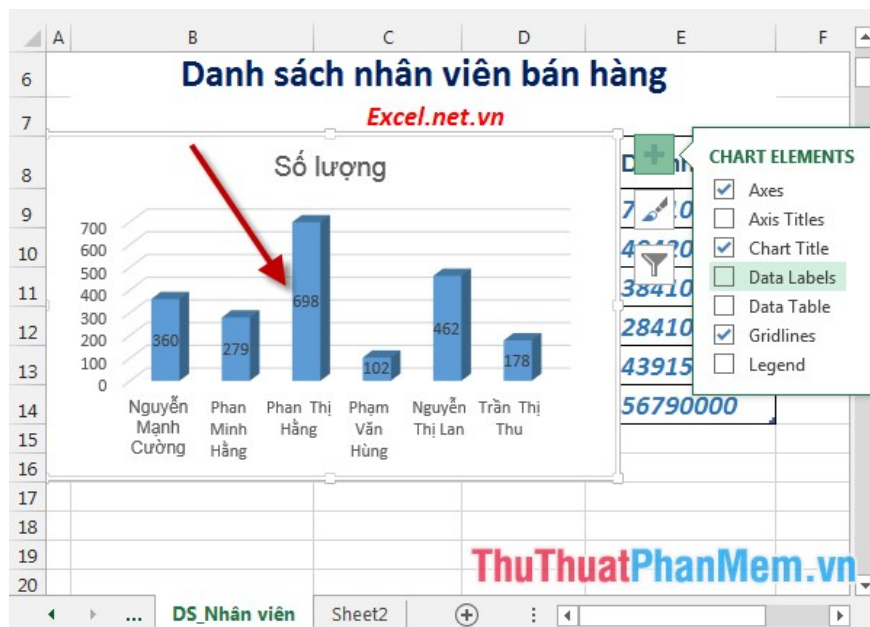
Step 2: After selecting the chart type -> data has been shown on the chart:



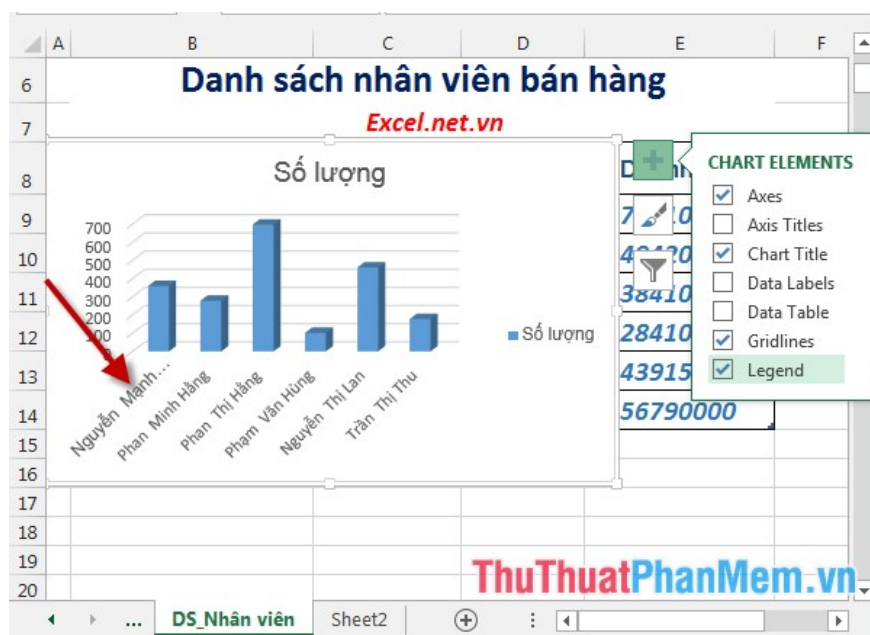
Step 3: After creating the chart, you need to adjust the chart to look better and more intuitive. Click on the chart -> click on the **Chart Element** icon to customize the components in the chart:



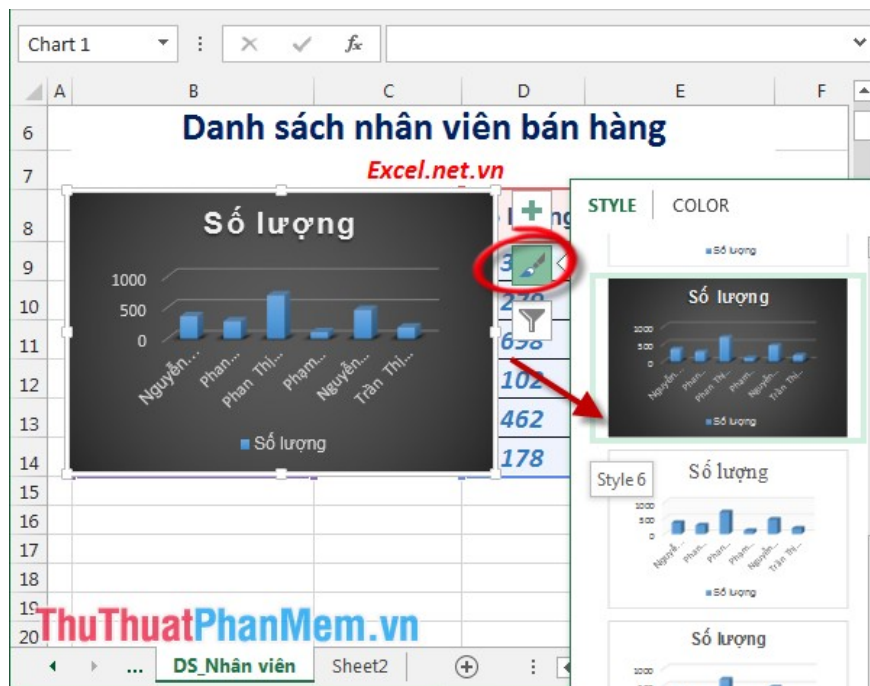
- For example, when selecting the **Data Labels** icon -> the quantity value is displayed corresponding to the columns on the chart:



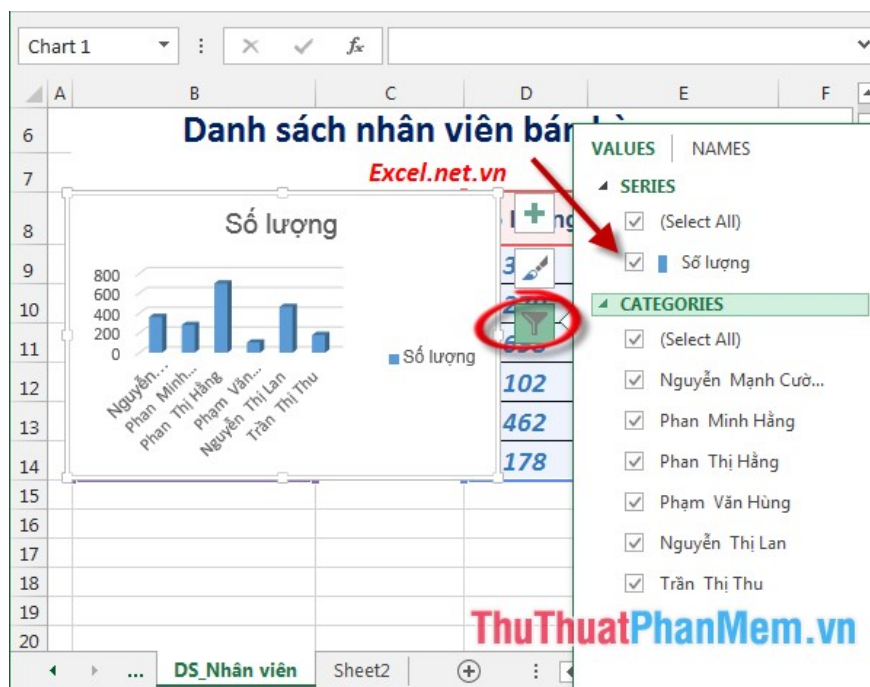
- Or when selecting a **Legend** chart again:



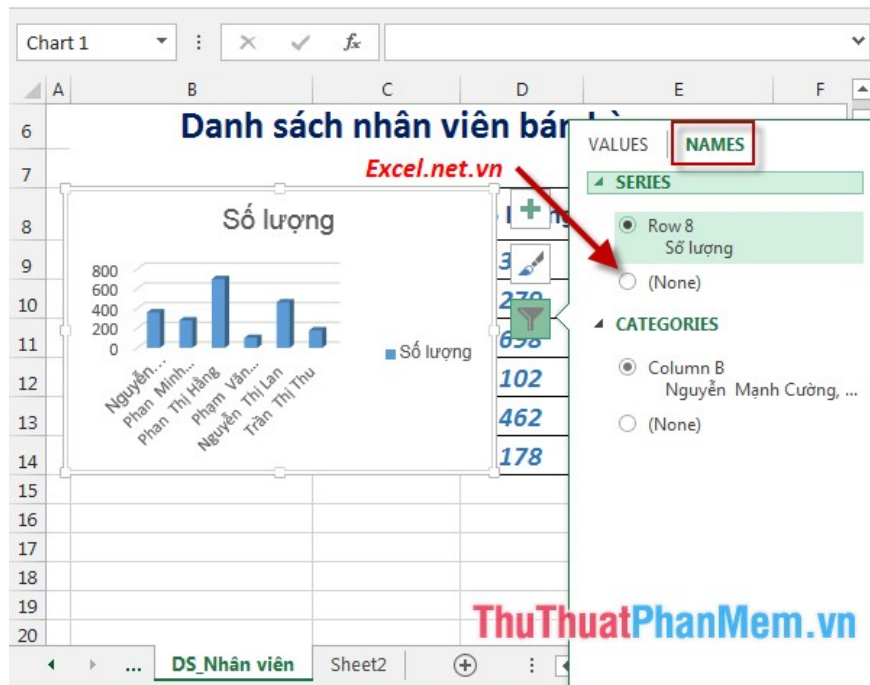
Step 4: Change the chart style -> click on the chart -> select the **Chart Style** icon on the chart to re-select the chart style and color for the chart:



Step 5: Excel 2013 supports additional filtering features on the chart -> click on the chart -> select the **Chart Filters** icon -> precursor filter data by ticking on the items as shown:



- Or you can filter data by name by selecting the **Names** tab .



- So just a few simple operations you have created the chart:



Above is detailed instructions for inserting and editing charts in Excel 2013.

Good luck!

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