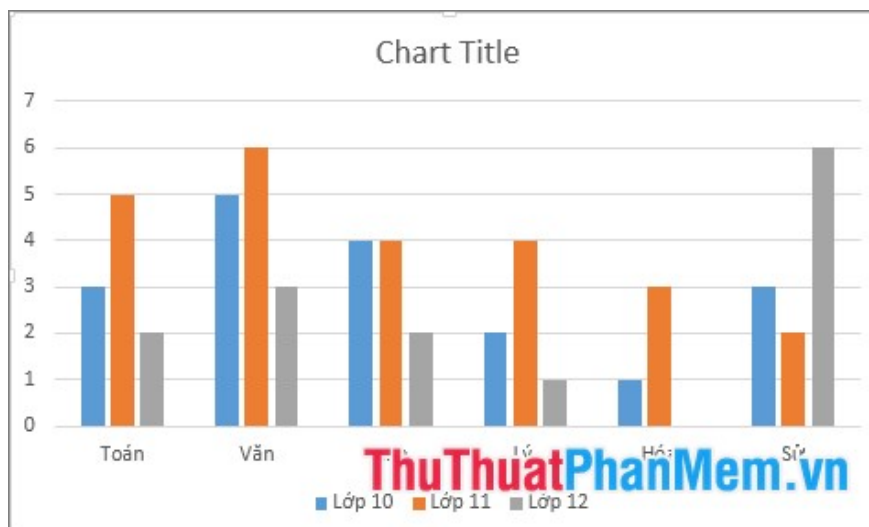


Instructions on how to graph in Excel

Instructions on how to graph in Excel. Excel helps you to process and calculate data effectively, Excel supports you to graph quickly.

Excel helps you to process and calculate data effectively, Excel supports you to graph quickly.



If you do not know how to graph in Excel, you follow the article below for details on how to graph in Excel.

For example, we have the following data table:

	A	B	C	D	E	F	G	H	I	J	
1	Tổng số học sinh trong từng lớp bị trượt theo môn										
2											
3	Lớp	Toán	Văn	Anh	Lý	Hóa	Sử				
4	Lớp 10	3	5	4	2	1	3				
5	Lớp 11	5	6	4	4	3	2				
6	Lớp 12	2	3	2	1	0	6				
7											
8											

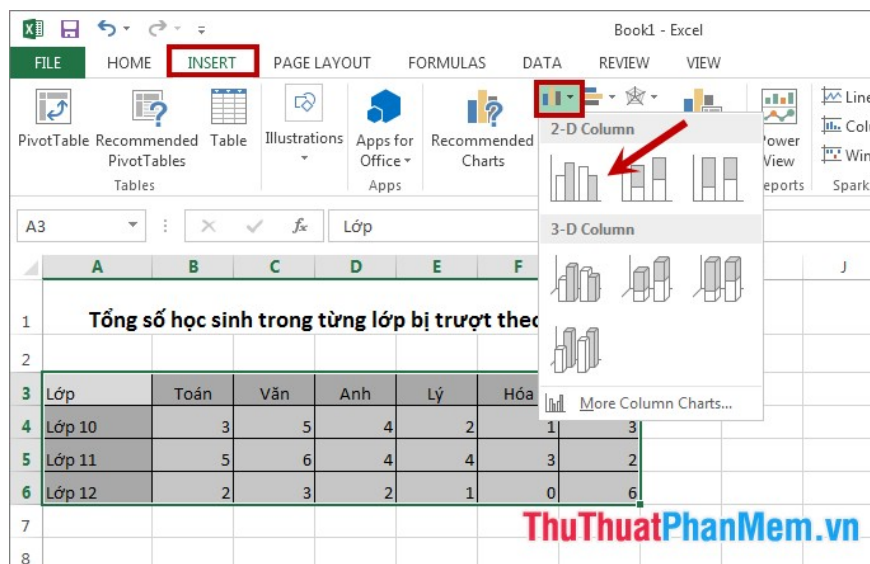
HOW TO DRAW AROUND IN EXCEL

Step 1: Select the data area to graph, you need to select the label of the data columns.

	A	B	C	D	E	F	G	H	I	J	
1	Tổng số học sinh trong từng lớp bị trượt theo môn										
2											
3	Lớp	Toán	Văn	Anh	Lý	Hóa	Sử				
4	Lớp 10	3	5	4	2	1	3				
5	Lớp 11	5	6	4	4	3	2				
6	Lớp 12	2	3	2	1	0	6				
7											
8											

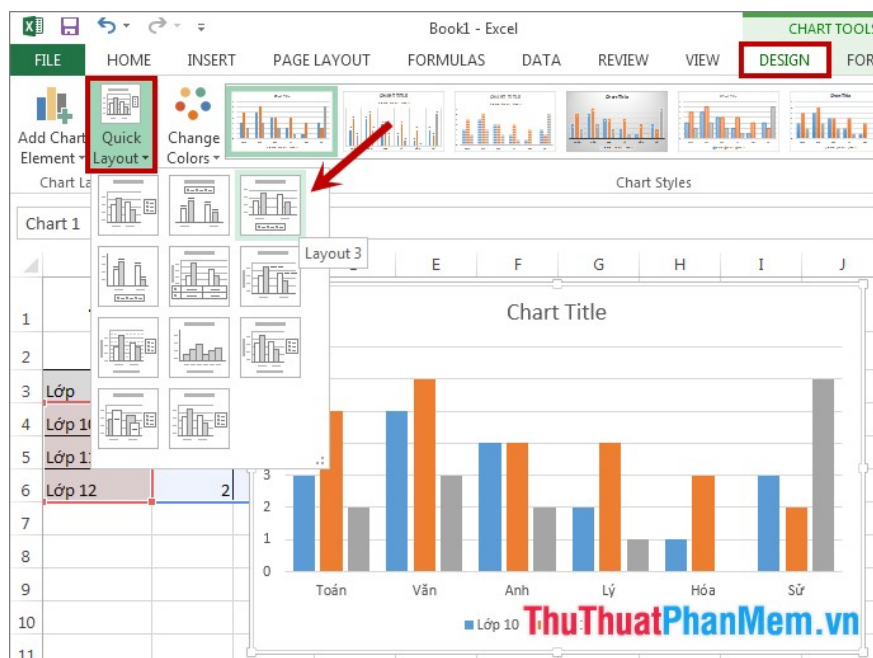
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Step 2: Next, select **Insert**, in the **Charts** section, select the type of graph you want to draw.

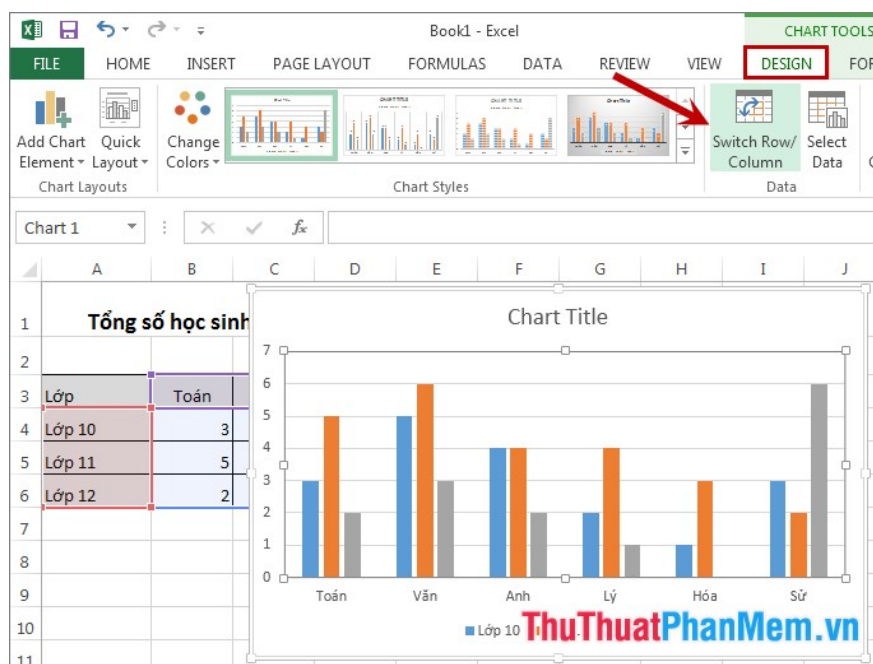


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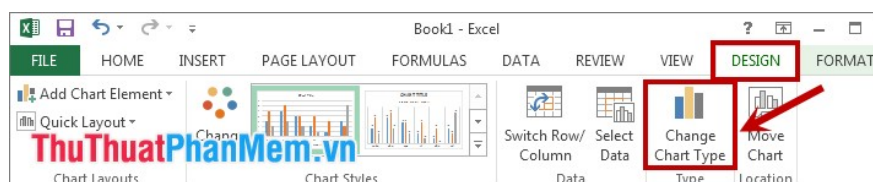
Step 3: At this time, the Excel interface will appear as your selected graph. You can change the layout of the elements on the graph just by selecting the graph, on the Ribbon appears **Design** tab and **Format** tab of **Chart Tools**, select **Design** -> **Quick Layout** -> select suitable layout type.



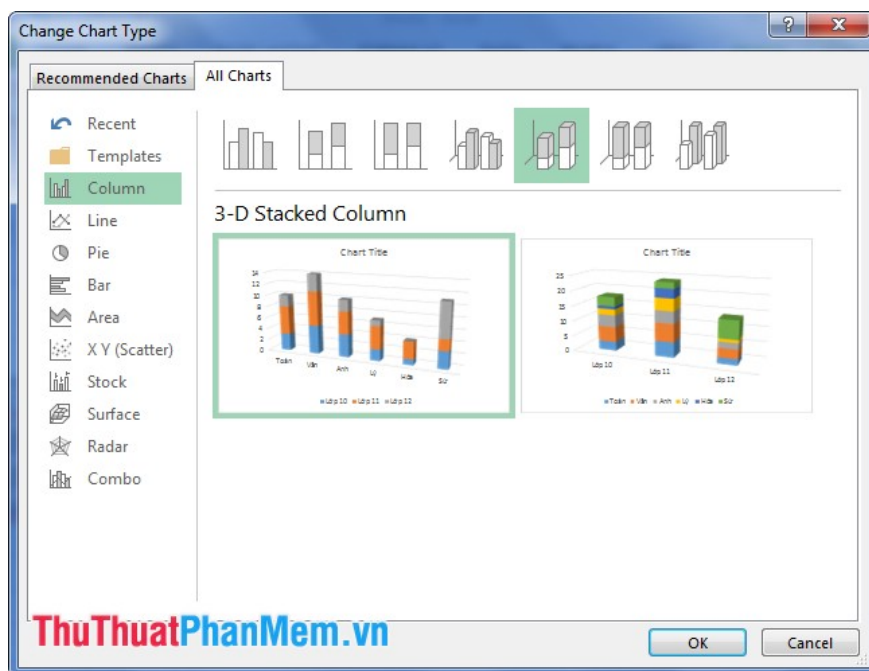
Step 4: You can also change the way of displaying - reversing row and column data in the graph by selecting the graph -> **Design** -> **Switch Row / Column** .



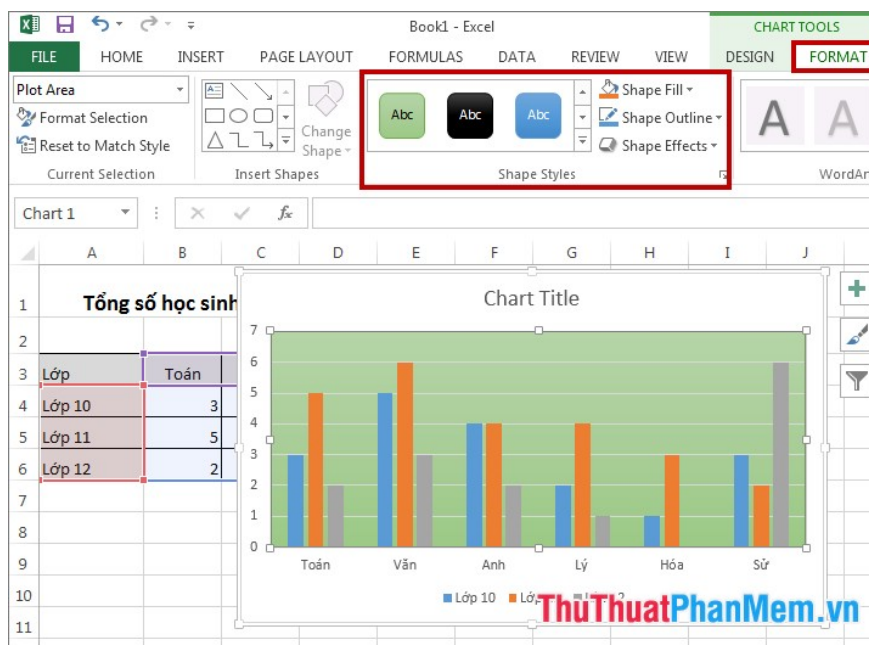
Step 5: If the chart type you choose does not match the data in the data sheet, you can choose another chart type by: selecting graph -> **Design** -> **Change Chart Type** .



In the **Change Chart Type** dialog box, select another graph type in the **All Charts** tab and then click **OK** to change.



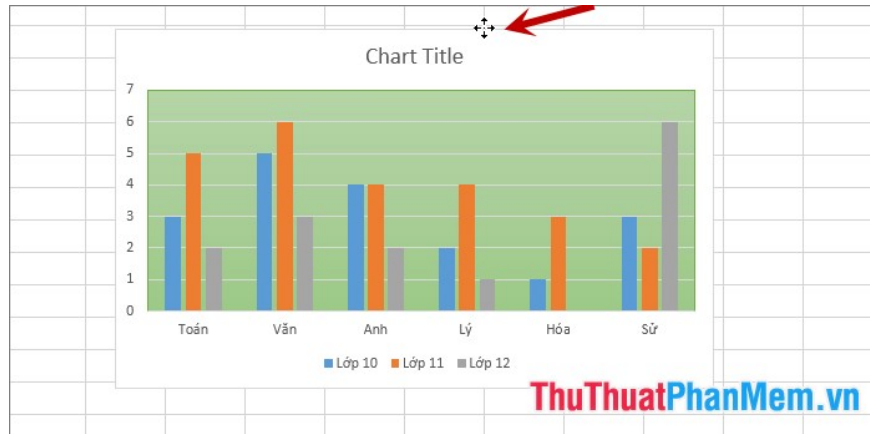
Step 6: Also in the **Design** tab you can change the colors for the graph in the **Chart Styles** section .



THE MANUFACTURING WITH GRAPHICS IN EXCEL

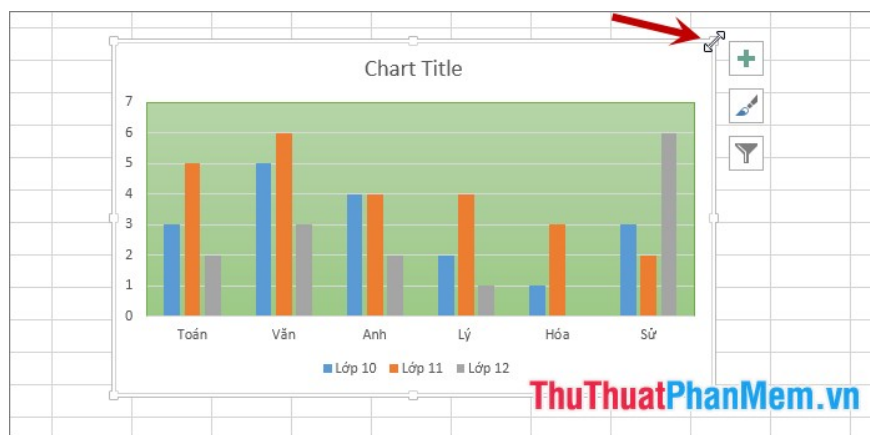
Move graph

Click to select the area of the chart (**Chart Area**), this time the mouse pointer has 4-way arrow icon as shown below. Then hold down the left mouse button and move the graph to where you want to move and release the left mouse button.



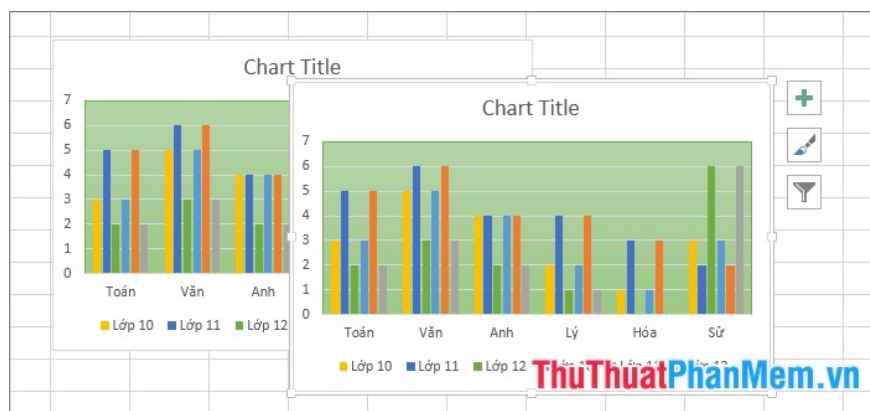
Change the graph size

You click to select the graph area, between the four sides and four corners of the graph area with knobs. You just need to move the mouse cursor to the hold button, then the mouse pointer will turn into a two-way arrow, you hold down the left mouse button and drag outside or inward to zoom in or out the graph.



Copy the graph

You need to select the graph and press **Ctrl + C** to copy the graph, then select the mouse in any cell you want to copy the graph and press **Ctrl + V** to paste the graph.



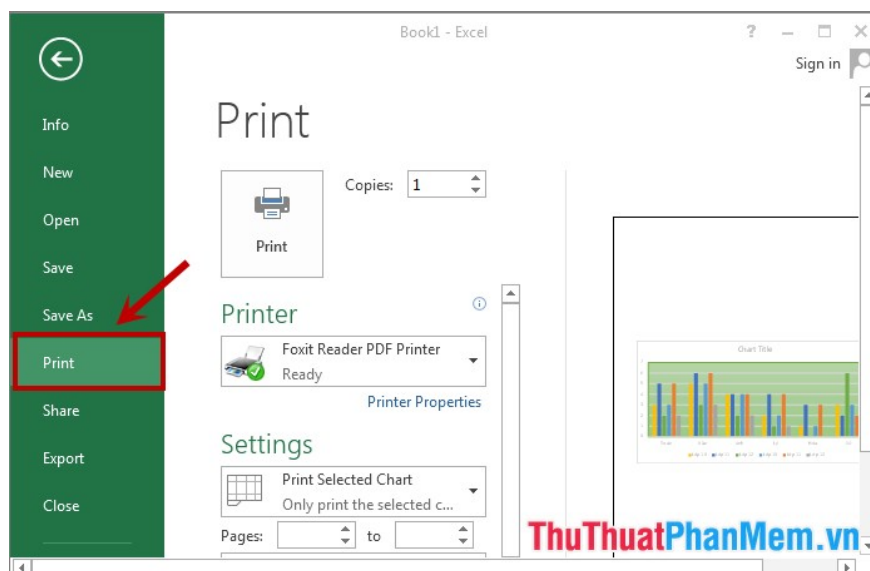
Delete the graph

Select the graph area and press the **Delete** key on the keyboard to delete the selected graph.

Print the graph

- You can print graphs like other parts of Excel, choose **Print Preview** before printing to make sure the position of the graph does not cover other Excel content.

- If you only want to print the graph separately, then you select the graph and choose **File -> Print** to print.



Thus, the article has detailed instructions for you to graph in Excel. Hope the article will help you. Good luck!

You finished reading the article "**Instructions on how to graph in Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.