

Hide menu

Create and modify tables

Table references

Managing large workbooks

Visualizing data with basic charts

Video: Create charts
4 min **Reading:** Exercise:
Creating charts
10 min **Video:** Modify and
format charts
4 min **Reading:** Exercise:
Modifying and
formatting charts
10 min **Video:** Advanced chart
elements
1 min **Reading:** Exercise:
Create a trendline
10 min **Practice Assignment:**
Knowledge check:

Work Smarter with Microsoft Excel > Module 3 > Exercise: Creating charts

< Previous Next >

Exercise: Creating charts

Note: You can pass this course and all graded assessments without access to the downloadable version of Excel.

How to complete this exercise

To complete this exercise, you will need access to Microsoft 365 Excel.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft 365 Excel application some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft 365 Excel, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

You need to produce a chart that easily demonstrates to your supervisor which salesperson made the most sales in week 1.

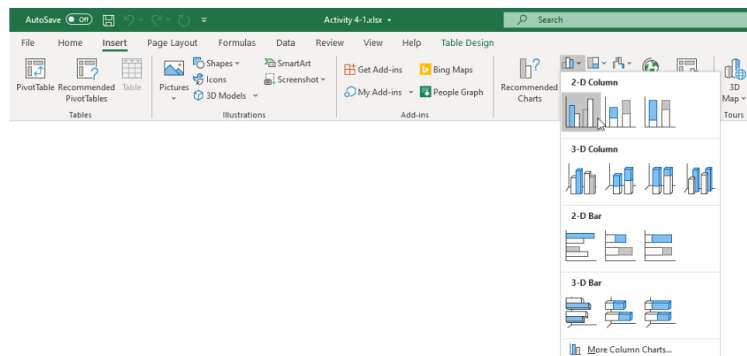
1. Click on the link below to open the Microsoft Excel exercise document you can use to complete this exercise.

[Exercise: Creating charts](#)

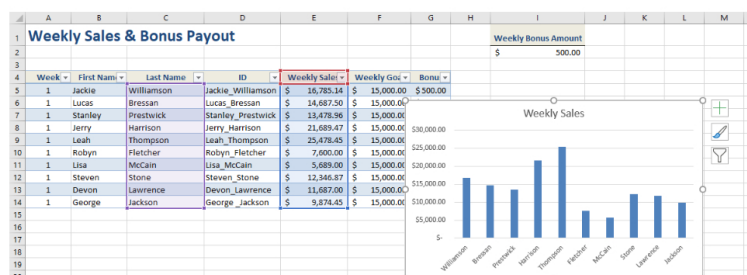
2. First, you need to select the dataset with which you would like to work. Use your cursor to select cells **C4:C14** and **E4:E14**. Remember to hold the Ctrl key down when selecting non-adjacent cell ranges:

	A	B	C	D	E	F	G	H
1	Weekly Sales & Bonus Payout							
2								
3								
4	Week	First Name	Last Name	ID	Weekly Sales	Weekly Goals	Bonus	
5	1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	\$ 500.00	
6	1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00	\$ -	
7	1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00	\$ -	
8	1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00	\$ 500.00	
9	1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00	\$ 500.00	
10	1	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00	\$ -	
11	1	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00	\$ -	
12	1	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00	\$ -	
13	1	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00	\$ -	
14	1	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00	\$ -	
15								

3. Next, click **Insert** → **Insert Column or Bar Chart** → **Clustered Column**:



4. The new chart now appears on the current worksheet, overlapping some of the data:



Week	First Name	Last Name	ID	Weekly Sales	Weekly Goal	Bonus
1	Jackie	Williamson	Jackie_Williamson	\$ 16,785.14	\$ 15,000.00	\$ 500.00
1	Lucas	Bressan	Lucas_Bressan	\$ 14,687.50	\$ 15,000.00	\$ -
1	Stanley	Prestwick	Stanley_Prestwick	\$ 13,478.96	\$ 15,000.00	\$ -
1	Jerry	Harrison	Jerry_Harrison	\$ 21,689.47	\$ 15,000.00	\$ 500.00
1	Leah	Thompson	Leah_Thompson	\$ 25,478.45	\$ 15,000.00	\$ 500.00
1	Robyn	Fletcher	Robyn_Fletcher	\$ 7,600.00	\$ 15,000.00	\$ -
1	Lisa	McCain	Lisa_McCain	\$ 5,689.00	\$ 15,000.00	\$ -
1	Steven	Stone	Steven_Stone	\$ 12,346.87	\$ 15,000.00	\$ -
1	Devon	Lawrence	Devon_Lawrence	\$ 11,687.00	\$ 15,000.00	\$ -
1	George	Jackson	George_Jackson	\$ 9,874.45	\$ 15,000.00	\$ -

Weekly Sales

\$0, \$5,000.00, \$10,000.00, \$15,000.00, \$20,000.00, \$25,000.00, \$30,000.00

Williamson, Bressan, Prestwick, Harrison, Thompson, Fletcher, McCain, Stone, Lawrence, Jackson

Salesperson	Weekly Sales (\$)
Williamson	16,500
Bressan	14,500
Prestwick	13,500
Harrison	21,500
Thompson	25,000
Fletcher	7,500
McCain	5,500
Stone	12,000
Lawrence	11,500
Jackson	9,500

[Completed exercise: Creating charts](#)

Like Dislike Report an issue