

Instructions on inserting a chart:

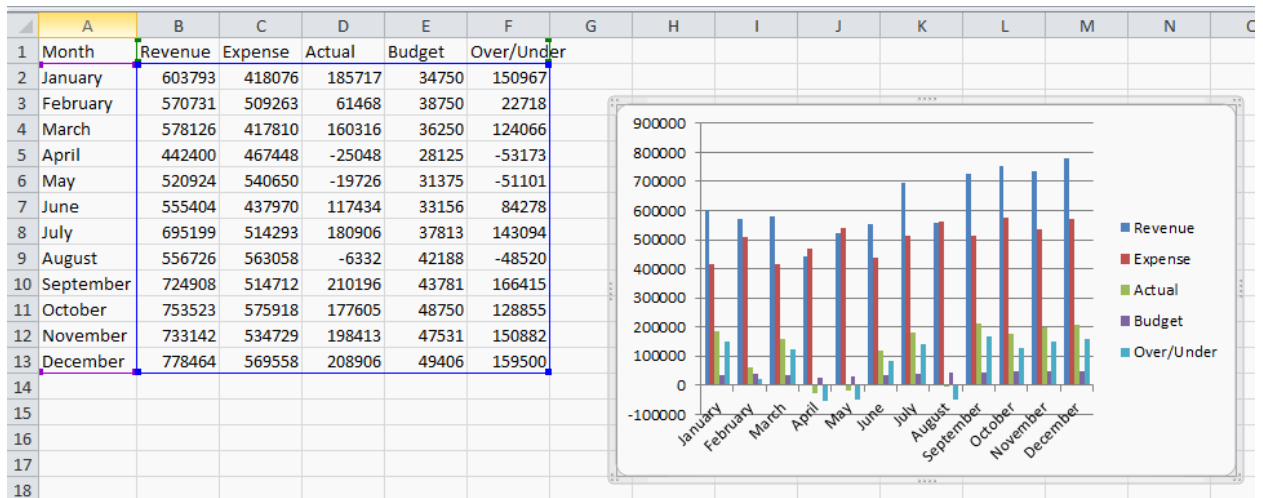
1. Select the data you want to graph.

	A	B	C	D	E	F	G
1	Month	Revenue	Expense	Actual	Budget	Over/Under	
2	January	603793	418076	185717	34750	150967	
3	February	570731	509263	61468	38750	22718	
4	March	578126	417810	160316	36250	124066	
5	April	442400	467448	-25048	28125	-53173	
6	May	520924	540650	-19726	31375	-51101	
7	June	555404	437970	117434	33156	84278	
8	July	695199	514293	180906	37813	143094	
9	August	556726	563058	-6332	42188	-48520	
10	September	724908	514712	210196	43781	166415	
11	October	753523	575918	177605	48750	128855	
12	November	733142	534729	198413	47531	150882	
13	December	778464	569558	208906	49406	159500	
14							
15							
16							

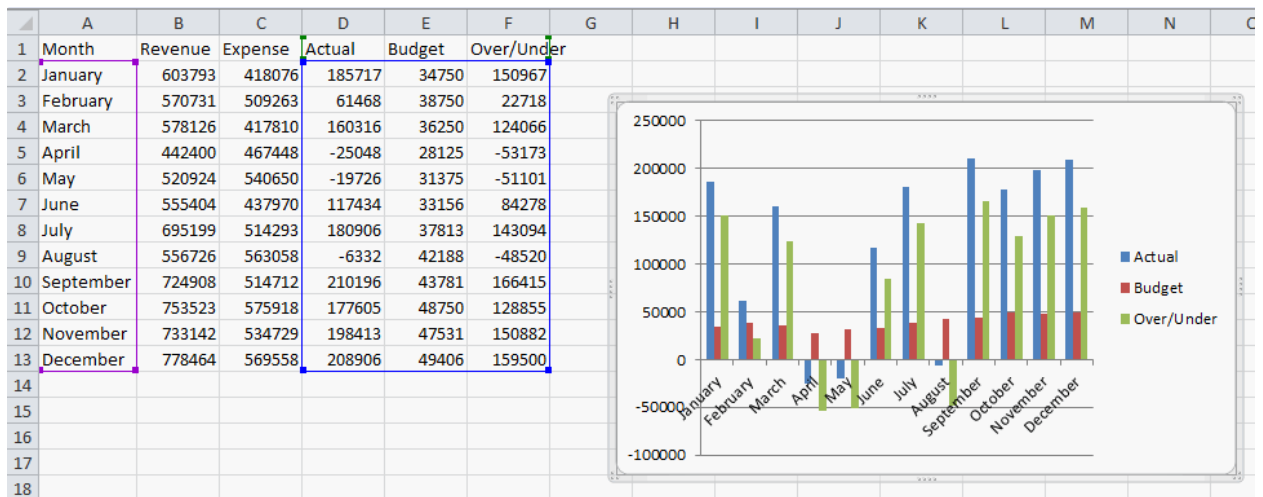
2. Choose a chart style from the Insert Tab in the Menu Ribbon

The screenshot displays the Microsoft Excel interface with the 'Insert' tab selected. The 'Column' chart type is chosen from the 'Illustrations' group. A dropdown menu is open, showing various chart styles categorized into '2-D Column', '3-D Column', 'Cylinder', 'Cone', and 'Pyramid'. The background data table is visible, showing monthly financial data from January to December.

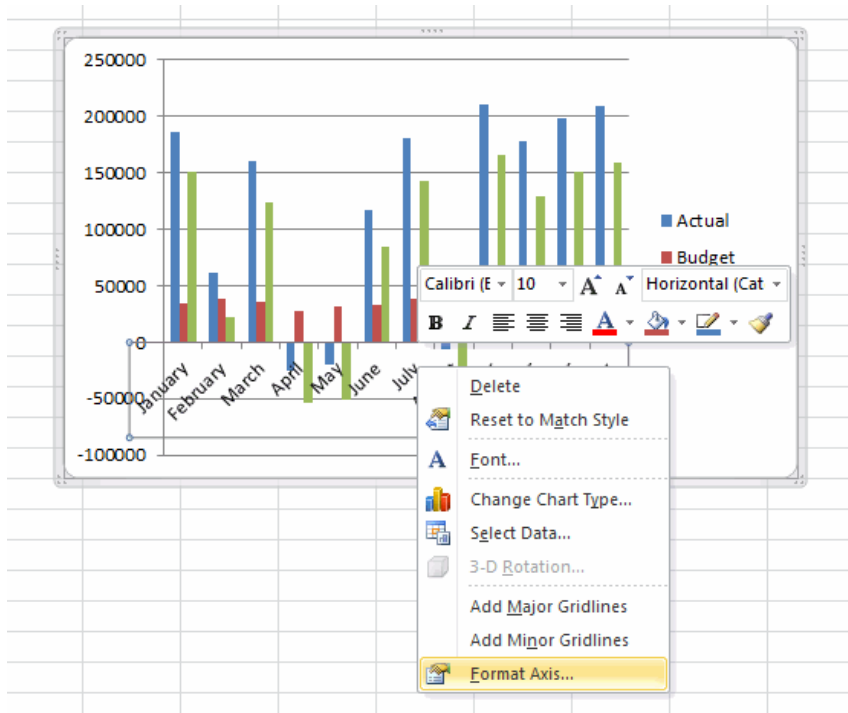
3. A chart will appear. You know a chart is selected when the data the chart is using is outlined in colors (blue, green, purple).



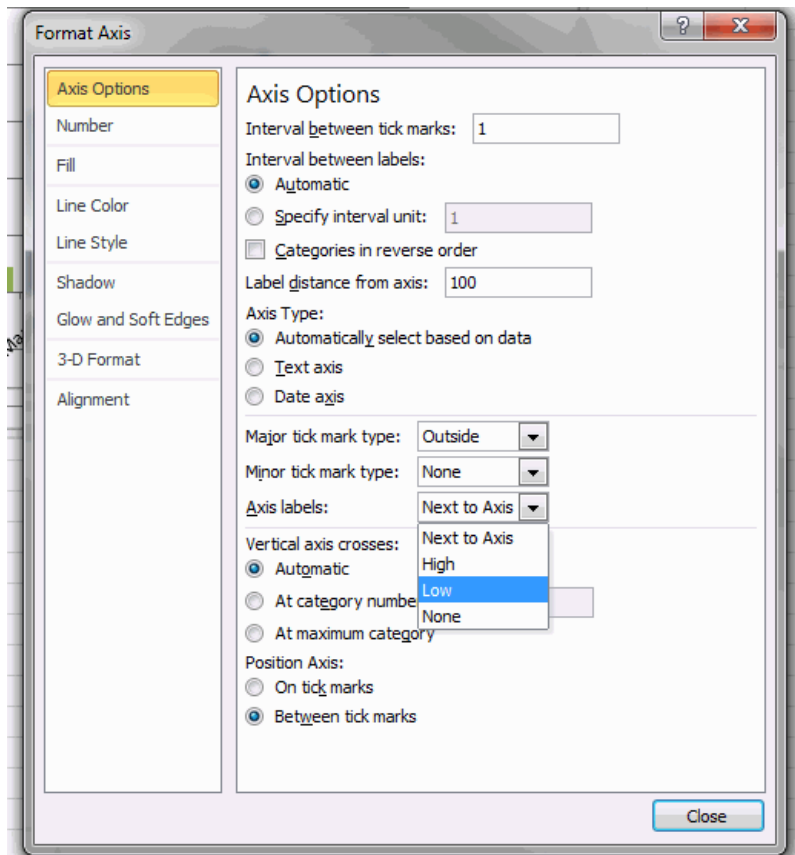
4. Manipulate the outlines (by dragging over edges) to change the data that is displayed.



5. The horizontal X-Axis (Months) looks crowded. To change the look of the label right click on the axis and select “format axis”.



6. Axis options window will appear. Select “Low” from the dropdown “Axis labels:”



7. Close the window. The new chart will look like this:

