



EXCEL: MAKING GRAPHS FROM TABLES OF INFORMATION

A good graph helps you see and understand your data quickly!

Turn your data into clear, colourful graphs!

1. WHAT IS A GRAPH?

A graph is a visual way to show information. It helps you:

- ✓ See patterns
- ✓ Compare values
- ✓ Spot trends
- ✓ Understand data easily



2. YOUR DATA: START WITH A TABLE

Organise your information in rows and columns.

Example: Favourite Fruit

Fruit	Number of Students
Apples	12
Bananas	18
Oranges	9
Grapes	14
Strawberries	7

Good tables have:

- ✓ Clear headings
- ✓ Labels for rows and columns
- ✓ Accurate data

3. HOW TO CREATE A GRAPH IN EXCEL

- 1 Select your data (include headings).
- 2 Go to the Insert tab.
- 3 Click on the type of graph you want (Bar, Pie or Line).
- 4 Choose a style or design.
- 5 Excel creates your graph!
- 6 Add a Title and Axis Headings to make it clear.



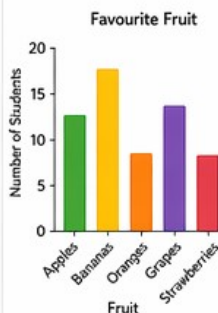
4. TYPES OF GRAPHS IN EXCEL

BAR GRAPH – Compare Categories

Best for comparing amounts between categories.

Steps:

- 1 Select your table.
- 2 Insert tab → Column or Bar Chart.
- 3 Choose a Bar style.
- 4 Add a Chart Title.
- 5 Add Axis Titles:
 - Horizontal (X) Axis = categories
 - Vertical (Y) Axis = values



Use Bar Graphs when:

- ✓ Comparing quantities.
- ✓ Showing rankings.
- ✓ There are a few clear categories.

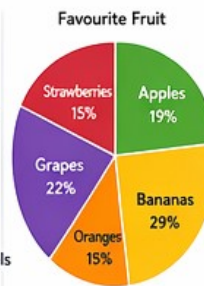


PIE GRAPH – Show Parts of a Whole

Best for showing how parts make up a whole (100%).

Steps:

- 1 Select your table.
- 2 Insert tab → Pie Chart.
- 3 Choose a Pie style.
- 4 Add a Chart Title.
- 5 (Optional) Add Data Labels to show values or %.



Use Pie Graphs when:

- ✓ Showing parts of a whole.
- ✓ There are few categories (ideally 3–6).
- ✓ Values add up to 100%.

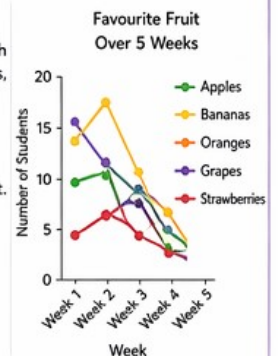


LINE GRAPH – Show Changes Over Time

Best for showing trends and changes over time.

Steps:

- 1 Arrange your data with time in order (e.g. days, weeks, months).
- 2 Select your table.
- 3 Insert tab → Line Chart.
- 4 Choose a Line style.
- 5 Add a Chart Title.
- 6 Add Axis Titles.



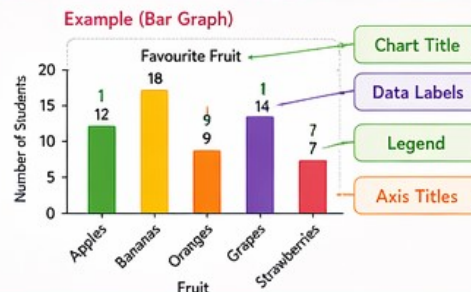
Use Line Graphs when:

- ✓ Showing how data changes over time.
- ✓ Spotting trends or patterns.
- ✓ X-axis must be in time order.



5. ADD SPEAKING ELEMENTS TO YOUR GRAPH

- ★ **Chart Title** – tells what the graph is about.
- ★ **Axis Titles** – label the X and Y axes.
- ★ **Legend** – explains the colours or lines.
- ★ **Data Labels** – show exact values or %.
- ★ **Clear and Simple** – avoid too much clutter.



6. MORE USEFUL TIPS

- 💡 Keep your data tidy and accurate.
- 💡 Choose the right graph for your message.
- 💡 Use colours that are clear and easy to read.
- 💡 Don't overload your graph with too much data.
- 💡 Check your graph – does it make sense?



7. QUICK REFERENCE GUIDE

Graph Type	Best For	X-Axis	Y-Axis	Example
Bar Graph	Comparing categories	Categories (Names)	Values (Amounts)	Favourite fruit by number of students
Pie Graph	Parts of a whole	Not needed	Percentages or amounts	How a whole is made up
Line Graph	Changes over time	Time (Days/Weeks/Months)	Values (Amounts)	Temperatures over a week

8. EXAMPLE WORKFLOW



Referencing at ACC for the AAC

