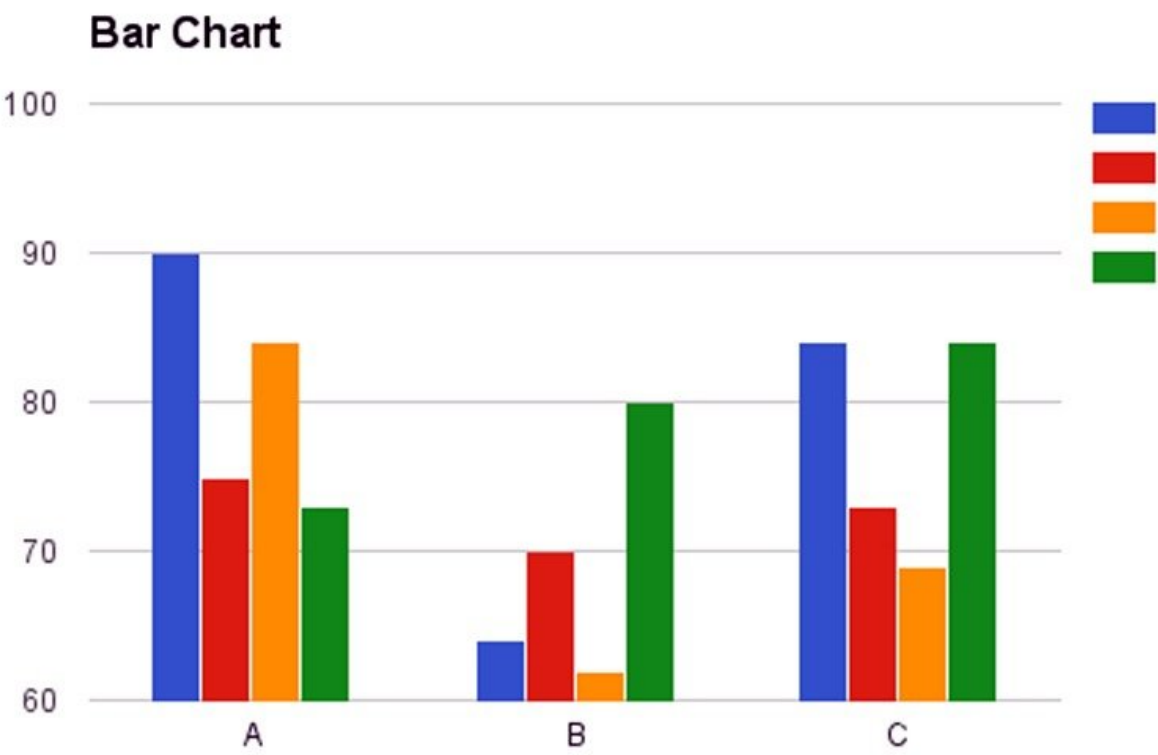


BIS Help Guides

How to Create a Chart

Learn how to create a chart in Google Sheet.

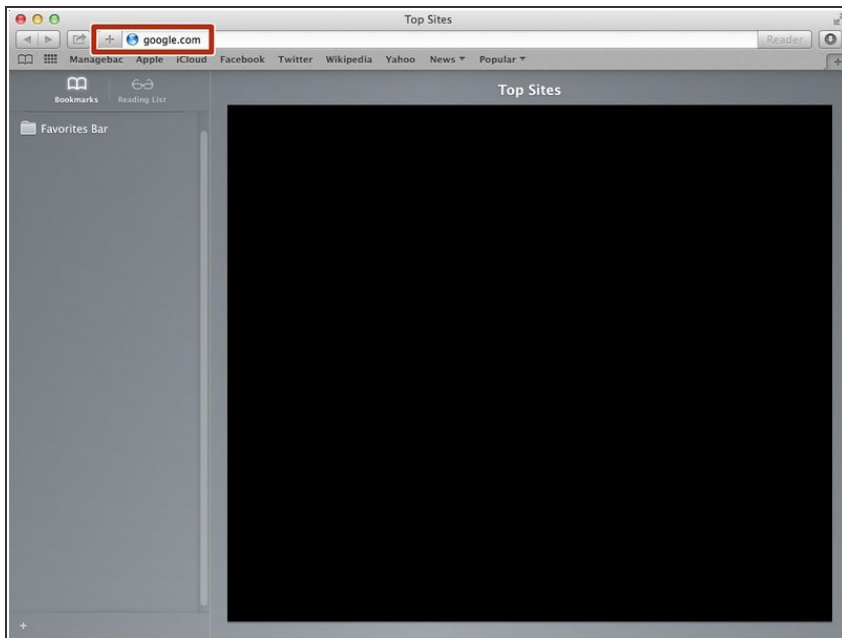
Written By: Mirai



INTRODUCTION

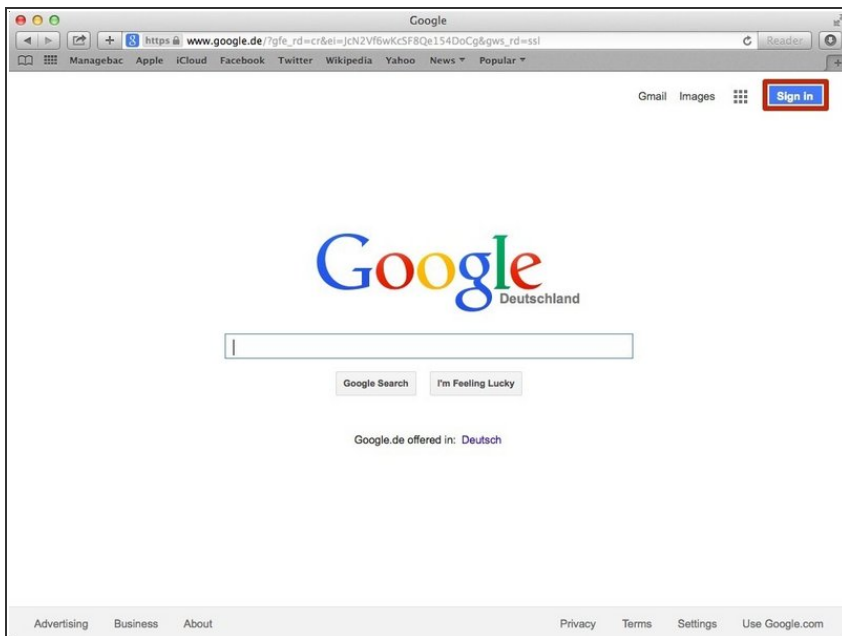
Learn how to create a chart in Google Sheet.

Step 1 — How to Access google.com



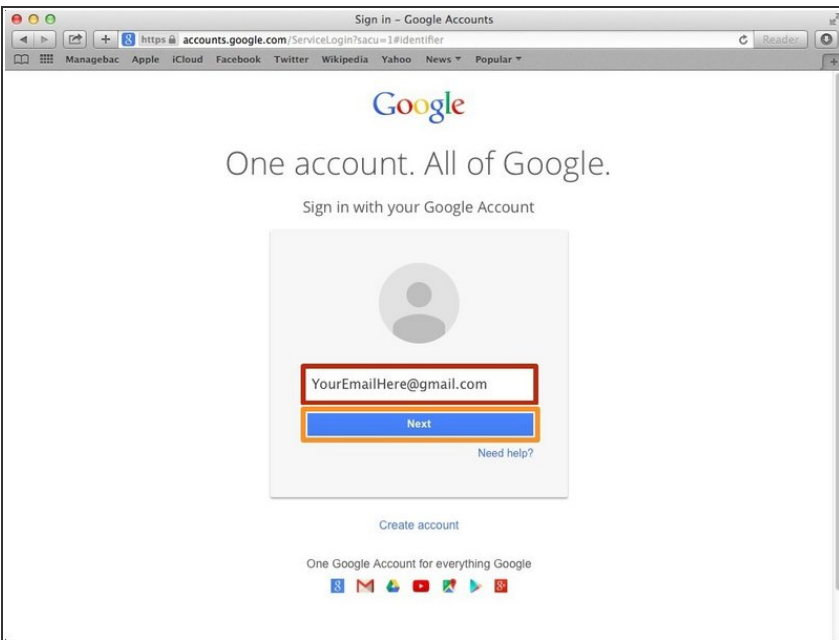
- Typing "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button



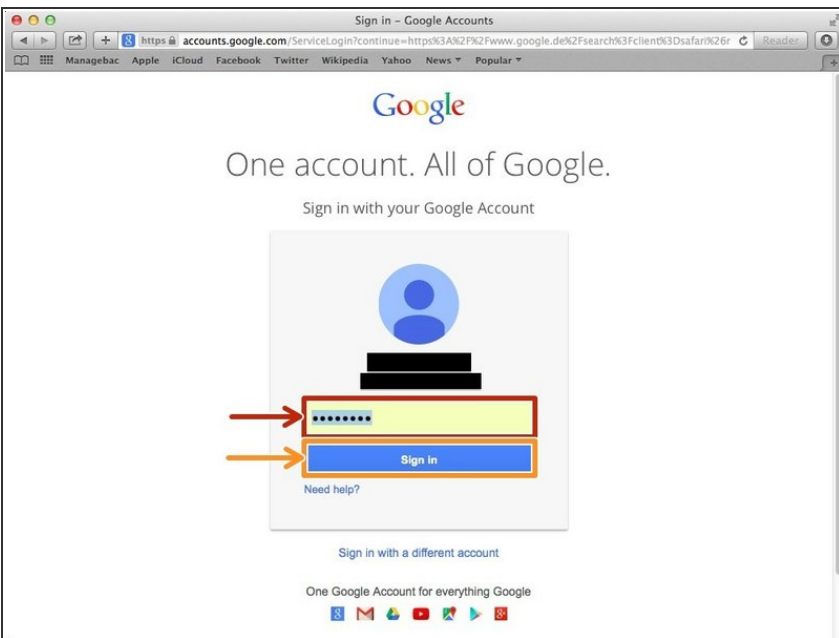
- Click on the "Sign In" button to sign in your google account

Step 3 — Entering Your Email



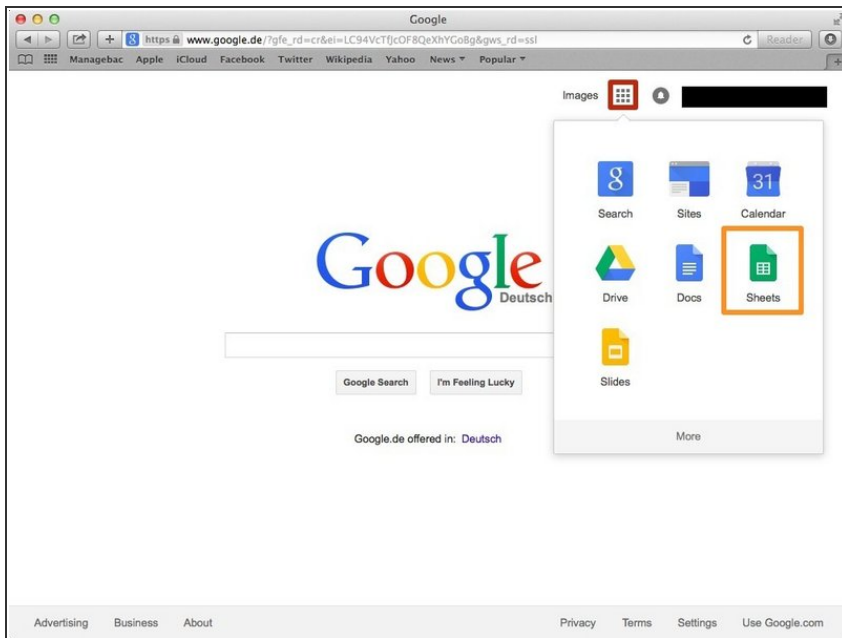
- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



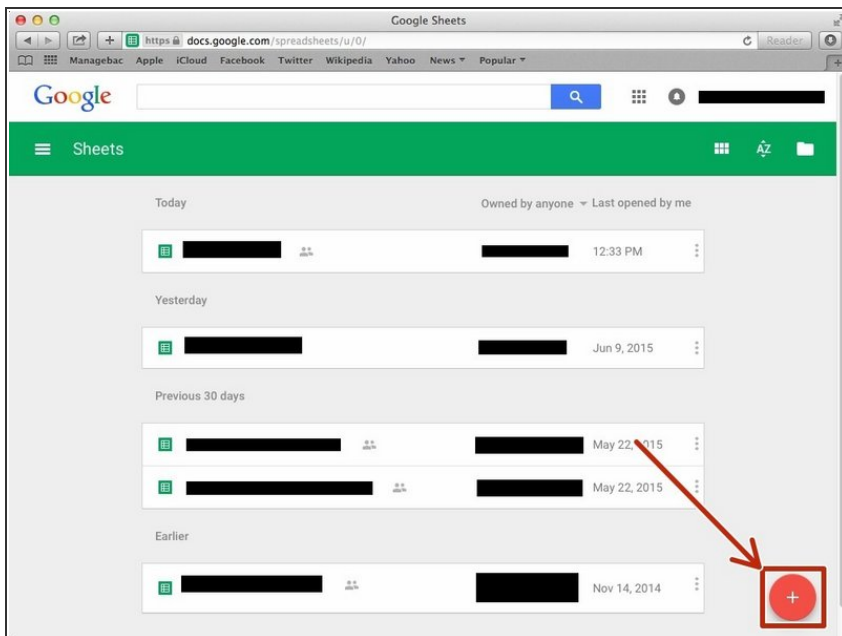
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Sheet



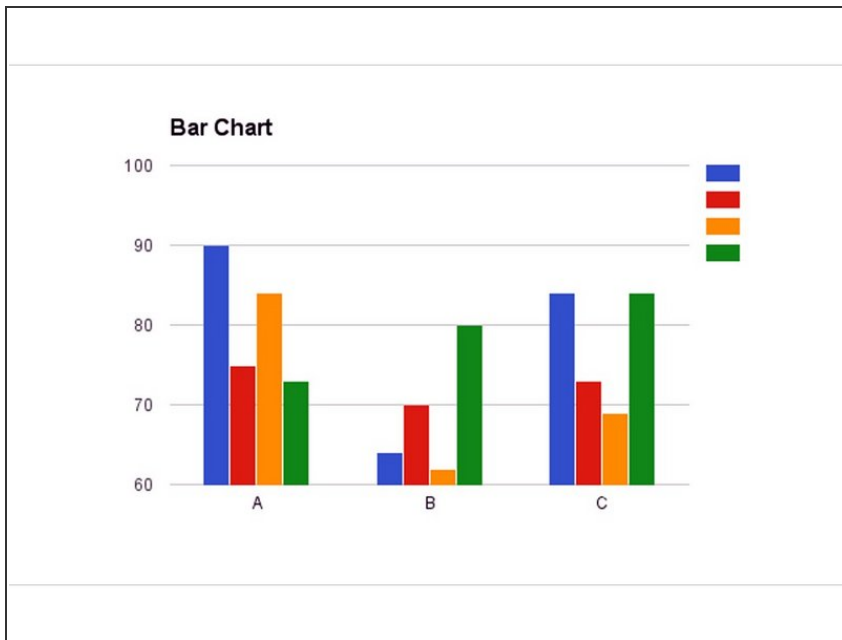
- Click this button to open a menu of options
- Click on the "Sheet" button

Step 6 — Creating a New Spreadsheet



- Click + button to create new spreadsheet

Step 7 — Creating a Bar Chart



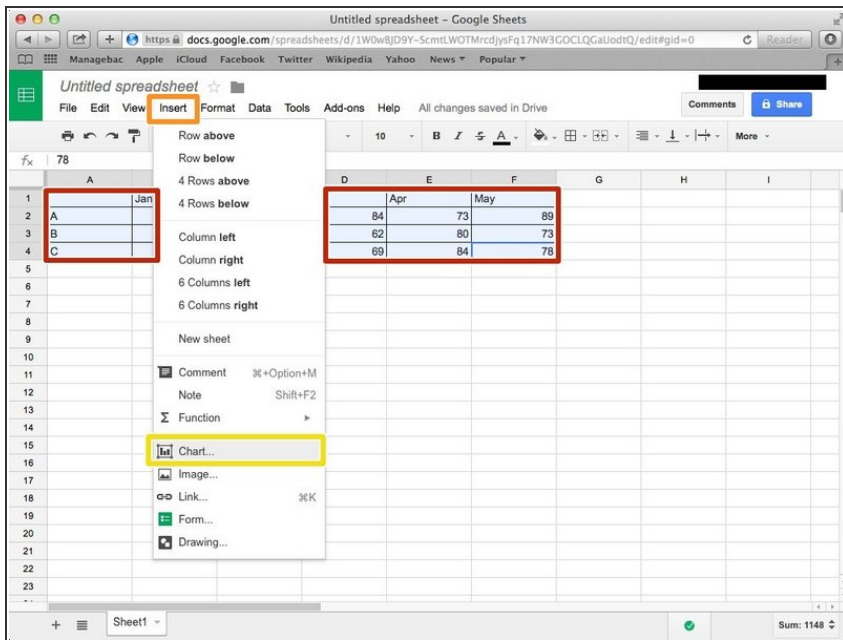
- Creating a Bar chart (also called as Column chart).

Step 8 — Adding Information in a Table

| | Jan | Feb | Mar | Apr | May | |
|---|-----|-----|-----|-----|-----|--|
| 1 | | | | | | |
| 2 | 90 | 75 | 84 | 73 | 81 | |
| 3 | 64 | 70 | 62 | 80 | 71 | |
| 4 | 84 | 73 | 69 | 84 | 71 | |

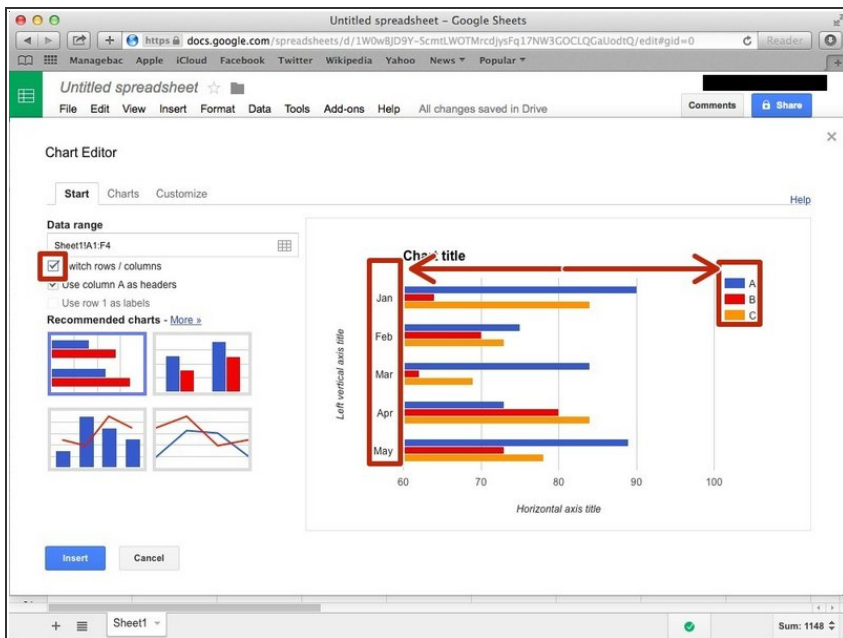
- Click a box, and then type information you want to use.
- ① You should put the name of the variable on the very left column and very top row.

Step 9 — Creating a Chart



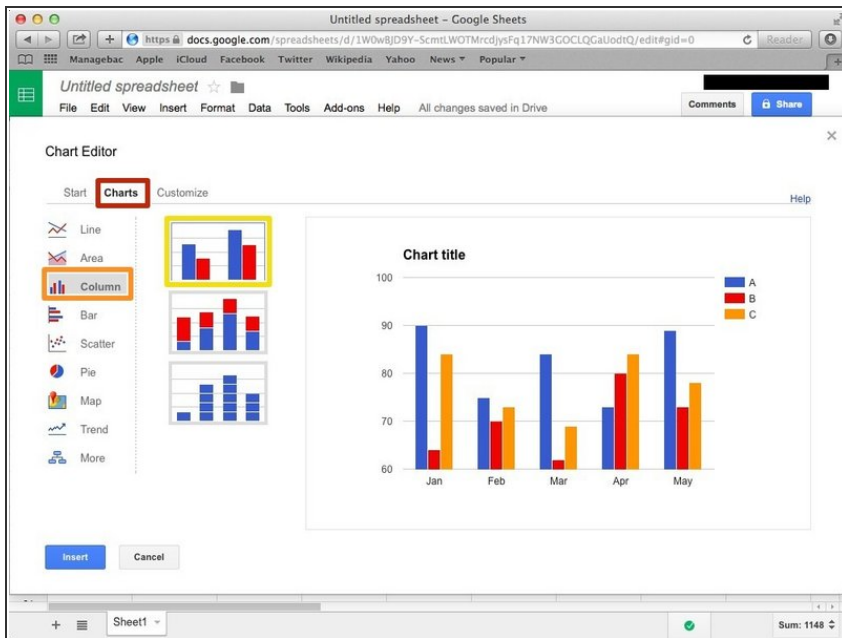
- Select the table by click and drag the cursor.
- Click "Insert"
- Click "Chart..."

Step 10 — Editing the Chart (Start)



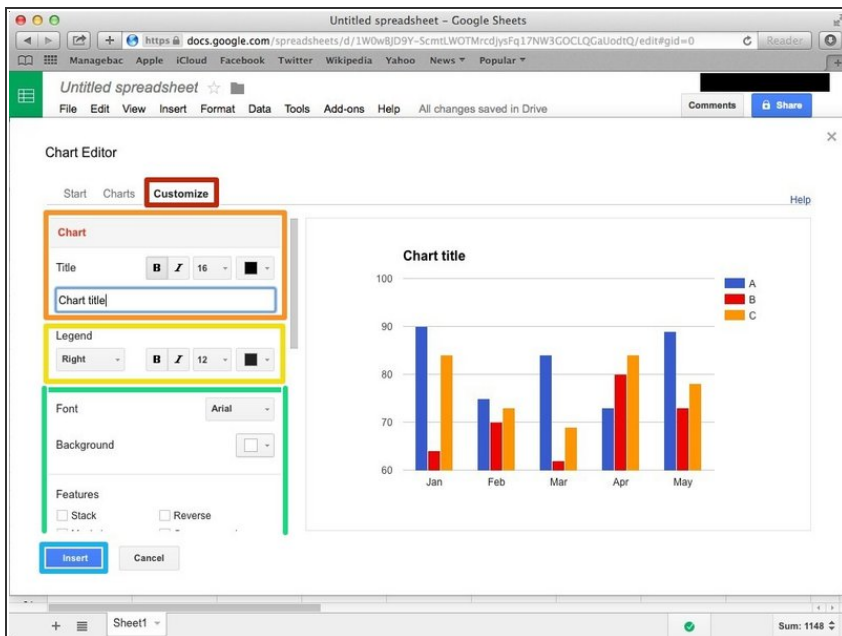
- Click the box on the very left side ("Switch rows/columns") if you want to change.

Step 11 — Editing the Chart (Charts)



- Click "Charts"
- Click "Column"
- Click this chart if you want to make the chart horizontally.

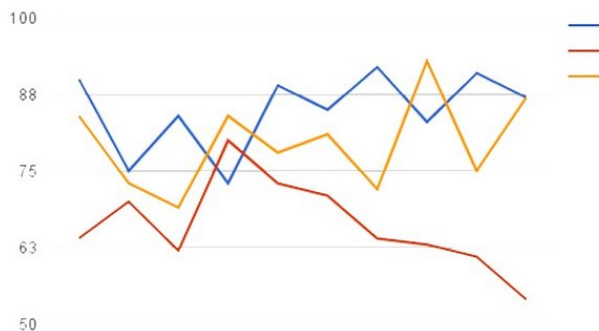
Step 12 — Editing the Chart(Customise)



- Click "Customise"
- You can edit the Title here.
- You can edit the Legend here.
- If you scroll down, you can edit the 'Axis', 'Series'.
- Click "Insert" then you can insert the chart in your spreadsheet.

Step 13 — Line Chart

Line Chart



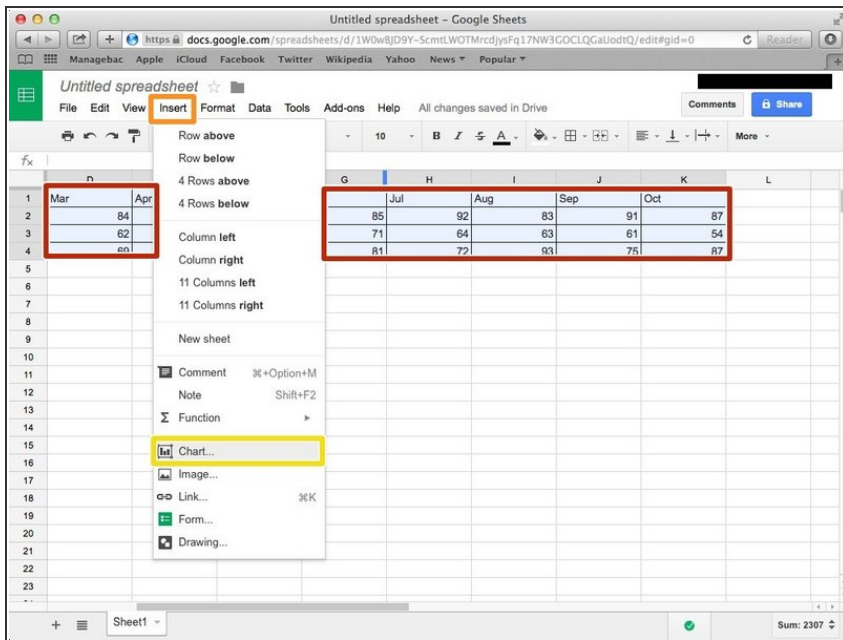
- Creating a Basic Line Chart

Step 14 — Adding Information in a Table

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| A | 90 | 75 | 84 | 73 | 89 | 85 | 92 | 83 | 91 | 87 |
| B | 64 | 70 | 62 | 80 | 73 | 71 | 64 | 63 | 61 | 54 |
| C | 84 | 73 | 69 | 84 | 78 | 81 | 72 | 93 | 75 | 87 |

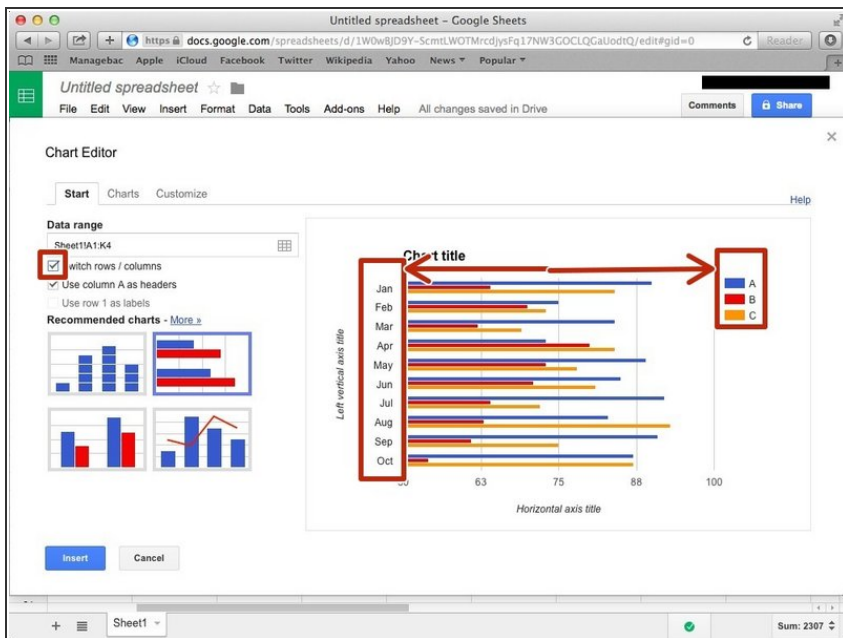
- Click a box, and then type information you want to use.

Step 15 — Creating a Chart



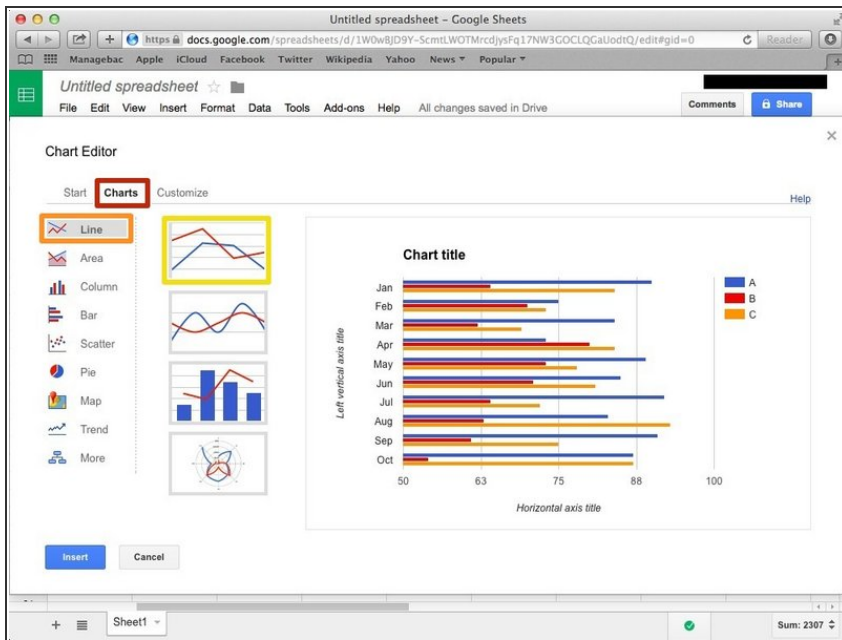
- Select the table by click and drag the cursor.
- Click "Insert"
- Click "Chart..."

Step 16 — Editing the Chart (Start)



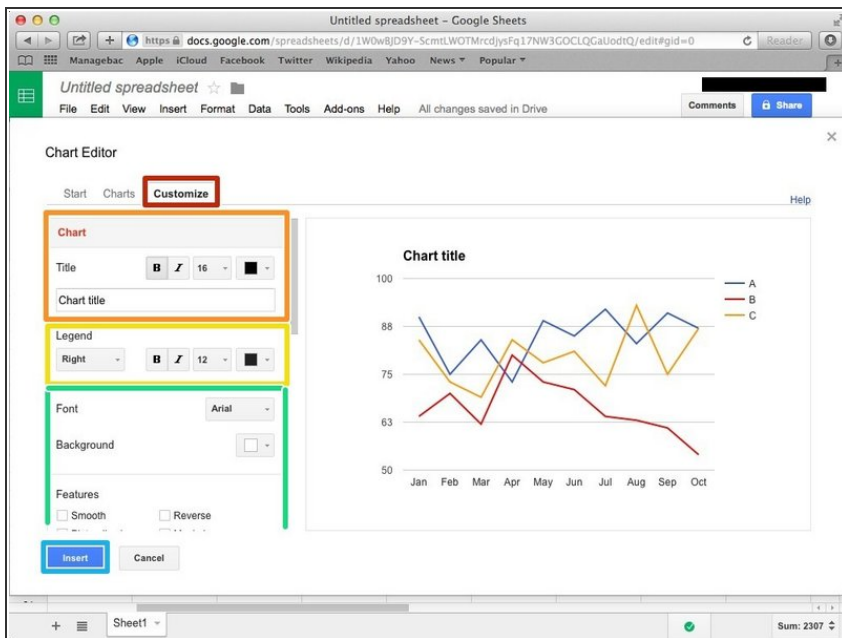
- Click the box on the very left side ("Switch rows/columns") if you want to change.

Step 17 — Editing the Chart (Charts)



- Click "Charts"
- Click "Line"
- Click this chart if you want to make basic line chart.

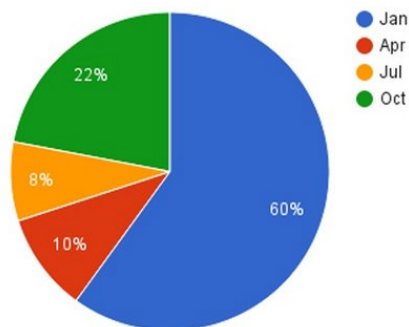
Step 18 — Editing the chart (Customise)



- Click "Customise"
- You can edit the Title here.
- You can edit the Legend here.
- If you scroll down, you can edit the 'Axis', 'Series'.
- Click "Insert" then you can insert it in your spreadsheet.

Step 19 — Pie Chart

Pie Chart



- Creating a basic Pie Chart.

Step 20 — Adding Information in a Table

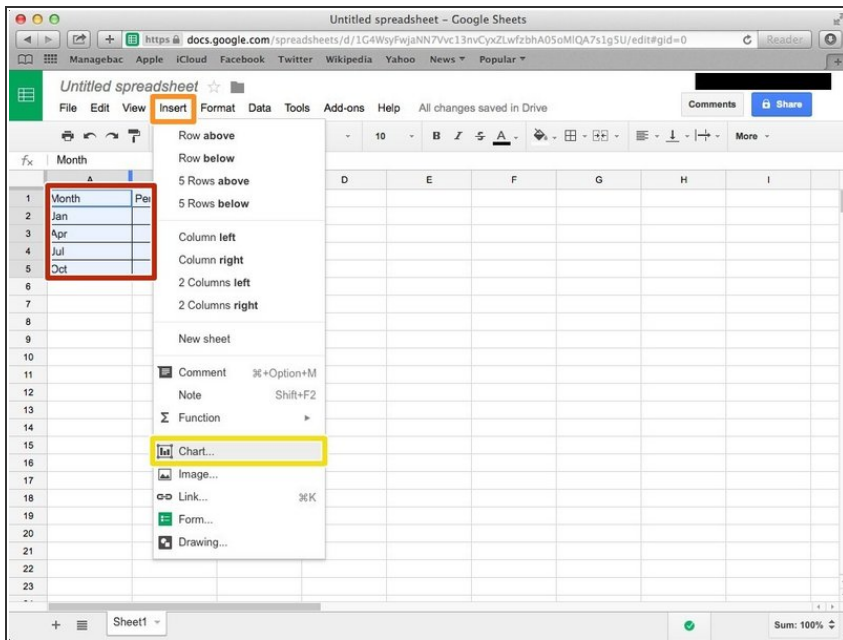
A screenshot of a Google Sheets spreadsheet titled 'Untitled spreadsheet - Google Sheets'. The spreadsheet has a table with two columns: 'Month' and 'Percent'. The data is as follows:

| Month | Percent |
|-------|---------|
| Jan | 60% |
| Apr | 10% |
| Jul | 8% |
| Oct | 22% |

The table is located in the range A1:B5. A red box highlights the table area. Below the table, there is a small blue box in cell C8.

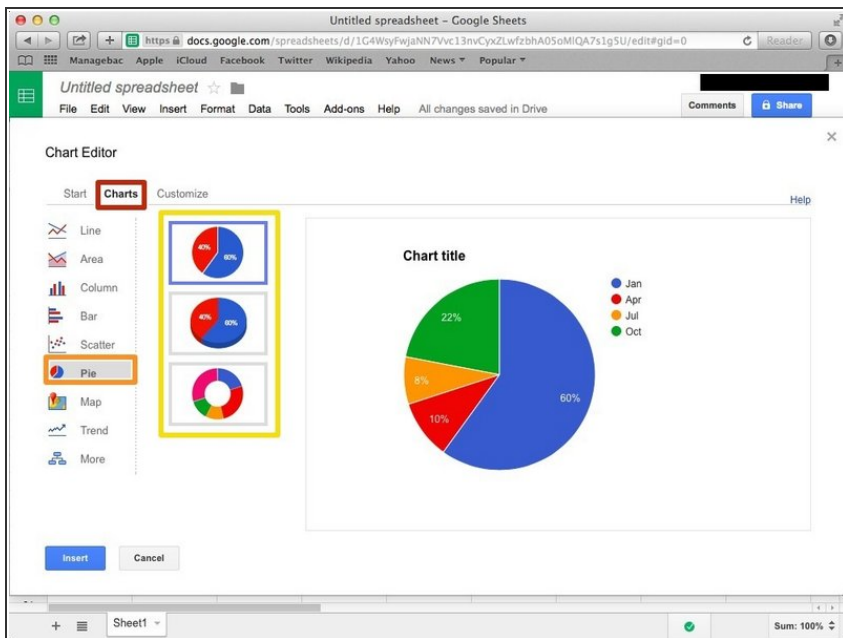
- Click a box, and then type information you want to use.

Step 21 — Creating a Chart



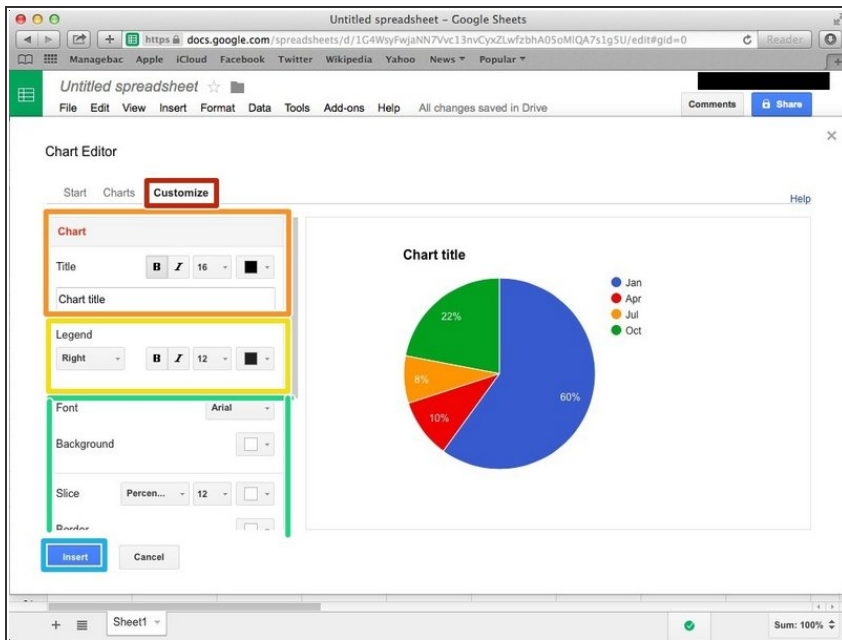
- Select the table by click and drag the cursor.
- Click "Insert"
- Click "Chart..."

Step 22 — Editing the Chart (Chart)



- Click "Chart"
- Click "Pie"
- You can choose any type of pie here.

Step 23 — Editing the Chart (Customise)



- Click "Customise"
- You can edit the Title here.
- You can edit the Legend here.
- If you scroll down, you can edit the circle, and 'Series'.
- Click "Insert" then you can insert the chart in your spreadsheet.