BIS Help Guides

How To Select Data To Create A Chart

Learn how to select data to create a chart.

Written By: Aaron

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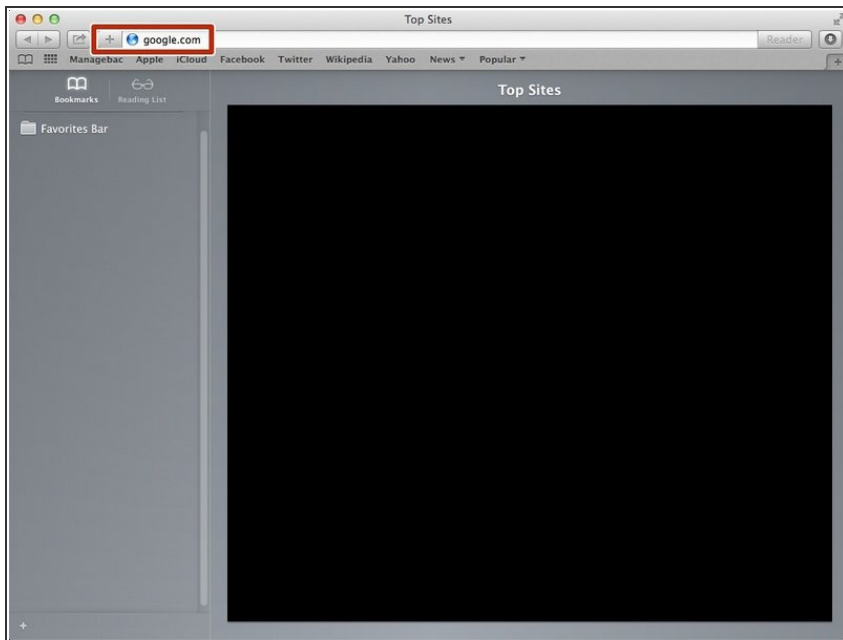
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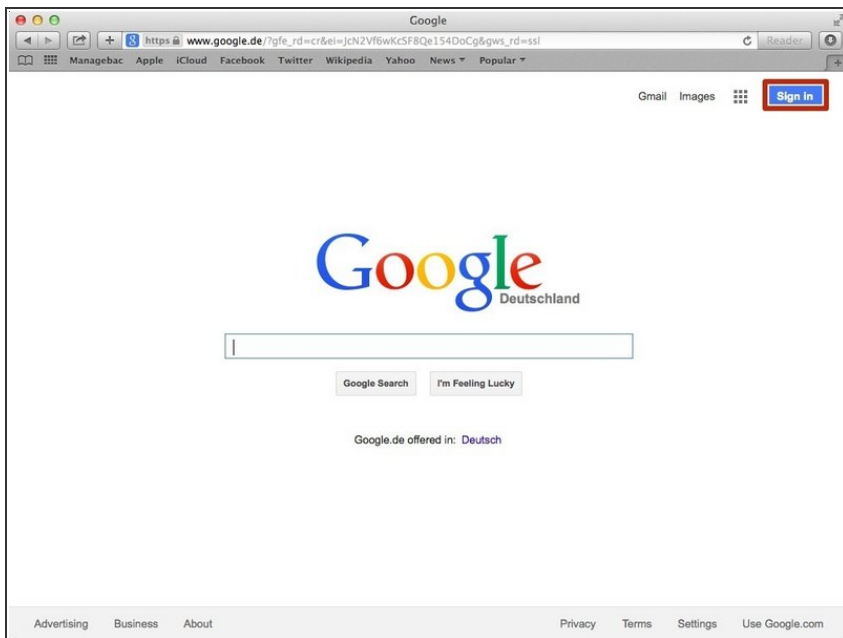bavarianis.dozuki.com/

Page 2 of 7

INTRODUCTION

Learn how to select data to create a chart.
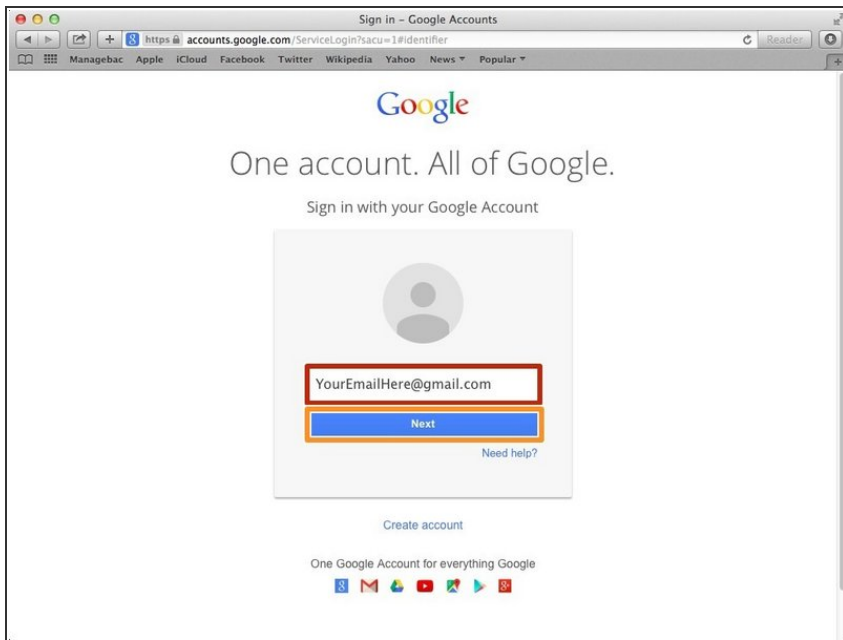
Step 1 — How to Access google.com

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

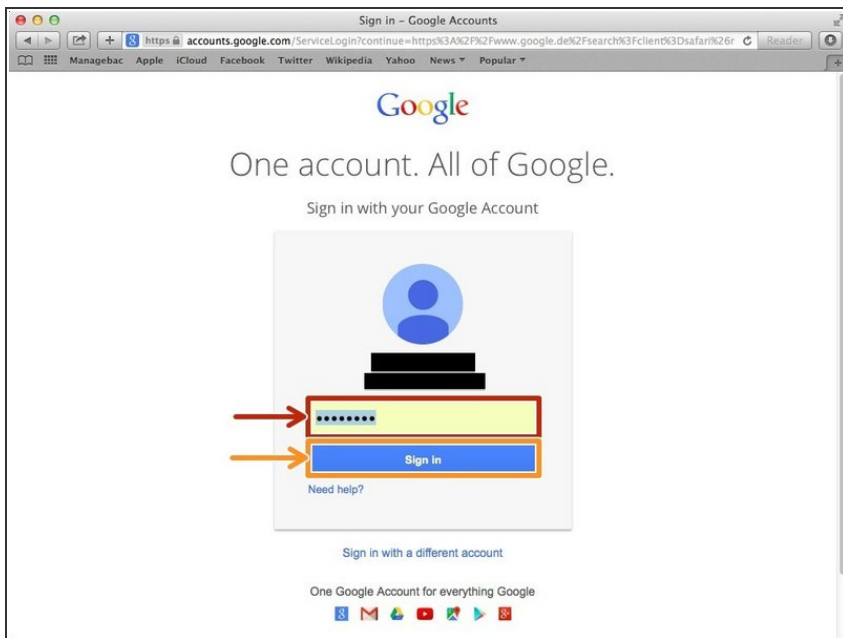## Step 2 — Finding The Sign In Button

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

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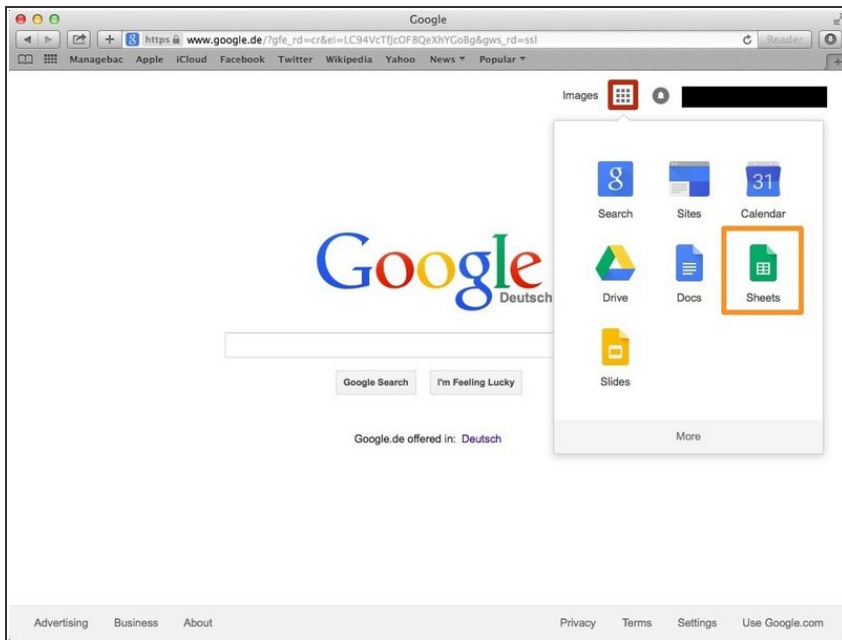
Step 3 — Entering Your Email

- Type your email address into this box

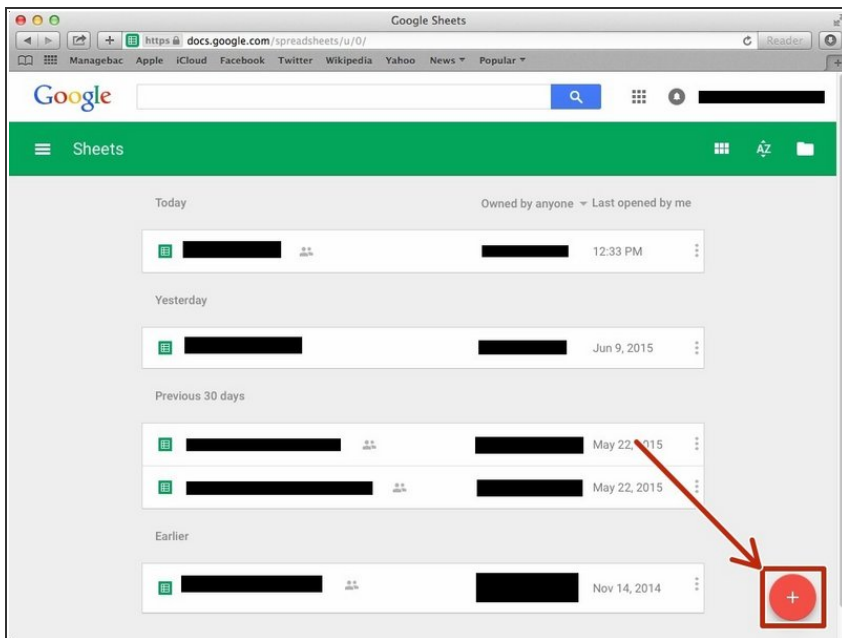- Click on the blue "Next" button

Step 4 — Entering In Your Password

- Type your password into this box

- Click on the blue "Sign In" button

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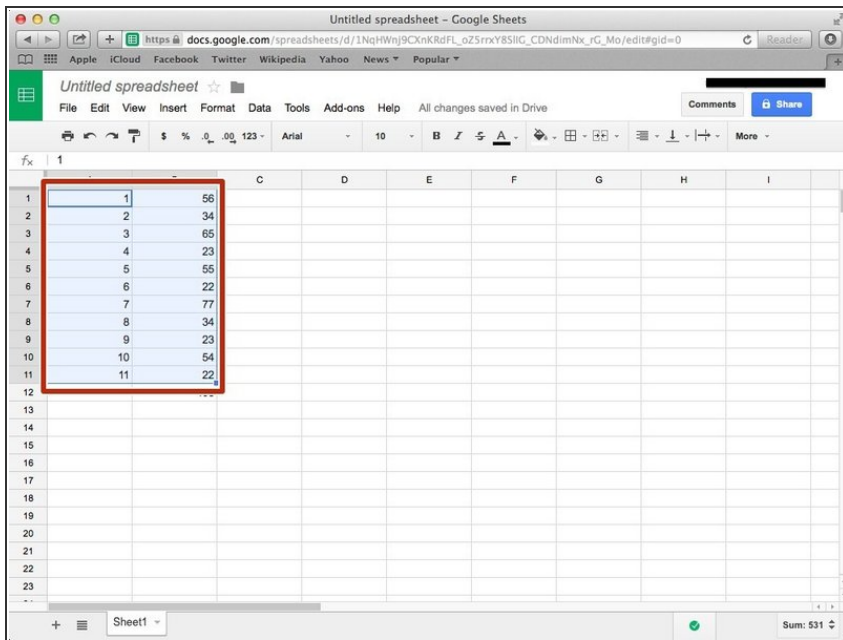
Step 5 — Opening Google Sheet

- Click this button to open a menu of options

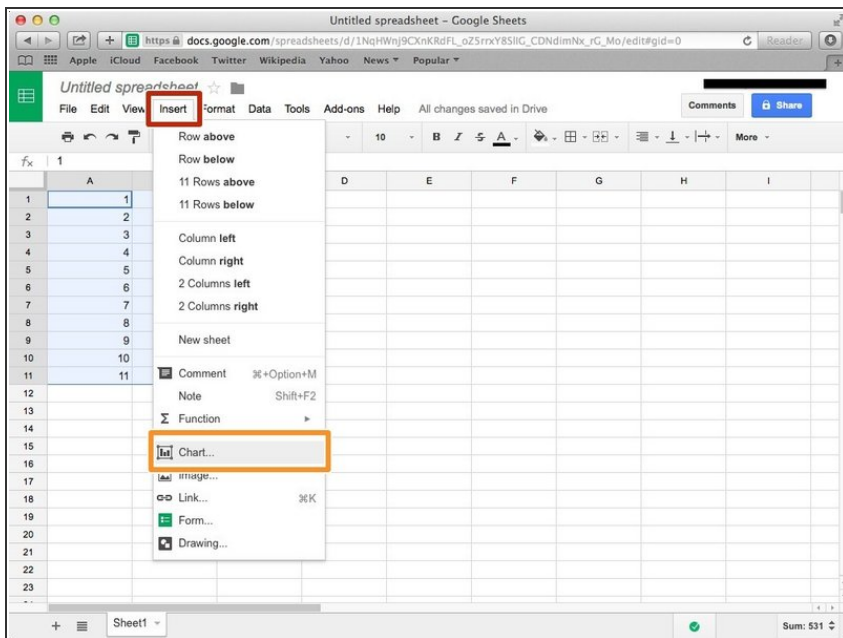- Click on the "Sheet" button

Step 6 — Creating a New Spreadsheet

- Click + button to create new spreadsheet

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Step 7 — Selecting The Data You Want To Make A Graph

- Select the data you want by clicking on the first cell then shift clicking the other cells you want

Step 8 — Creating A Chart

- Click on the "Insert" button

- Select the "Chart" option

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