<u>Insert Tab</u>

Create Table

1. Select the data and then click insert tab

2. Click Table a box will appear to display the range value of the table

3. Click ok

Pivot Table

A pivot table in Excel is an extraction or resume of your original table with source data. A pivot table can provide quick answers to questions about your table that can otherwise only be answered by complicated formulas.

1. In the first step select any cell in the source data

2. Then on the Insert tab of the ribbon, Click the Pivot Table Button

3. Pivot Table dialog box will open, check the data and click OK

4. Now, drag a "Label" field into the Row Labels area

5. And the drag a numeric field into the Values area

6. Click OK

Create Chart

1. To create a chart in Excel you have to start by enter the numeric data for the chart on the worksheet

2. After that you can plot that data into a chat by selection the chart type that you want in the Chart Group of the Insert tab

3. Many of the charts are display. Click chart you want

4. Click OK