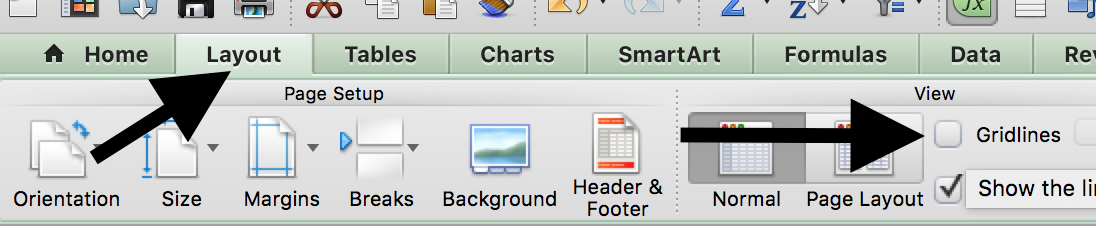
**4. Charts and visualising data**

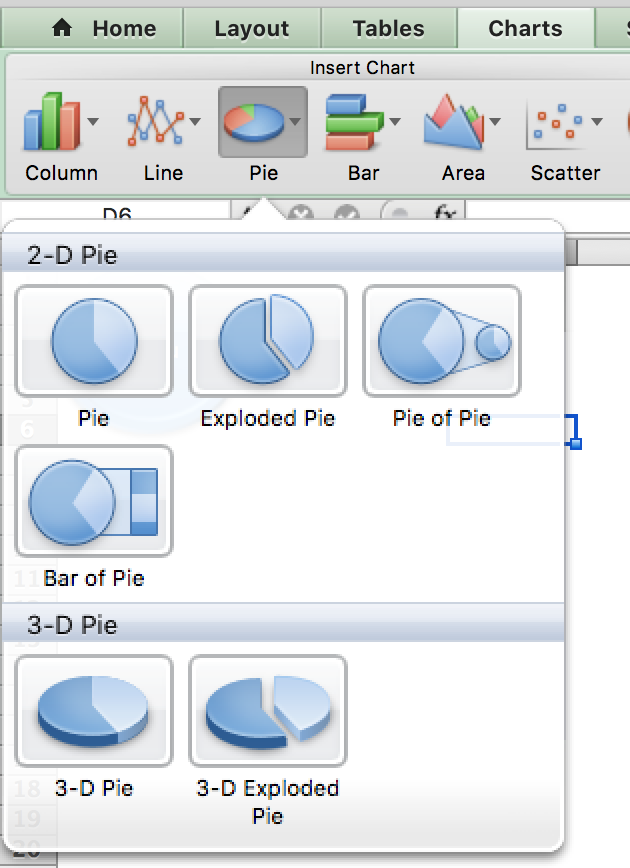
Pitching for investment can be a scary thing where you have to confidently convey a lot of information relatively quickly to an audience. It is not advisable to start showing Excel data tables as this is simply too overwhelming for an audience to process during a sales pitch!

Charts are the best way of demonstrating what data looks like to an audience in a meaningful way. The example below will show you how to make a simple chart showing the breakdown of our costs for each product.

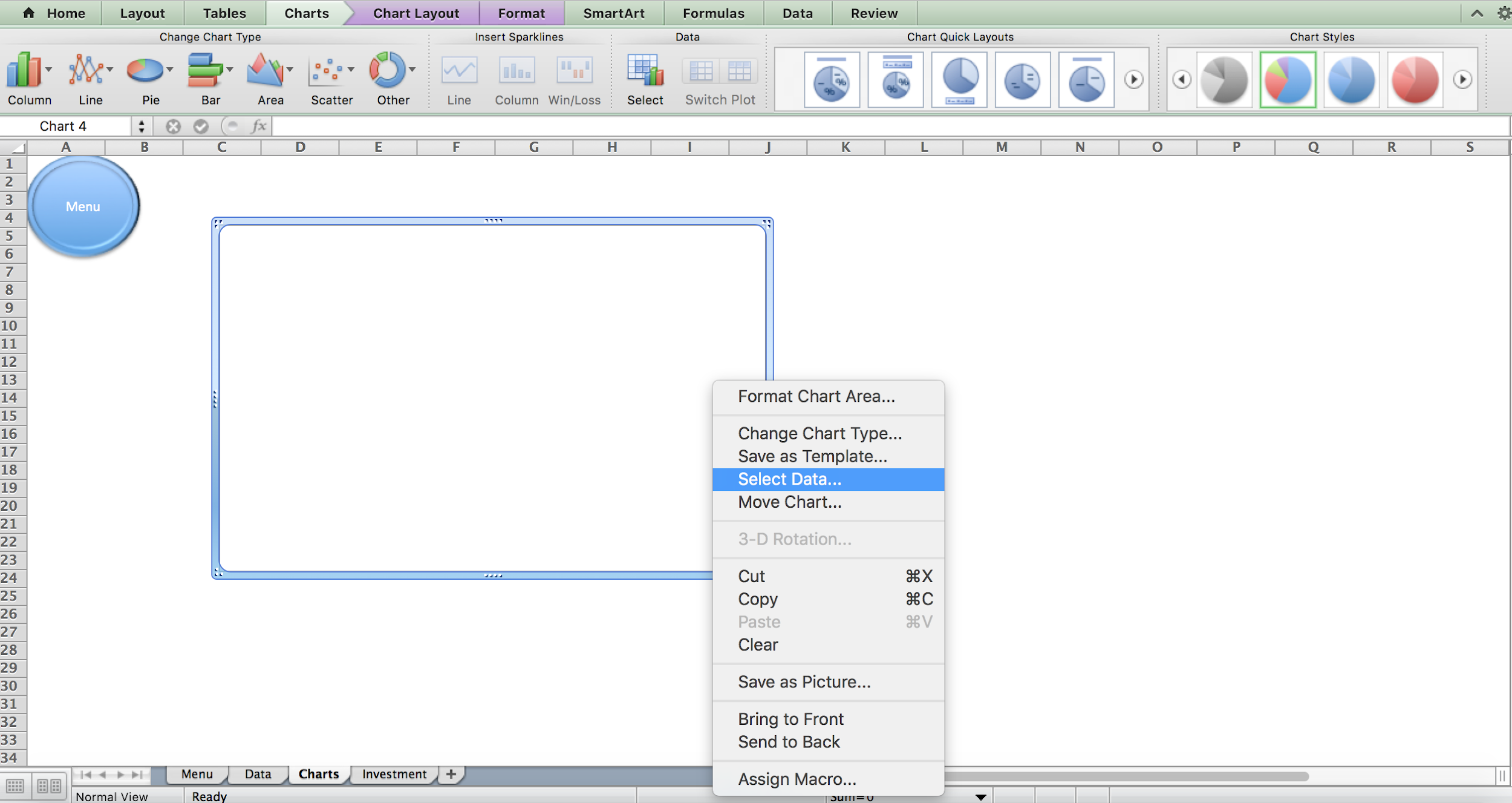
**1.** In your charts sheet, remove the Gridlines for the page to make it easier to read. This should be under your Layout menu and be a checkbox.



**2.** Now select the type of chart you wish to insert. If you can’t find the menu, look for the Insert menu and select chart. For this example we will use a simple pie chart - it is advised to keep charts simple to make them as clear and readable as possible.



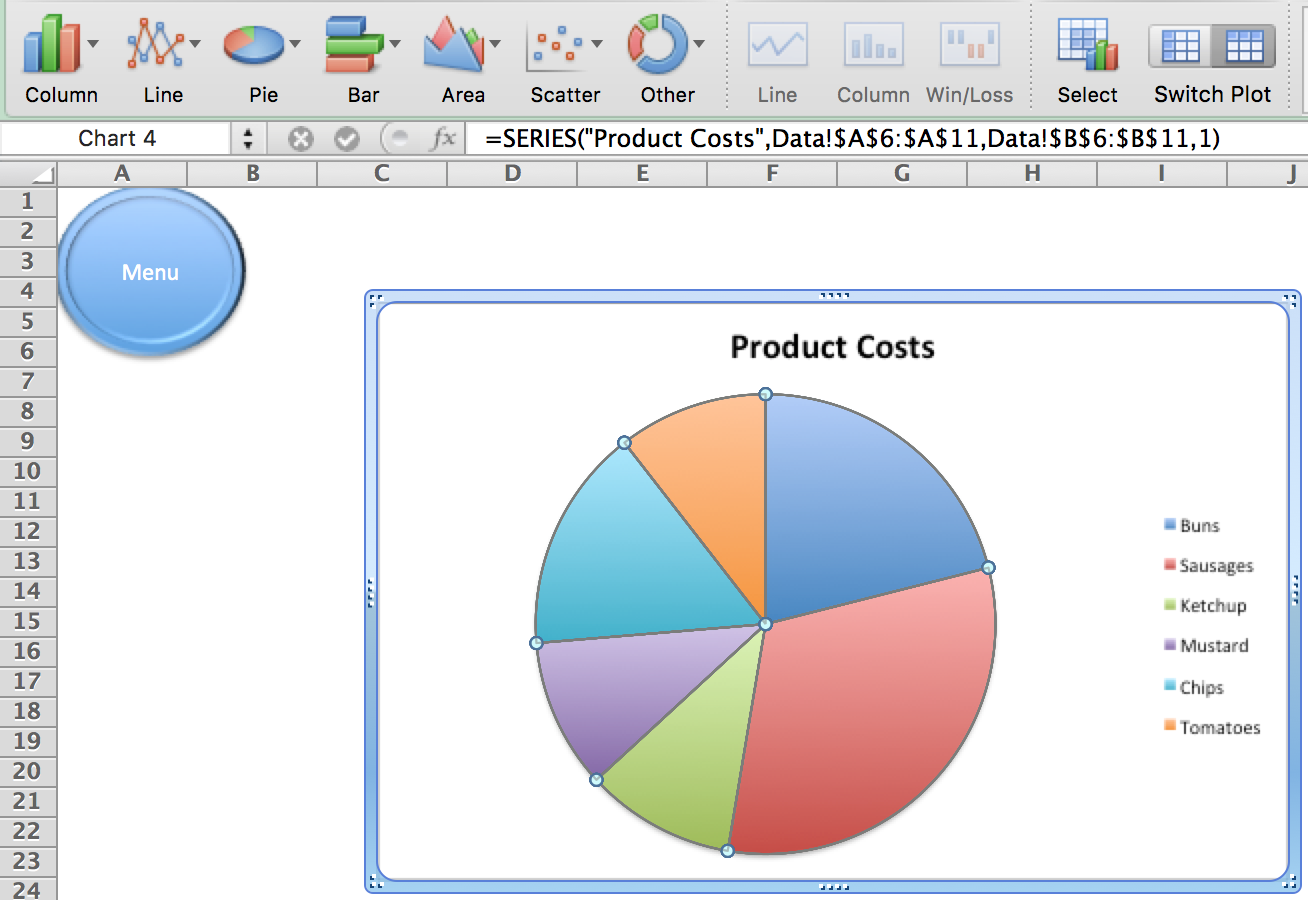
**3**. Excel will then ask where you wish to put the chart and how large you want to make it. Once you have done this, right-click on the area where the chart will appear and click “Select Data”



**4.** Click the button next to Chart Data Range and select the data you wish to chart. Note - you don’t need to select the chart headings, just the items to be added to the chart. In this case it is Column A and B of the Data sheet;

|  |  |
| --- | --- |
| 1. | 2. |

**5**. Once you have selected your data you can add a title to it and Excel should have your chart for you;



**6**. You can edit your chart to make it look better through adding data labels, changing borders, text, font etc. Just right-click on different elements of the chart to see options.

[Here’s a great Youtube video on creating charts that might help](https://youtu.be/_Wu7jYTr1Pk)

