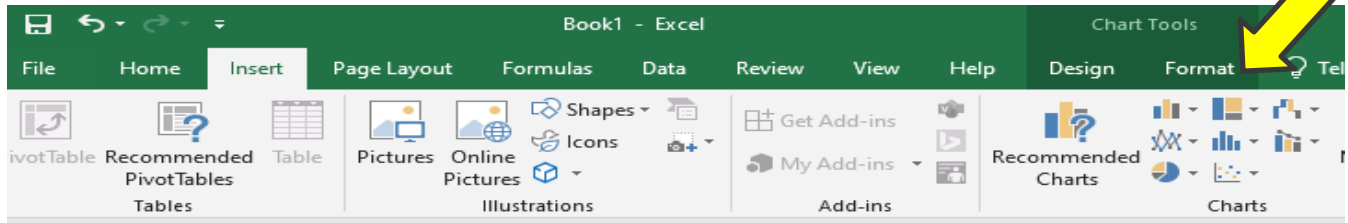# CREATING CHARTS IN EXCEL

Multiple types of charts can be created in excel. This includes scatter plots, run charts and pareto charts.

To create a chart in excel:
- Ensure 'compatibility mode' is off (Select File, Info, Convert to disable compatibility mode)
- Enter your data in an excel worksheet
- Highlight the data and select 'Insert' in the tool bar

**In the 'Charts' section, select the type of chart you want to create.**

Chart	Symbol	Instructions
Scatter Chart		• Select 'Scatter (X,Y)/Bubble' chart and click on the dropdown arrow • Select scatter chart you prefer • Chart will appear on worksheet next to data
Run Chart		• Select 'Line/Area' chart and click on dropdown arrow • Select the run/trend chart you prefer • Chart will appear on worksheet next to data
Pareto Chart		• Select 'Statistic' chart and click on dropdown arrow • In the 'Histogram' section, click on the 'Pareto Chart' option • Chart will appear on worksheet next to data

Format your chart:
- Click anywhere on your chart. Three icons will appear to the right of the chart
- Click on '+' at side of chart to open 'Chart Elements' box and select the elements to edit
- Click on 'paintbrush' at side of chart to open 'Style/Color' box and select the style and color of the chart
- The filter icon allows you to filter your data in the chart

Key formatting elements:
- Title
- Dates of when data was collected
- Clearly identified x-axis and y-axis
- Units of measure (if applicable)
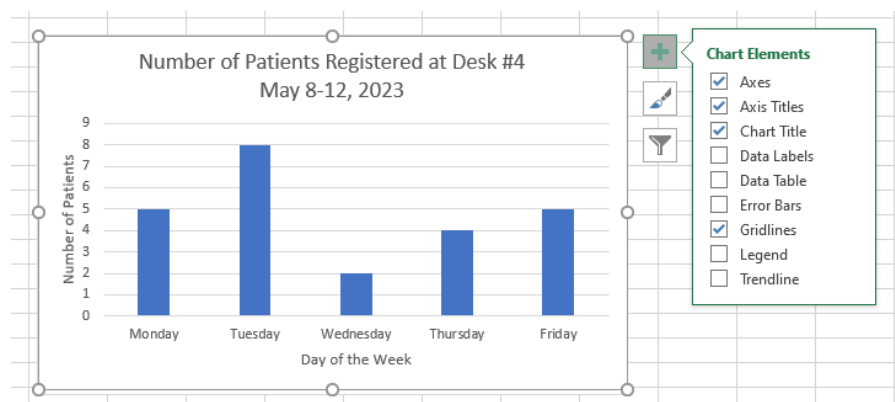
Shared Health works collaboratively with our provincial service delivery partners to develop and deliver lean training to staff across Manitoba.

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