

ICT YEAR 2

REVIEW: HOW TO CREATE A 3-D CHART IN MICROSOFT EXCEL



Yr Level: Year 10	Subject: ICT	Unit:	1 of 12
Name:		Date:	

Directions: Arrange the scrambled instructions.

Step 1 has been done for you.

- Click on a 3-D chart element. 
- Select or HIGHLIGHT the cells of data you need.
- Click INSERT COLUMN OR BAR CHART (click on the arrow).
- Click INSERT.



I. Select or HIGHLIGHT the cells of data you need.

This image shows a single sheet of white paper with horizontal orange lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.