



**To insert a Chart/Graph onto an excel sheet with the touch of a button**

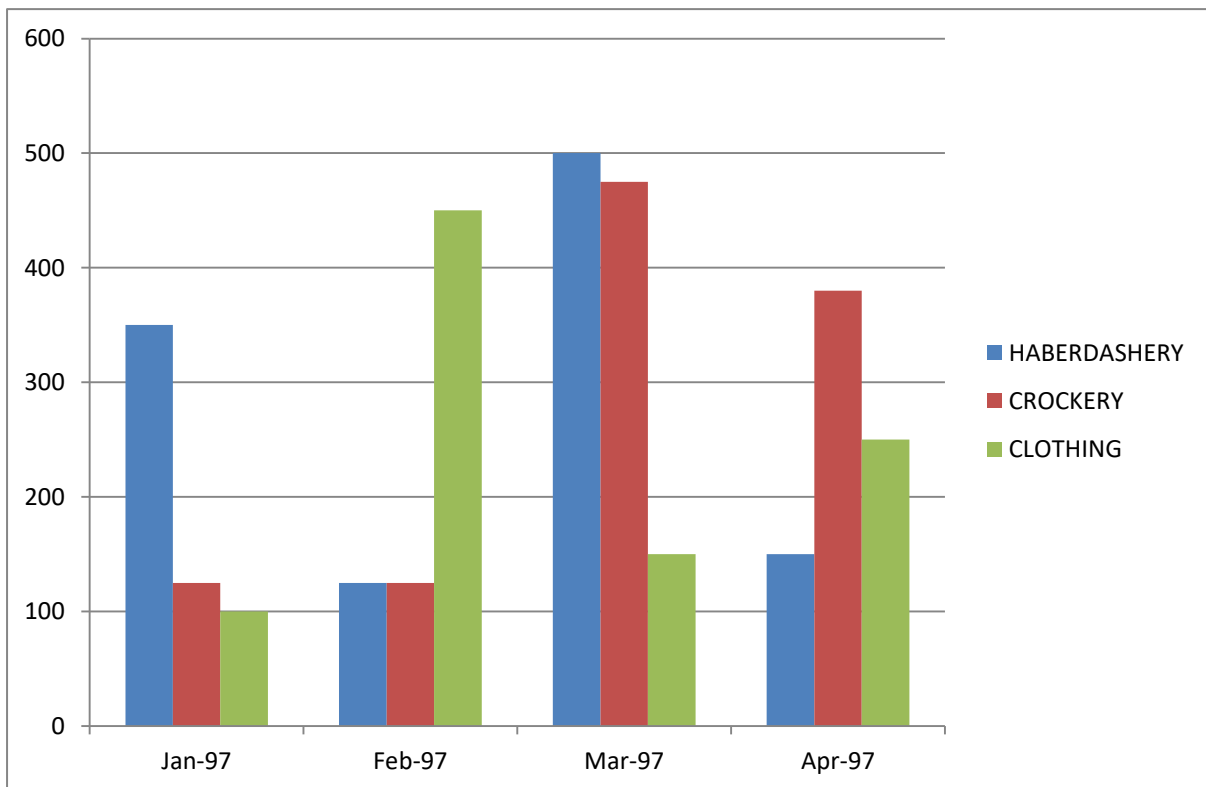
Select the data for the chart

**Press the F11 function key on the top row of the keyboard**

**(for some laptops you will have to press the function key first)**

The default graph layout will be inserted into a new sheet.

All that is left is the formatting



The graph can now be edited as usual