

**WCS Bookkeepers’ Blogs**

**Karen Widener, Technology Secretary/Bookkeeper**

# Current Forum questions:

Hello to all! Today’s dilemma comes to us from Debbie Anderson, Principal at Rhea Valley Elementary School. Ms. Anderson not only asked the following question but, after just a few minutes of thinking, answered it as well. (I like that kind of dilemma~one easily solved!) Her question was:

***“How do I convert a table to a graph in Excel?”***

# Solutions:

If you have a table that you have inserted in an Excel spreadsheet and you want to convert it to a graph, you will:

* Highlight the table you want to convert
* Click the “**Insert**” tab in the ribbon
* Go to the “**Recommended Charts**” area of the ribbon and select the graph that you would like to convert your table to



## **Additional Comments**:

**Thank you Debbie for this information!!**