

**PROMPT WO-046**

Create Charts and Graphs

Purpose

Use this prompt to recommend and create the most effective charts and graphs for presenting spreadsheet data. It helps transform raw numbers into clear visual insights that are easy to understand and support better business decisions.

DIFFICULTY
 **Beginner**

TIME SAVED
 **20–40 min**

BEST FOR
Data Visualisation

Best AI Tools

- ChatGPT
- Claude
- Microsoft Copilot
- Google Gemini

Copy & Paste Prompt

You are an experienced Data Visualisation Consultant.

Recommend the best charts and graphs using the information below.

Spreadsheet Purpose:

[Describe what the data represents]

Columns Available:

[List all column headings]

Business Question:

[What do you want the chart to show?]

Audience:

[Managers, Executives, Customers, Team Members, etc.]

Software:



[Excel, Google Sheets, Power BI, Tableau, etc.]

Presentation Format:

[Report, Dashboard, Presentation, Meeting, etc.]

Please:

- Recommend the most suitable chart or graph for each business question.
- Explain why each chart is appropriate.
- Suggest titles and axis labels.
- Recommend colours that improve readability and accessibility.
- Highlight any important trends or comparisons to emphasise.
- Identify common chart design mistakes to avoid.
- Suggest additional visualisations if they would improve understanding.

Return only the completed chart recommendations.



Example

INPUT

Spreadsheet Purpose: Monthly sales performance.

Columns: Month, Sales, Profit, Region.

Business Question: How have sales changed over time, and which region performs best?

EXPECTED OUTPUT

Chart Recommendations

1. Monthly Sales Trend

Recommended Chart: Line Chart

Purpose: Clearly shows how sales have increased or decreased over time.

Chart Title: Monthly Sales Trend

X-Axis: Month

Y-Axis: Sales (£)

2. Regional Sales Comparison

Recommended Chart: Clustered Column Chart

Purpose: Compares sales performance across different regions.

Chart Title: Sales by Region

X-Axis: Region

Y-Axis: Sales (£)



3. Profit Contribution

Recommended Chart: Pie Chart

Purpose: Shows each region's contribution to overall profit.

Design Recommendations

- Use consistent colours throughout the report.
- Keep chart titles short and descriptive.
- Label important data points.
- Avoid unnecessary 3D effects.
- Start axes at zero where appropriate to avoid misleading comparisons.

Common Mistakes to Avoid

- Using too many colours.
- Choosing the wrong chart type.
- Displaying excessive data on one chart.
- Using unclear or missing axis labels.
- Forgetting to include a legend when needed.

Additional Suggestions

Create a dashboard combining the line chart and regional comparison chart with slicers for month and region to make reporting interactive.

 **Builder's Tip:** *Choosing the right chart is just as important as having accurate data. A simple line chart often communicates trends more effectively than a complex visual. When in doubt, prioritise clarity over creativity.*

Related Prompts

- WO-041 – Analyse Spreadsheet Data
- WO-043 – Build a Pivot Table
- WO-044 – Design a Professional Dashboard
- WO-048 – Write Data Insights

Tags

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