**Install templates**

1. Copy all chart template files (\*.crtx) in the **file\_to\_copy** folder.
2. Open an Excel document. Under the **Insert** tab, click on **Chart** and then **Templates.**
3. At the bottom left corner of the window, click **Manage Templates…**, it will open the **Charts** folder that contains templates for your Microsoft Office Apps.

Graphical user interface, application, Word

Description automatically generated

1. Paste the copied files (\*.crtx) in the **Chart** folder.
2. Close the Excel document.

**Use templates**

1. Select the data range in the spreadsheet that you would like to visualize.

Table

Description automatically generated

1. Under the **Insert** tab > **Chart** > **Templates**. You should see all the examples with the recommended UNHCR style.

Graphical user interface, application

Description automatically generated

1. Choose the type of chart you would like to use for your data and click **OK.**
2. A new chart with pre-styled chart elements is now inserted to the spreadsheet.

Graphical user interface, application, table, Excel

Description automatically generated

1. Customize the default chart elements: **figure number, title**, **subtitle,** and **data source,** keeping in mind that **Figure number** and **subtitle** are optional and can be removed if not required.
2. Conduct a final check on layout and design e.g. align the elements to the left, adjust space between elements.

Chart, bar chart

Description automatically generated

**Note**

1. Column/bar charts: remove the legend when creating single column or bar charts.

Chart, bar chart

Description automatically generated

1. Charts with more than three series: use colour palette in Data Visualization Guidelines as reference. The Guidelines can be found [here](https://unhcr365.sharepoint.com/:b:/t/GDS-ODSCP/Ea3kQ3GFGKpGvdxZPMrO_uYBAuYb4jl1B_1QoBWMpmj6SA?e=RDQTvJ).