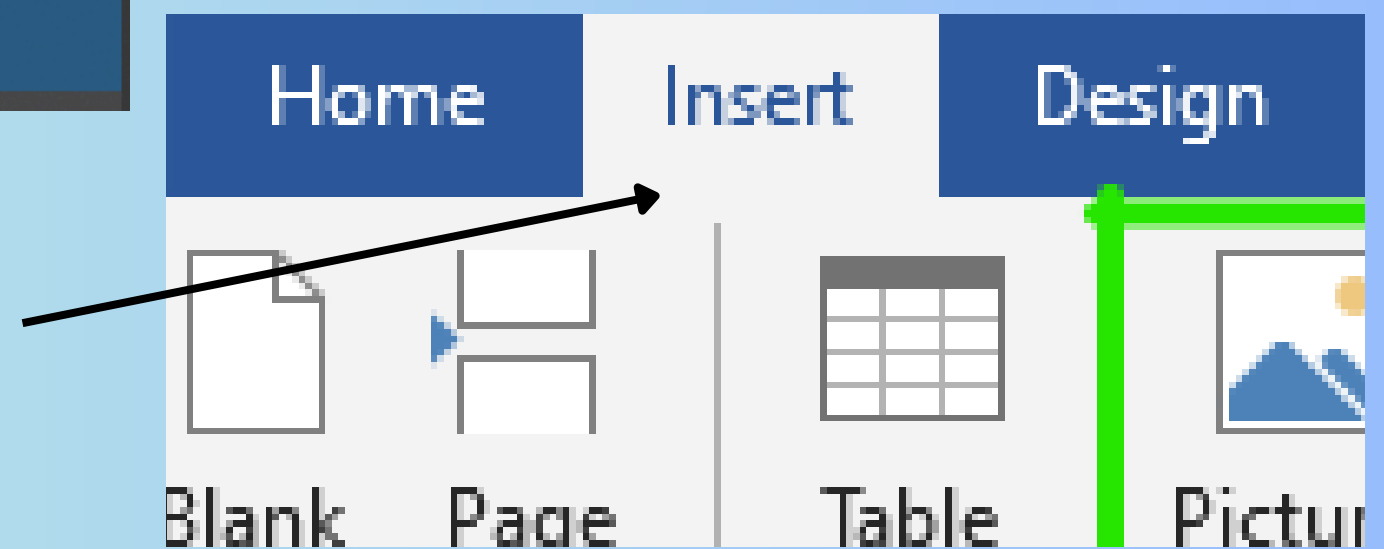


How to create a chart in Word document

➡ Open up **Word Application** and create a blank document.



➡ Click on the **INSERT**.



➡ Then under the **ILLUSTRATION** section, select **CHART**.

➡ From the large selection of charts pick the type and variant of chart you would like to use.

➡ After you have selected the desired one click **OK**.

➡ Now in order to take your chart to the next level, make use of the following settings that can be found on the side of the chart itself:

- > **Layout Options**
- > **Chart Elements**
- > **Chart Styles**
- > **Chart Filters**

