

HOW TO CREATE A CHART IN A WORD DOCUMENT



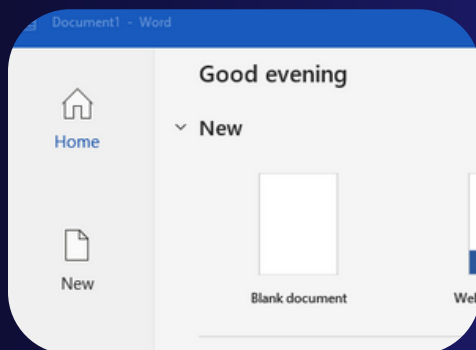
Informative Poster

Step - by - Step:

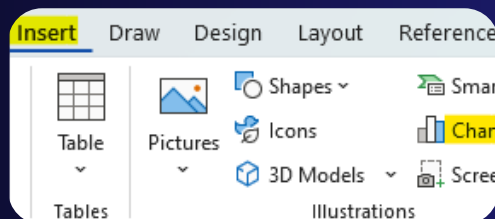
1: Prepare Your Data
Ensure you have the data ready.



2: Open Microsoft Word, then either create a new document or open an existing one where you wish to insert the pie chart.

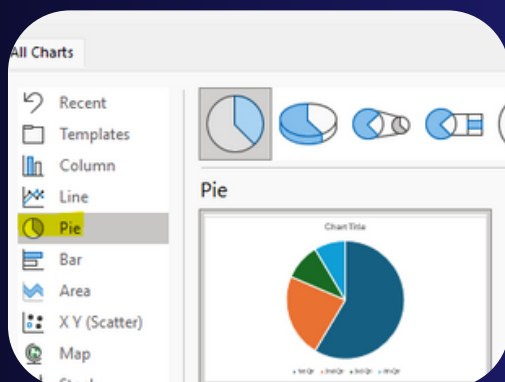


3: Insert a Chart
Go to the "Insert" tab on the Ribbon. In the "Illustrations" group, click on the "Chart" button.



4: select "Pie" from the list of charts on the left.

- Choose the type of pie chart you would prefer to use (e.g., 2-D Pie, 3-D Pie), and Click "OK."



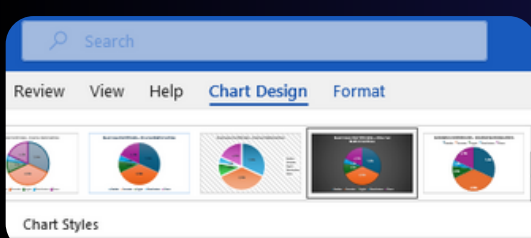
5: After you click "OK," an Excel window will open with a sample data table.

- Replace the sample data with your actual data. Enter the Title, then you will see columns for "Category" and "Value." Enter your Nationalities in the "Category" column and the corresponding numbers in the "Value" column.
- Close the Excel window after entering your data. The chart in Word will update automatically.

	A	B	C	D
1	Nationality	Business Certificate - Course Nationalities		
2	Brazilian	7		
3	Romanian	8		
4	English	2		
5	Cape Verdean	1		
6	Others	4		

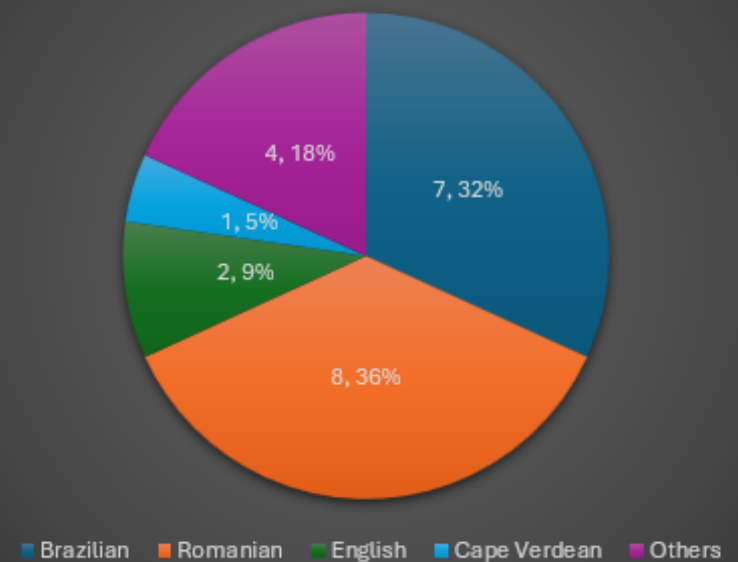
6: Customise Your Pie Chart

- Click on the chart to activate the "Chart Tools" tabs ("Design" and "Format") on the Ribbon.

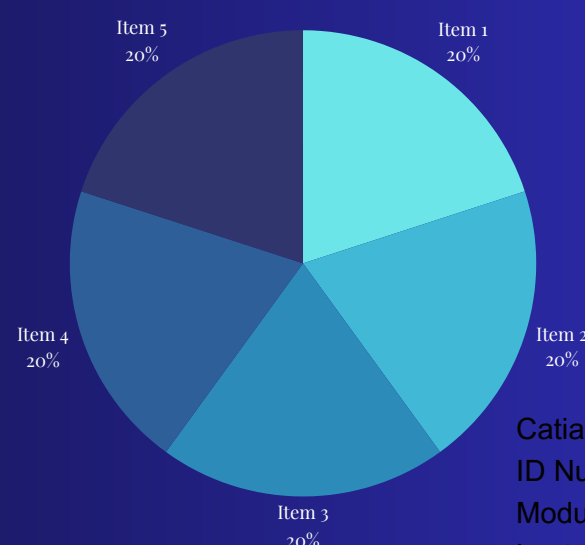


- When creating a corporate report, a business proposal, or an academic essay, adding a visual filled with data can be highly effective.
- Infographics are designed to deliver maximum information while taking up minimal space.

Business Certificate - Course Nationalities



- In the above chart, we can see that in the Business Certificate course, we have a larger percentage of students from Romania, at 8.36%, followed by Brazil with 7.32%, and others representing 4.18% of the class. The smallest groups of students are from Cape Verde and England.



Catia Ferreira
ID Number: 2331409
Module code: LCLM4002_LON
Lecturer Name: Dr. Hoang Nguyen