

CREATING CHART IN WORD DOCUMENT



Step 1: Opening and navigating

- open Word Doc
- Navigating Chart
 - Insert
 - Tab “Ribbon”
- Locate illustration



Step 2: Selecting Chart

- Select Chart type
- Click “OK”



Step 3: Data Entry

- Opening spreadsheet
 - Linked to chart
- Data/Information include
 - Close



Step 4: Chart Customization

- Click “Tools”
- Select Chart Design
- Use “Layout”



Step 5: File Saving

- Click “File”
- Select the option
“Save”/”Save As”



References:

- Jeong, D. and Lee, S. (2017) 'Study on the tracking revision history of MS Word files for forensic investigation', Digital Investigation, 23, pp. 3–10. doi: 10.1016/j.diin.2017.08.003.
- Microsoft, 2023. Insert a chart in Word.
- [online] Available at:
 - <https://support.microsoft.com/en-us/office/insert-a-chart-in-word-0baf399f-df20-4e8f-8c41-0ea36ff12476> [Accessed 26 Mar. 2021]

Student's Name: Maria Giorgiana Virlan

Student's Id: 2413293