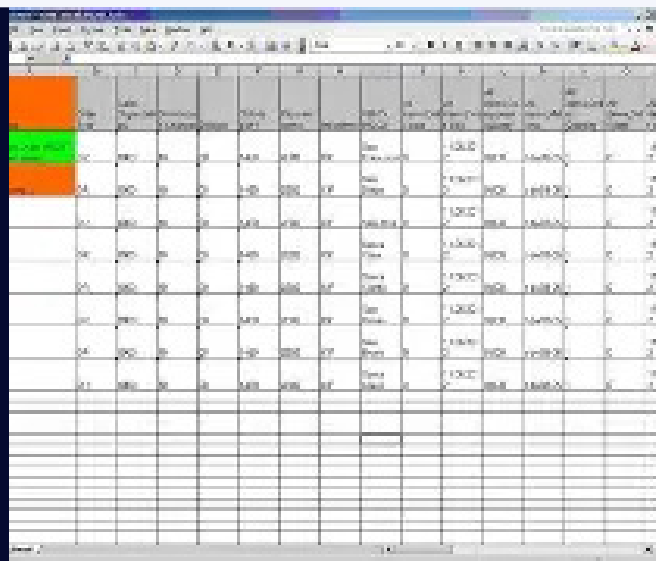


HOW TO CREATE A CHART IN A WORD DOCUMENT

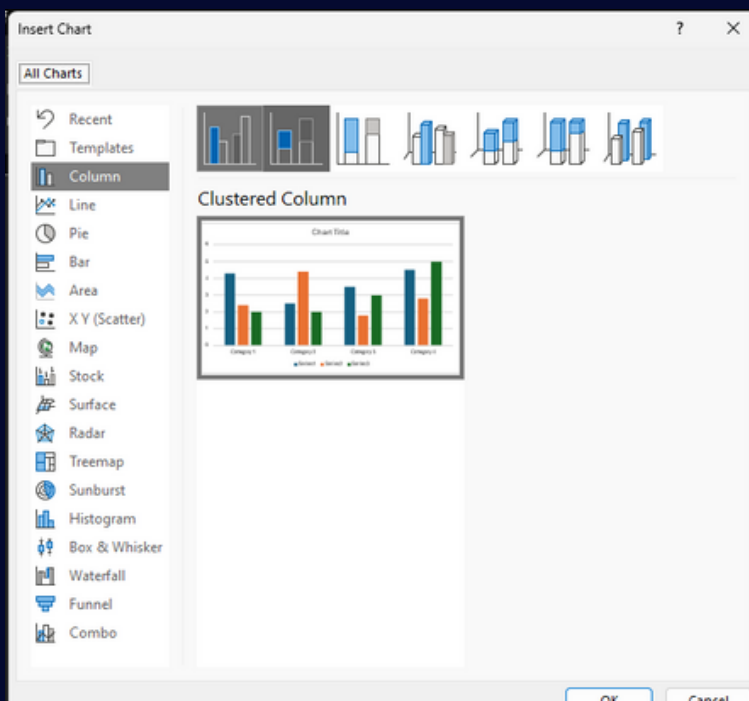
STEP 1: SELECT THE INSERT TAB AFTER OPENING YOUR WORD DOCUMENT.

TO BEGIN, OPEN THE WORD DOCUMENT THAT CONTAINS THE CHART. MOVE YOUR CURSOR TO THE DESIRED PLACEMENT FOR THE CHART. NEXT, NAVIGATE TO THE RIBBON AT THE TOP OF THE SCREEN AND SELECT THE INSERT TAB. THE INSERT TAB HAS TOOLS FOR INSERTING TABLES, IMAGES, SHAPES, AND CHARTS, WHILE THE RIBBON HAS A VARIETY OF TOOLS ORGANIZED BY PURPOSE. THE WORKSPACE IS READY FOR YOU TO ADD A CHART AFTER THIS STEP.

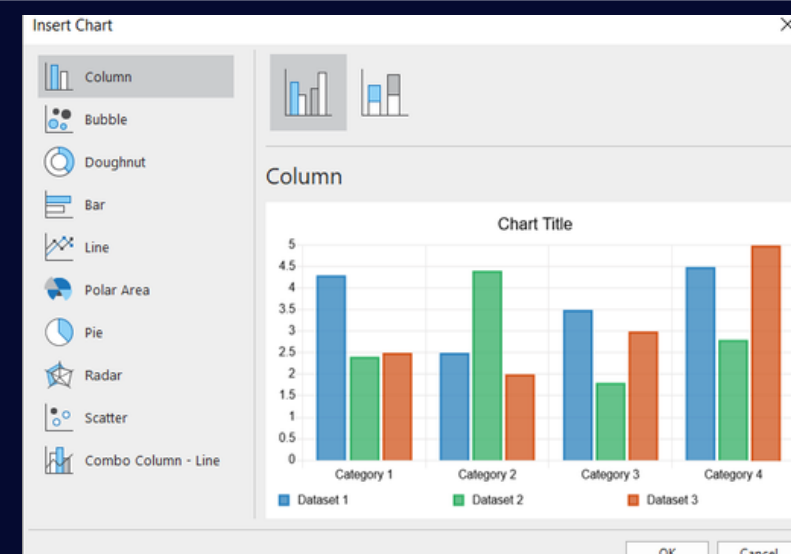


STEP 4: FILL IN YOUR INFORMATION AND END THE SPREADSHEET PUT YOUR OWN DATA IN LIEU OF THE PLACEHOLDER VALUES. BOTH THE DATA POINTS AND THE LABELS (SUCH AS SERIES OR CATEGORY NAMES) CAN BE ALTERED TO REFLECT THE INFORMATION YOU WISH TO DISPLAY. JUST CLOSE THE SPREADSHEET WINDOW AFTER YOU'RE DONE ENTERING YOUR DATA. YOUR CUSTOMIZED DATA GRAPHIC WILL STAY IN THE WORD DOCUMENT.

THE CHART TOOLS THAT SHOW UP ON THE RIBBON WHEN THE CHART IS SELECTED CAN BE USED TO FURTHER ALTER THE CHART AFTER IT HAS BEEN INSERTED. YOU CAN ALTER THE CHART'S LAYOUT, COLORS, STYLE, AND OTHER ELEMENTS WITH THESE TOOLS.



STEP 2: PRESS THE BUTTON FOR CHARTS. FIND THE ILLUSTRATIONS GROUP UNDER THE INSERT TAB. THE CHART OPTION IS LOCATED HERE. WHEN YOU CLICK ON THE CHART ICON, THE INSERT CHART WINDOW WILL OPEN. YOU CAN SELECT FROM A VARIETY OF CHART KINDS IN THIS BOX, SUCH AS COLUMN, LINE, PIE, BAR, AREA, AND MORE. TO ASSIST YOU IN CHOOSING THE BEST VISUAL REPRESENTATION FOR YOUR DATA, EACH CHART TYPE OFFERS SUBTYPES. FOR INSTANCE, BASED ON YOUR PREFERENCES, YOU CAN SELECT A 3D PIE CHART OR A STRAIGHTFORWARD 2D COLUMN CHART.



STEP 3: CLICK OK AFTER SELECTING A CHART TYPE. IN THE INSERT CHART WINDOW, LOOK OVER THE AVAILABLE CHART OPTIONS AND SELECT THE ONE THAT BEST FITS YOUR DATA. CLICK OK AFTER CHOOSING YOUR PREFERRED CHART TYPE AND SUBTYPE. AFTER THAT, WORD WILL ADD AN EXAMPLE CHART TO YOUR DOCUMENT. SIMULTANEOUSLY, A MINI SPREADSHEET WINDOW WITH PLACEHOLDER DATA IN THE STYLE OF EXCEL WILL OPEN. YOU CAN ENTER THE DATA YOU WISH TO SHOW IN THE CHART IN THIS SPREADSHEET. THE CURRENT SAMPLE DATA CAN BE TYPED OVER WITH YOUR OWN VALUES. THE GRAPHIC IN YOUR DOCUMENT WILL AUTOMATICALLY UPDATE TO REFLECT YOUR CHANGES AS YOU MAKE CHANGES TO THE SPREADSHEET.

