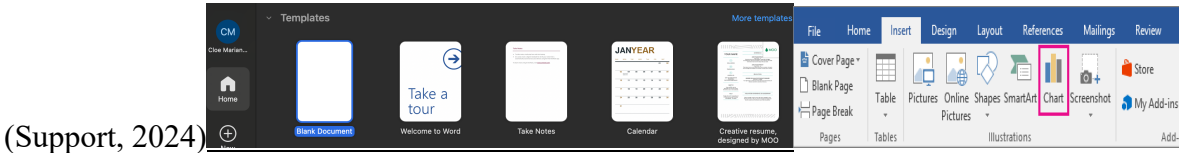
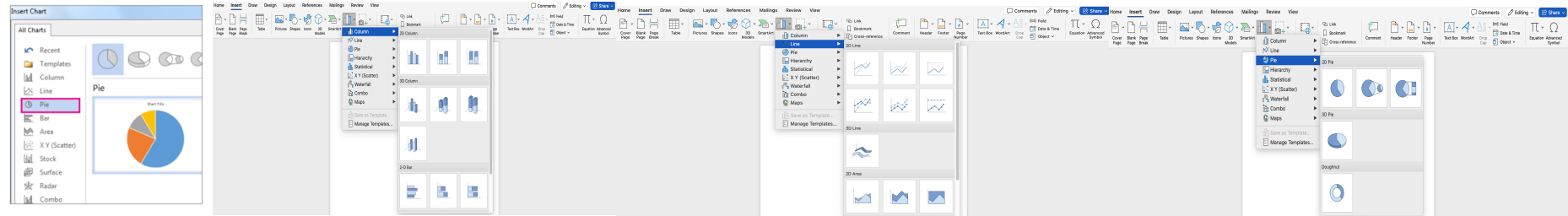


How to create a chart on Words

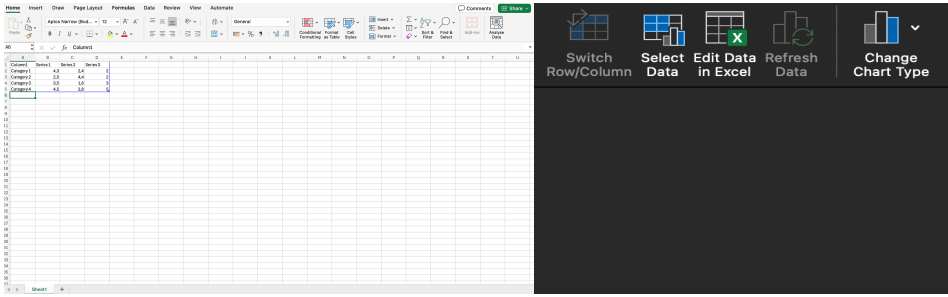
Create a chart can be, sometimes, difficult. This poster will help you step by step to add your chart to your document.



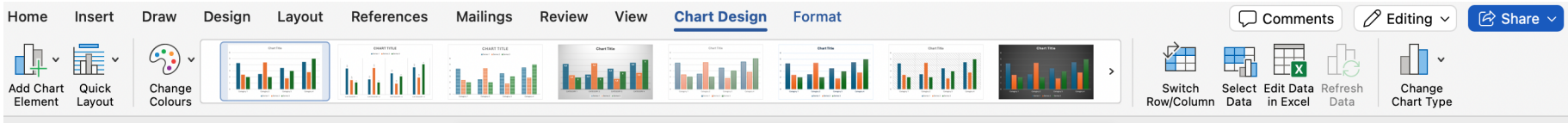
Step 1: Select “new document” on the Home tab to open a blank page and click on the “insert” tab in the tool bar and choose “chart”.



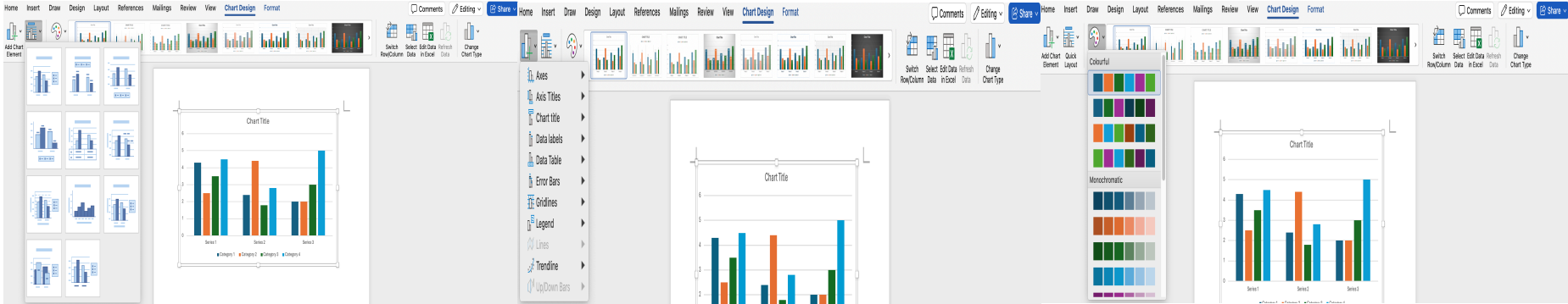
Step 2: When you click on “chart “ you can choose different type of chart (ex: column, pie,line etc.....) Select your preferred one or the one you need for your document.



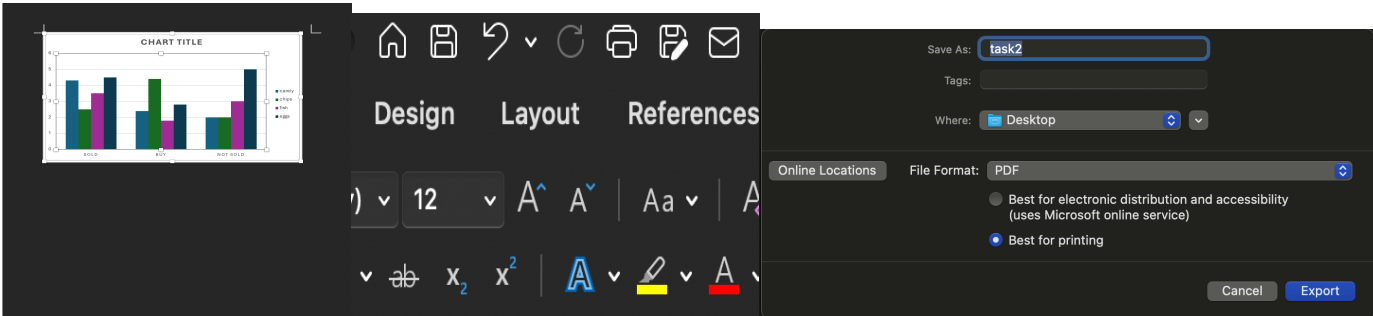
Step 3: Once you have chosen your chart type, a spreadsheet will open and you’ll be able to enter the data of your chart. Then, close the spreadsheet. After closing the spreadsheet you still can do modification by clicking on “Select Data” and/or “Edit Data on Excel” by clicking on your chart. The icons will appear on the right in your toolbar.



Step 4: If you want, you can change the chart design or the layout or the colours or even add chart element by selecting one of the icons shown above by clicking ,again,on your chart.



- To change the layout of the chosen chart ,just click on the tab “quick layout”,then different chart organisation will appear.
- To add element, simply click on “add chart element” and choose hat you want to add to your chart.
- To change colours, click on “change colours”, multiple combinations of colours will show up.



Step 5: When you are done with your chart, you can continue to go on with your document. At the end, click on the icon with the disk and the pen to “ save as”, change the name of the document in the line “save as”, select the place in your computer where you want to save your document and change the format of the file to PDF.