

HOW TO CREATE A CHART IN A MICROSOFT WORD



We need to create a chart in order to display a data numbers in a graphical way so it will be easier to see and understand the percentage as a whole

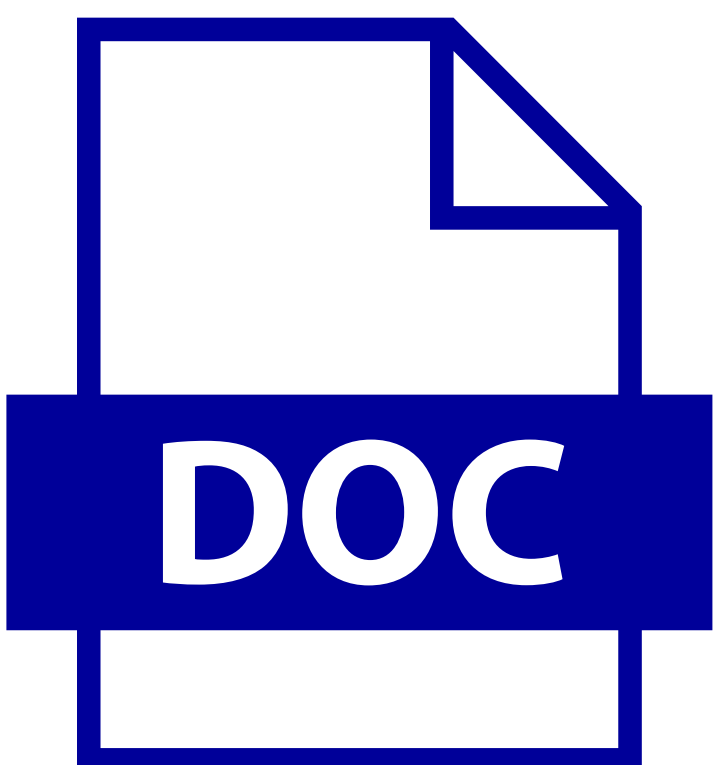
TO CREATE A CHAT IN A WORD DOCUMENTS FOLLOW THE STEP BY STEP BELOW

STEP 1:



Open the Launchpad where you can access all the applications.

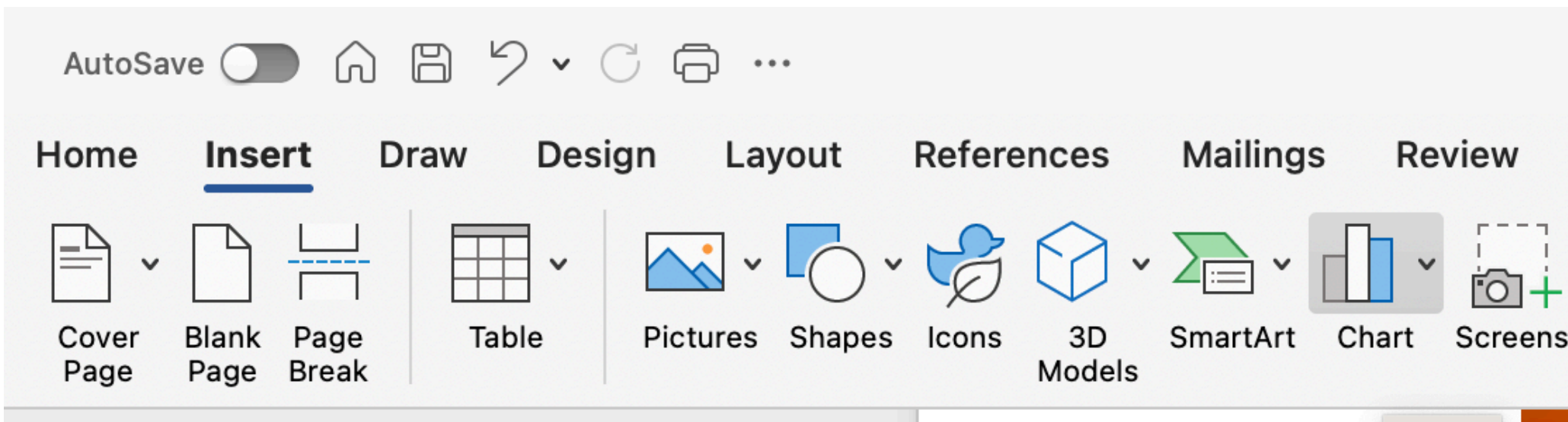
STEP 2:



Open the Microsoft word document application

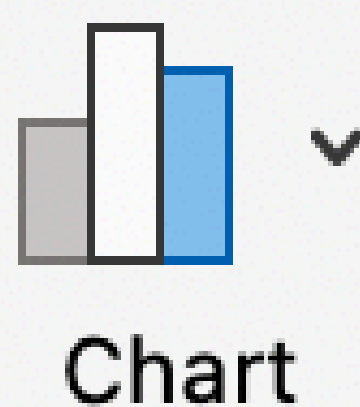
STEP 3

On the menu bar click insert.



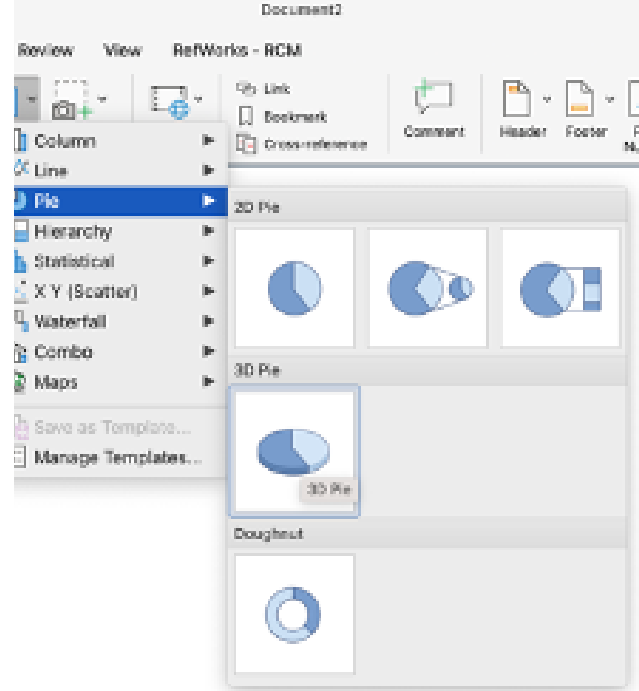
STEP 4

You need to click the chart in the ribbon bar



STEP 5

In the chart you will have a mini- window contains different charts for instance choose Pie and then 3D

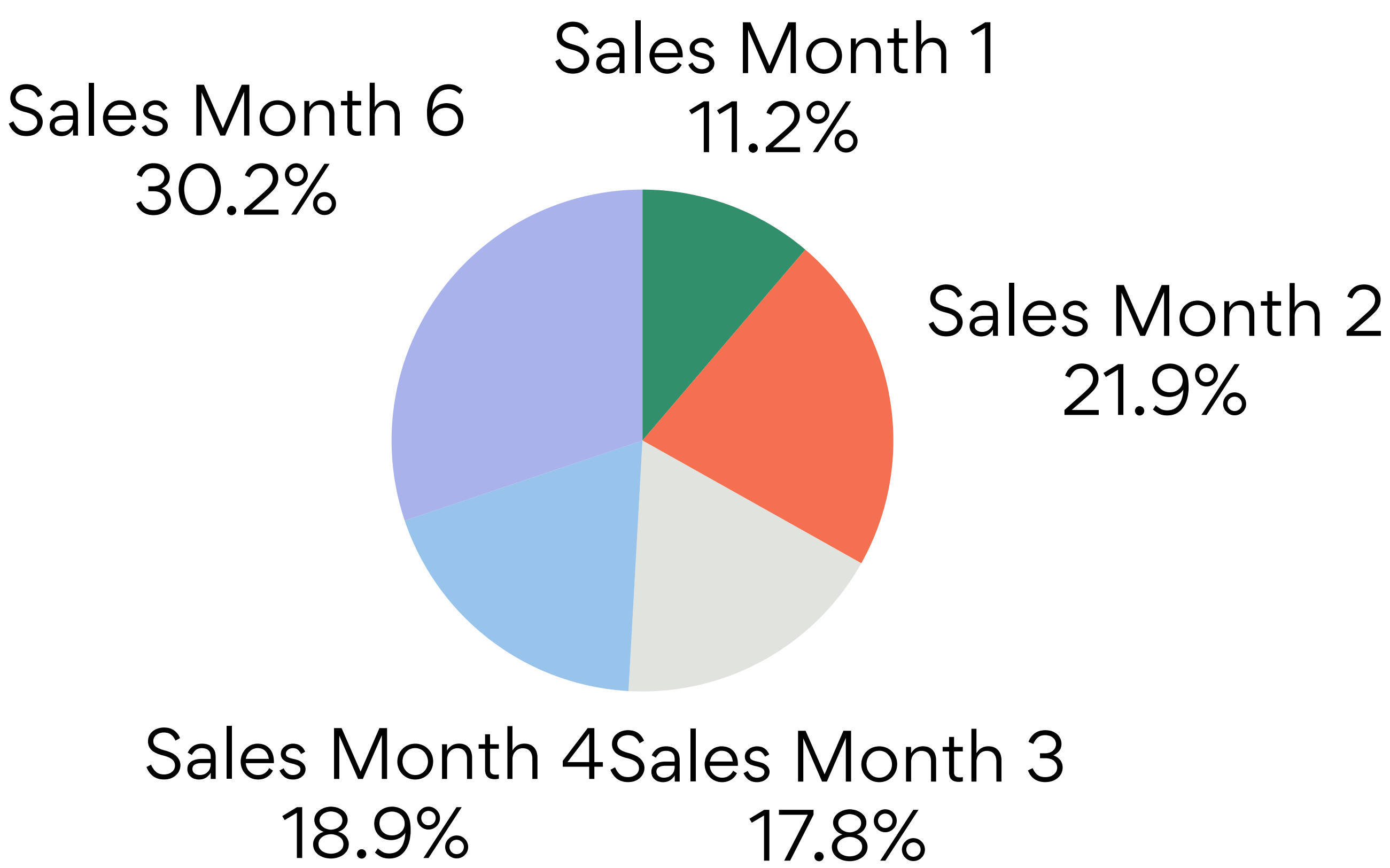
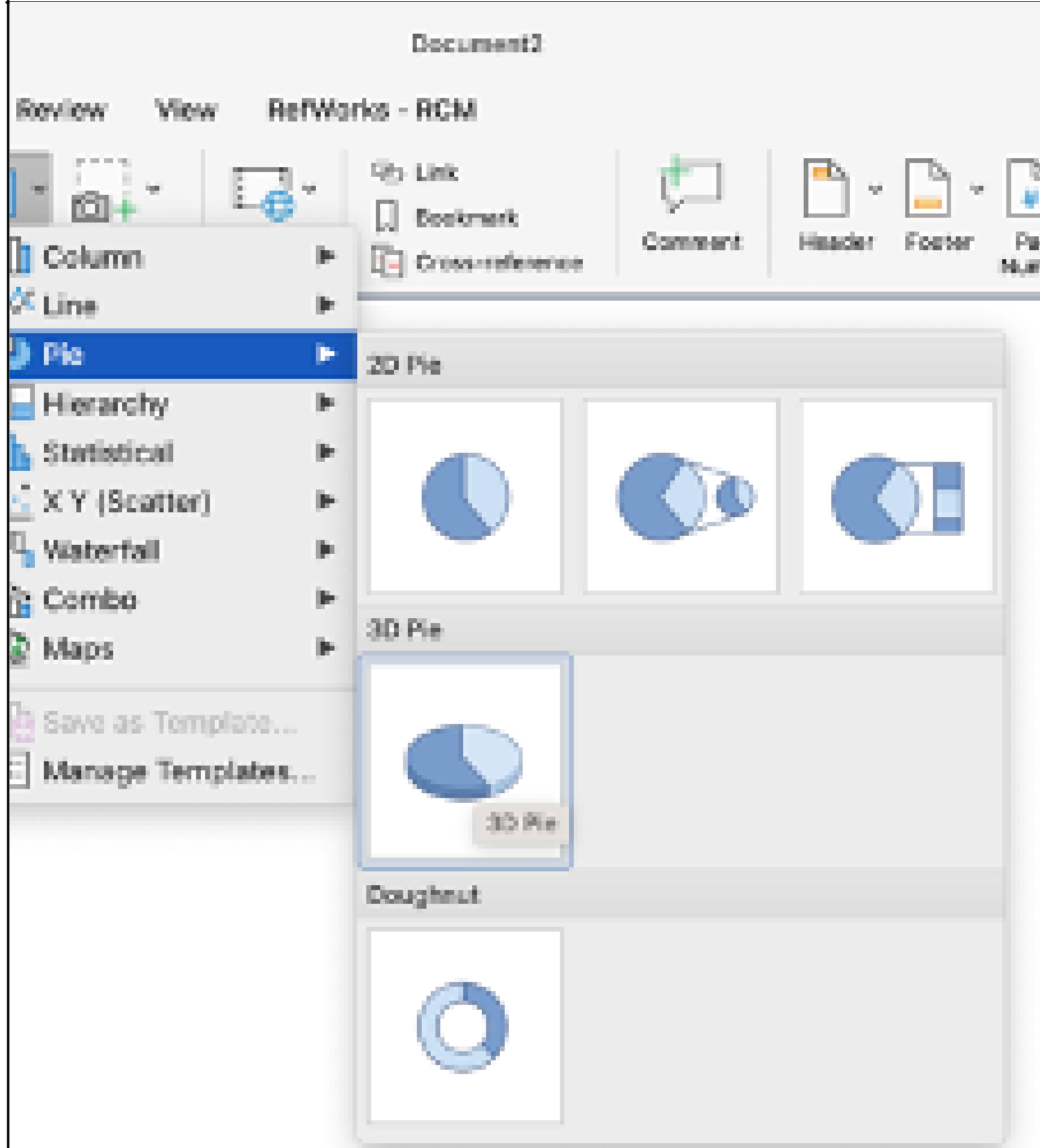


STEP 6

In order to add data you need to link excel by clicking edit data in Excel



PIE CHART



Pie chart is used to represent a data, each section of the represents the sale of each month for the last six months

TIPS

i am sure this poster will guide you, but if you need further assistance we more than happy to help

IMPORTANT

It is very useful tool to learn how to create a chart, because when you perform your data in a chart it will be easy to understand even those who their knowledge of numbers are minimum.

**simply google it or go
Microsoft support website**