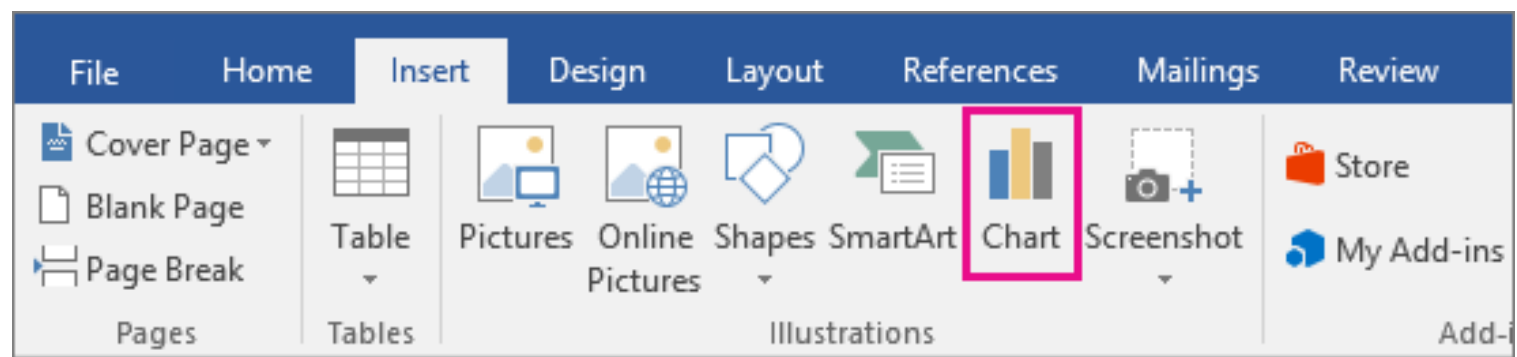


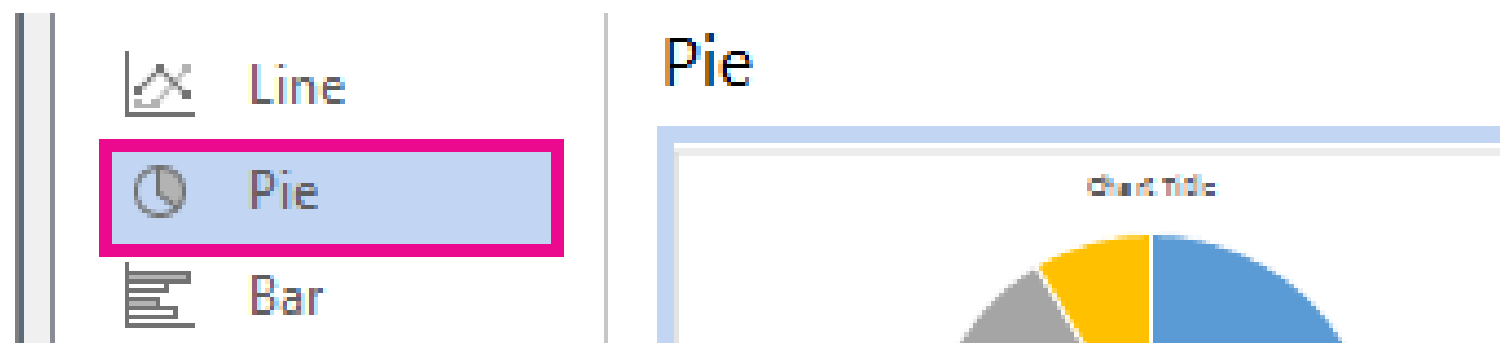
HOW TO INSERT A CHART IN MS WORD

01. OPEN MS WORD AND FIND THE INSERT TAB

Open MS word document, go to insert tab on the top menu.



Click on the Chart icon to open a gallery of available chart styles like columns, lines or pie charts



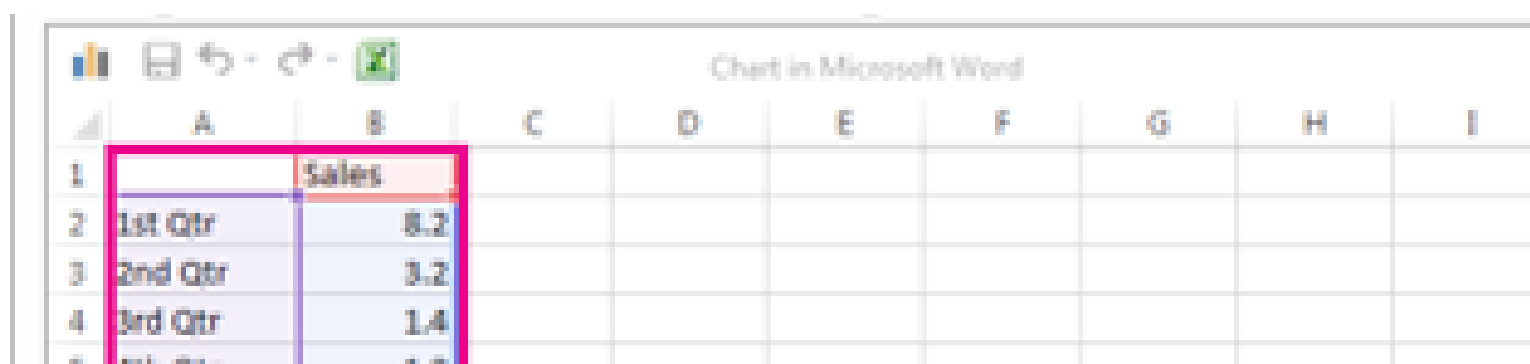
02. SELECT CHART OPTION

03. PICK A CHART STYLE

Pick the type of chart you need for your work. Double click on your selection to insert it into your document.



Enter your data into the available tables and close the tables. Your Chart will appear.

A screenshot of a data table in Microsoft Word. The table is titled 'Chart in Microsoft Word' and has columns labeled A through I. The data is as follows:

	A	B	C	D	E	F	G	H	I
1		Sales							
2	1st Qtr	8.2							
3	2nd Qtr	3.2							
4	3rd Qtr	1.4							
5	4th Qtr	1.2							

The table is highlighted with a red rectangular box.

04. ENTER YOU DATA