

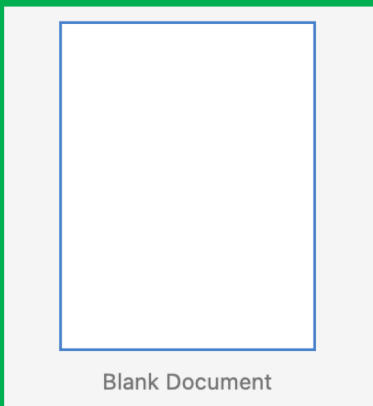


Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

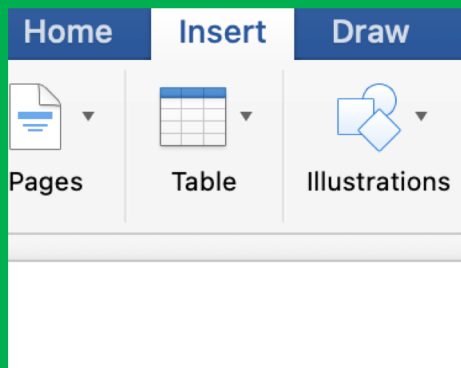
Student - Yusuf khan / iD no - 2433537

How to Create a Chart in a Word Document

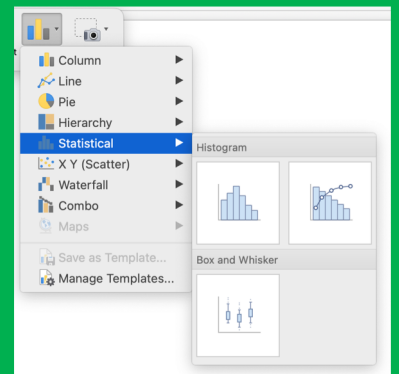
Step 1 - Open a blank Word Document



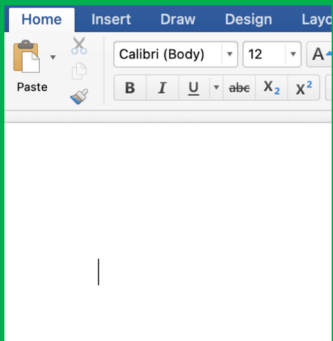
Step 3 – Go to the insert tab on the Ribbon



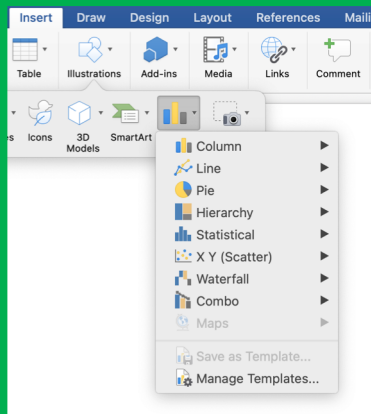
Step 5 – Choose any Chart type (Column, Pie or Line) then click OK



Step 2 – Place your cursor where you want your Chart



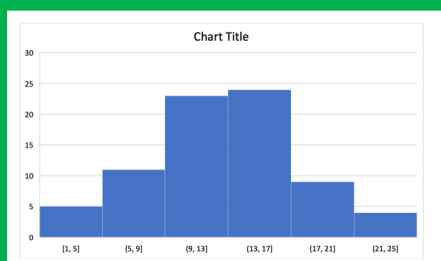
Step 4 – Click on the Chart icon



Step 6 – Enter your Data in the Excel window that appears

A1			
	A	B	
1	Series1		
2	1		
3	3		
4	3		
5	3		
6	5		
7	6		
8	6		
9	6		
10	7		

Step 7 – Close the Excel window to view the Chart in your Document



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