



Chart in a word document

Student Name: Evans Dadzie

Student Number: 2414242

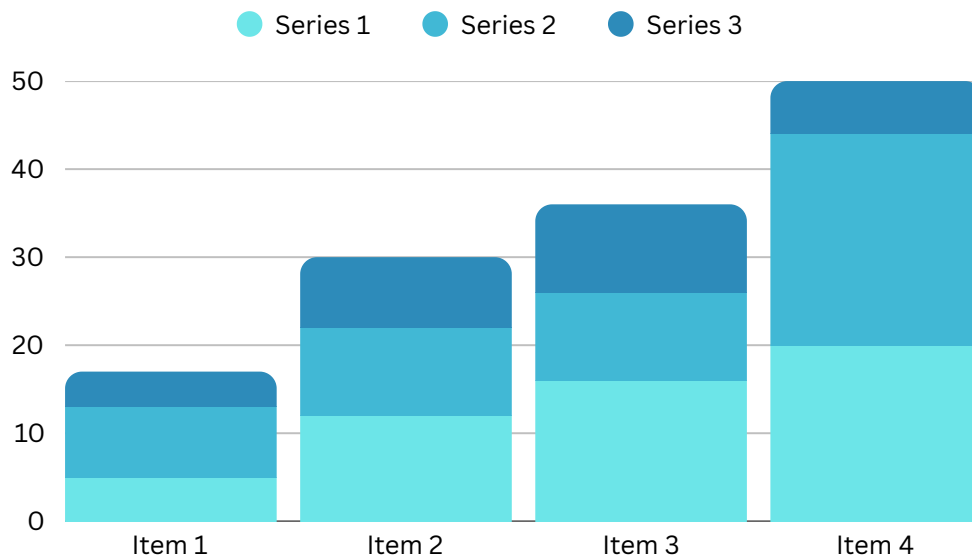
Lecturer: Kazeem Oseni

Introduction

Chart are to display a sequence of numeric data in a graphical format to enable readers to understand large number of data and link between different data.

How to create a chart in a word document:

- Click on Microsoft Word.
- Look for Insert tab.
- Click on Insert and select Chart of your choice.
- Press ok to add the Chart to microsoft word document.
- Double tap the labels or placeholder values to enter your numeric sta.



In conclusion

Inserting data chart in Microsoft word document can be useful in capturing data.

Reference:

Microsoft (no date) Microsoft Support. Available at: <https://support.microsoft.com/en-gb/office/present-data-in-a-chart-58516b99-55fc-4f45-ac81-cc6868a18a8a#:~:text=Charts%20are%20used%20to%20display,between%20different%20series%20of%20data> (Accessed: 01 April 2025)