

HOW TO CREATE A CHART IN A WORD DOCUMENT.

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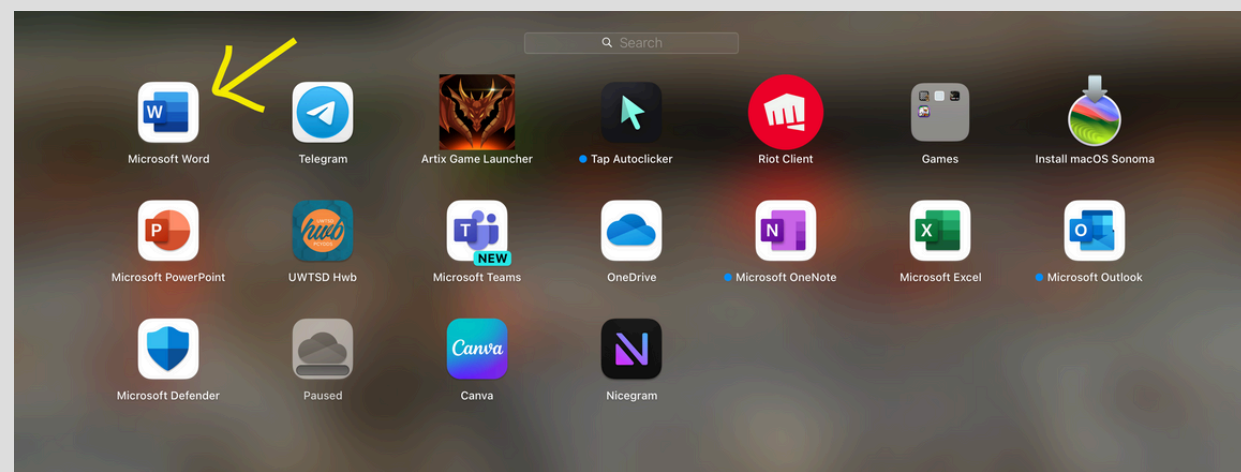
ID: 2335125

Digital Skills

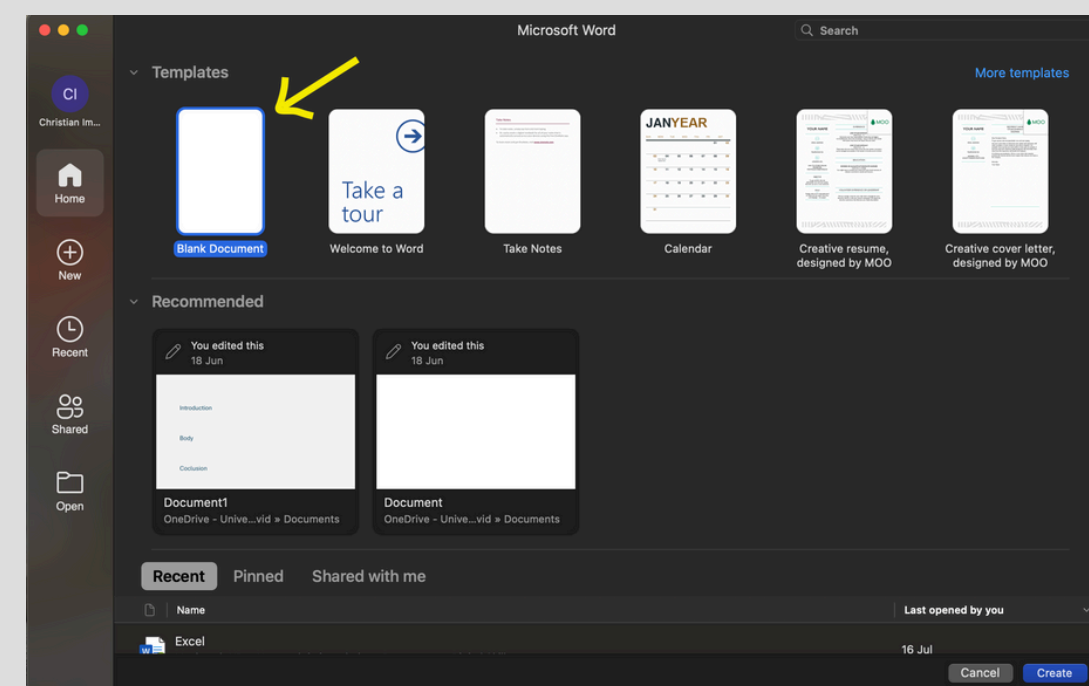
LCLM4002

Group 5

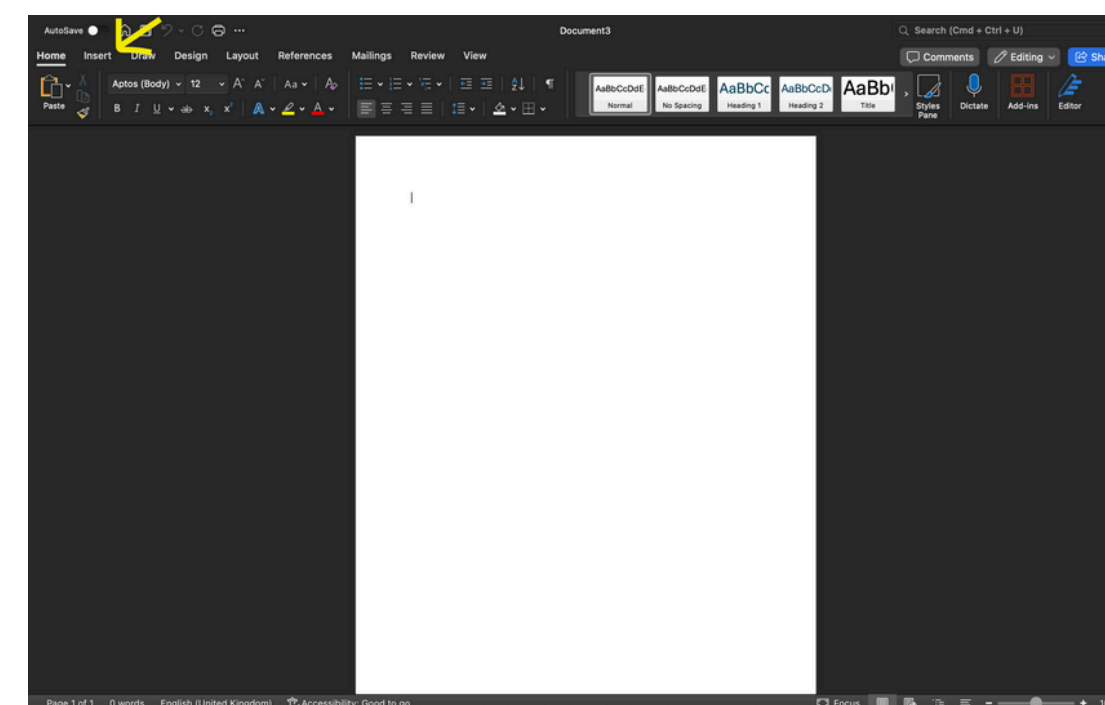
Koushik Modak



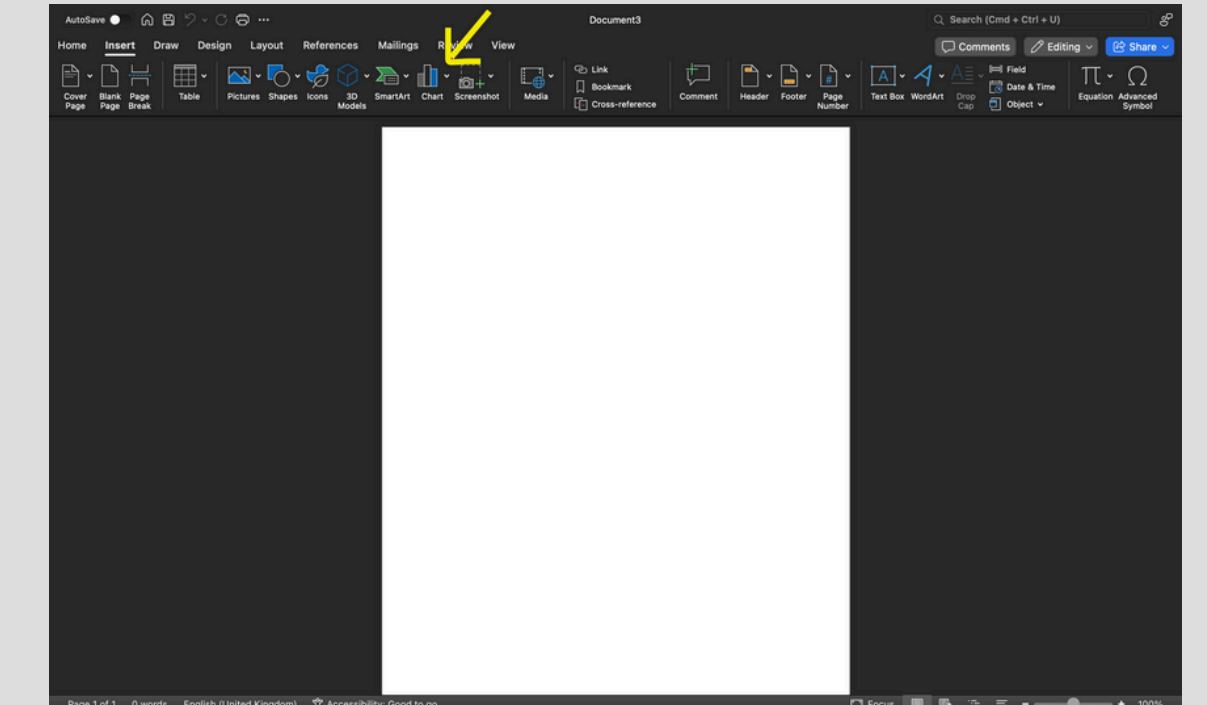
First you need to open your Microsoft Word app.



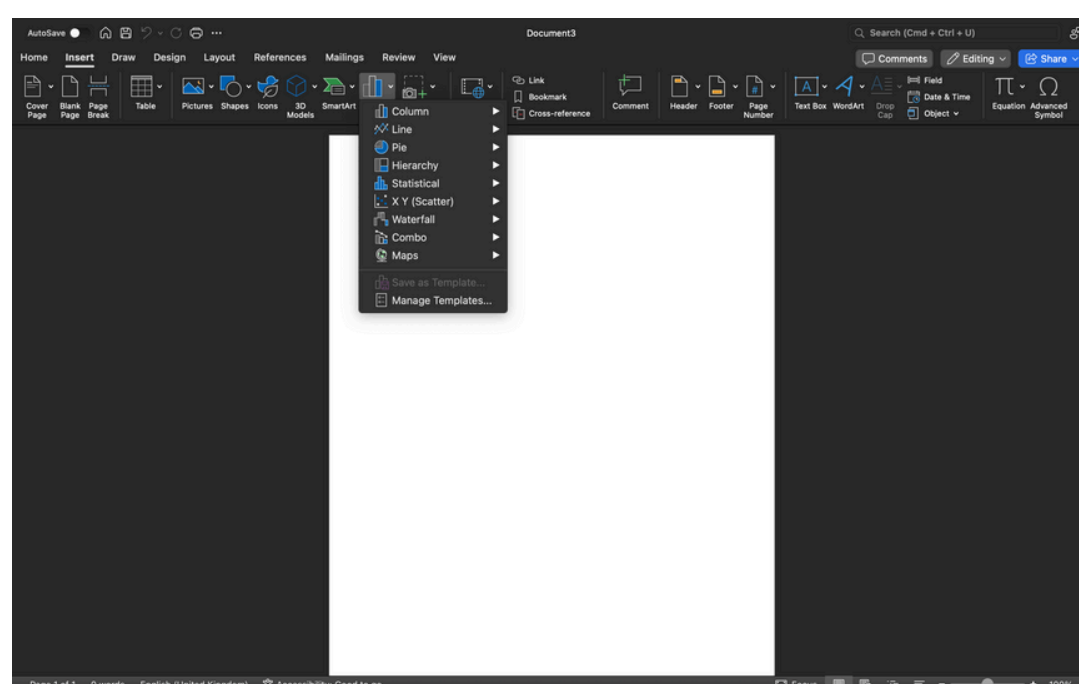
As you open your Microsoft Word app look at the top left corner you can see create a blank document click it.



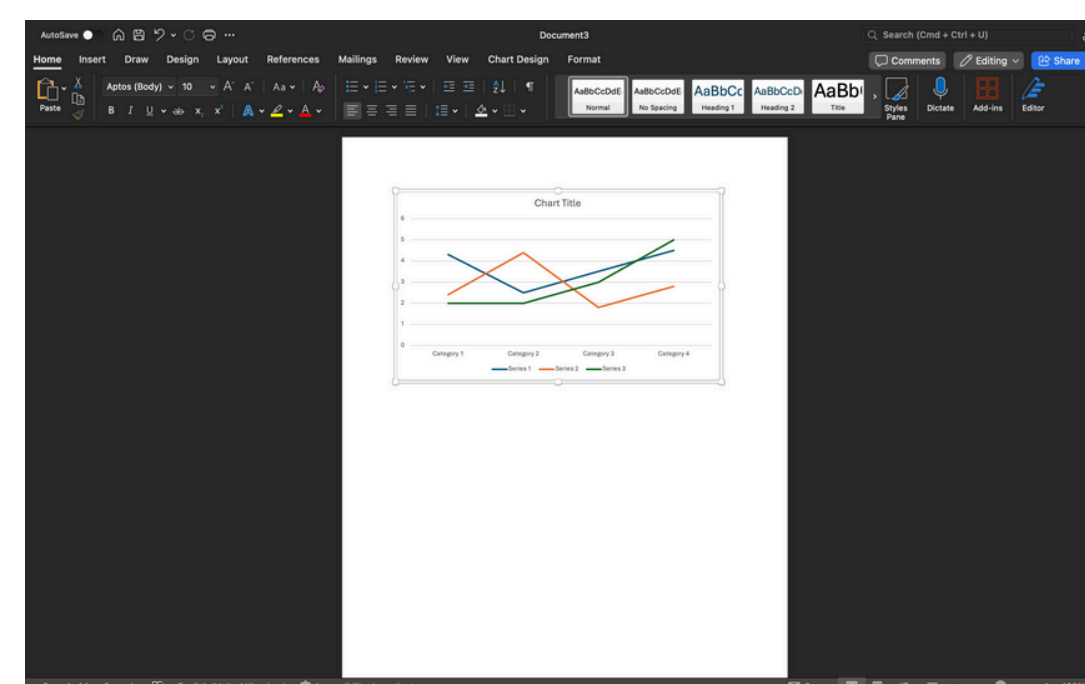
You have now open a blank document. First you need to find the insert tab, you can find it on the tab section and then click it.



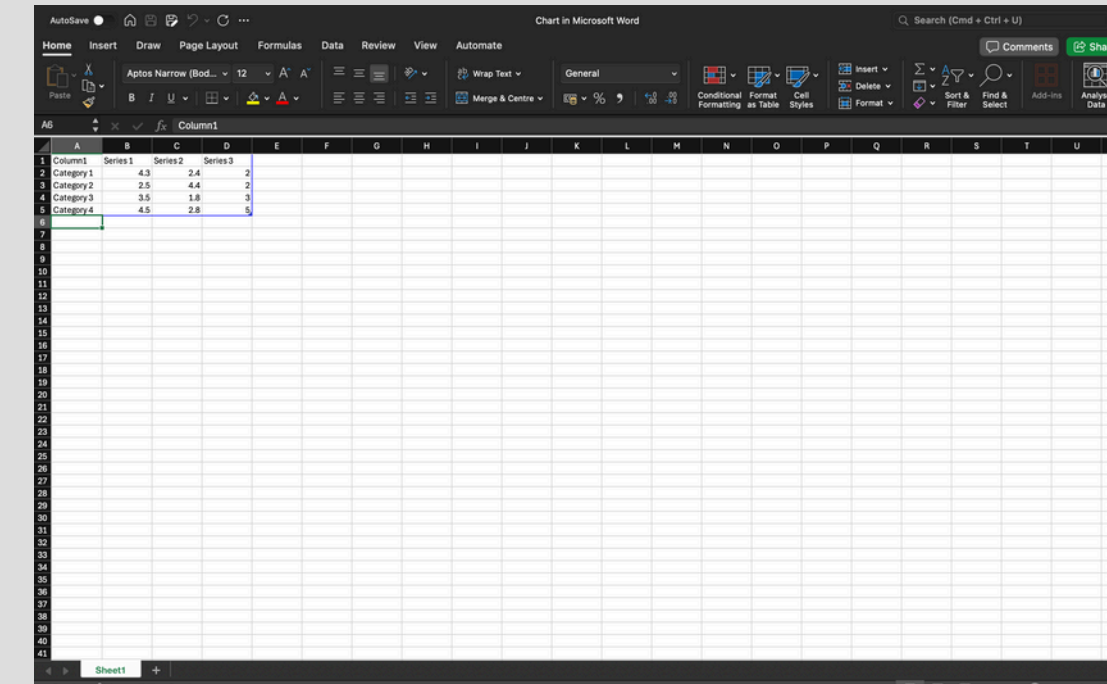
As you click on the insert tab, you can see you are now in insert tab section. Now you find the chart table on the ribbon and click it.



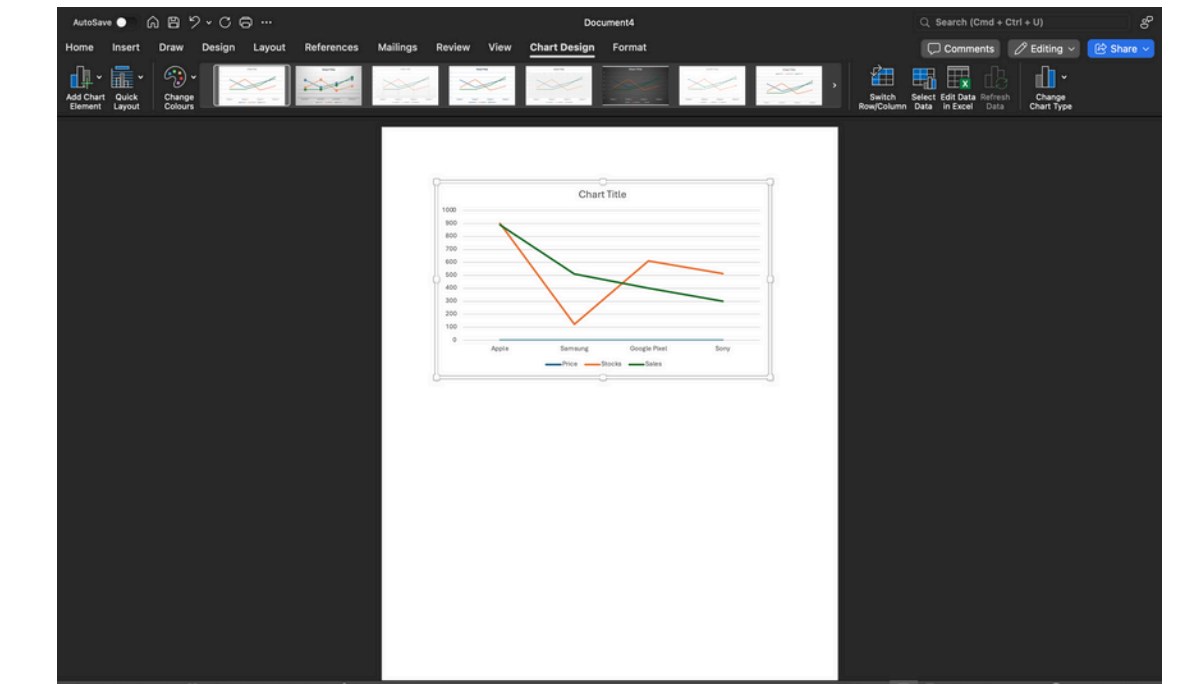
As you click the chart table you can see here there are a lot of options that you can choose to create a chart table. Click the chart that you wish to choose.



For example I chose the line chart. Now I have a line chart at the spreadsheet. If you want to change the percentage of the line chart you can see at the next table.



As soon as you click line chart table a Microsoft Excel opens, here you can change the percentage of the line chart, Fill the percentage value in your desired value.



Here is the final result. I used phone brands as an example. Be sure to follow all the steps.