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Prifysgol Cymru

Y Drindod Dewi Sant

University of Wales

Trinity Saint David

Certificate in Higher Education in Business Skills for the workplace

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Student Number: 2417153

Course Name: Digital Skills LCLM4002

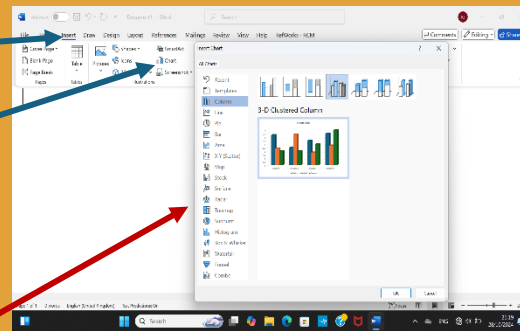
Lecturer Name: Nishi Ramsurrun

Session: October **2024 Term**

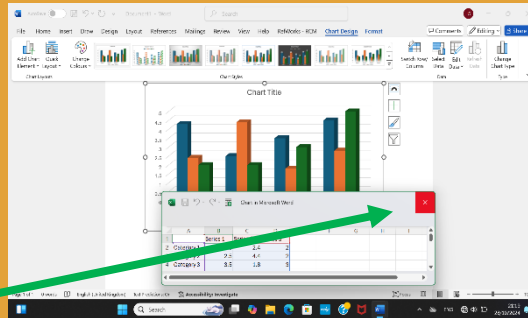
HOW TO CREATE A CHART IN WORD

1. First you must open **Microsoft word**, once it's open you must select a **blank document**.

2. After, you have to click **INSERT** which is in the top of the **RIBBON** and click **CHART** in the section of illustration.



3. Select the type of chart you want to add to your page on the left and the style on the right.

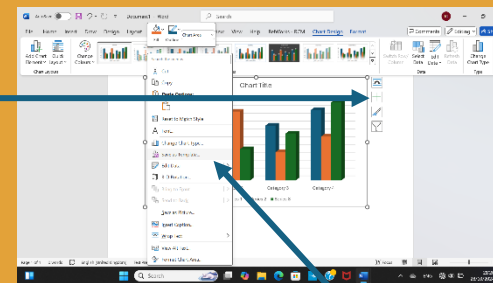


4. Close the excel spreadsheet that opens.

5. Once you have inserted the chart you can edit it with the buttons that appears in the upper right corner of the chart, such as:

6. **Layout options** (choose how the chart interacts with the text).

7. **Chart Elements** (add, remove or change chart elements).



8. **Chart Styles** (change the style and colour of your chart).

9. **Chart filters** (edit what data is visible in the chart).

10. Last but not least, when you finish your chart don't forget to save it; you can save it as a normal file or as a template, when you save it as a **TEMPLATE** you have to **Right CLICK** on the top of the chart you want to save, then click **SAVE as TEMPLATE** and last bit type the template name in the file name box and then press **SAVE**.

