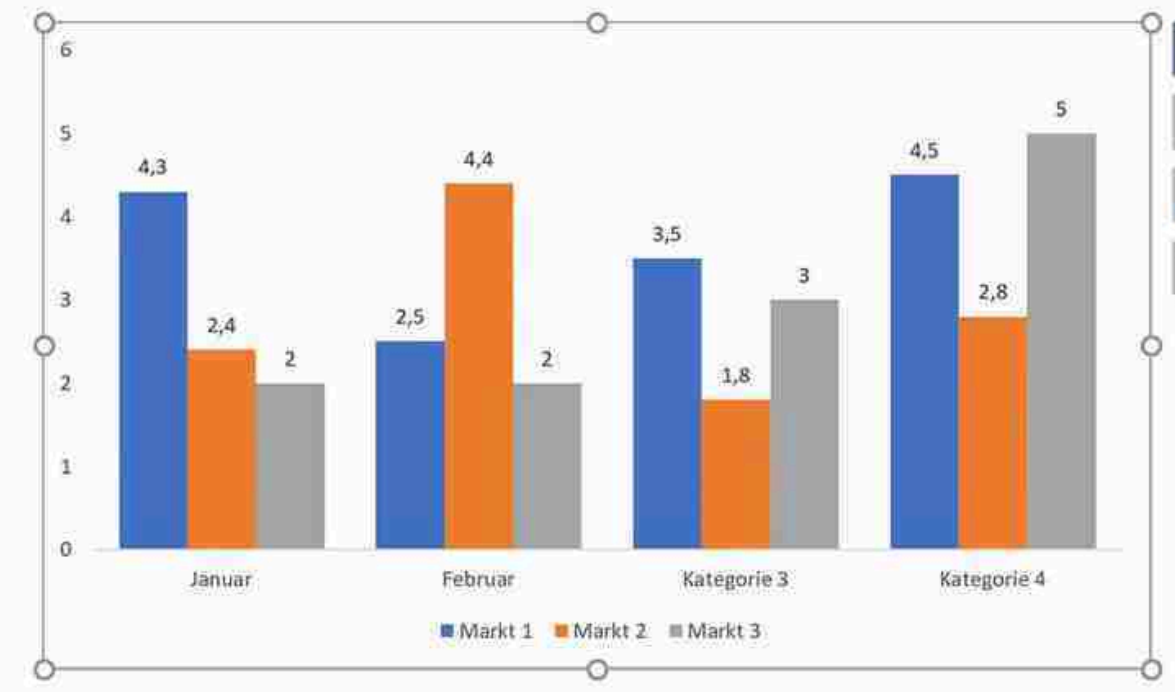


Creating a diagram in word



1. Open Microsoft Word and Insert a blank document

- Make sure you have the latest version or access Word through Office 365.
- Click File and select New (to create a blank document).

2. Click the Insert tab

- Find the Insert tab (located in the top menu).

3. Select the Chart option

- Click the Chart icon in the Illustrations group.

4. Select a chart type

- A dialog box will appear with different chart types (bar, line, pie). Select the chart type you want and click OK.

5. Enter data

- A spreadsheet window will open. Enter data in the cells. If necessary, change the data range.

6. Customize the chart. To do this:

- Click the chart to access the chart tools.
- Use the Design and Format tabs to customize colors, styles, and labels.

7. Finish and Save

- When your chart is finished, click outside the chart area to exit editing mode.
- Save the document with File and Save As.

- USE CLEAR LABELS: MAKE SURE YOUR AXES AND DATA POINTS ARE CLEARLY LABELED FOR EASY UNDERSTANDING.
- KEEP IT SIMPLE: DON'T OVERLOAD YOUR CHART WITH TOO MUCH INFORMATION.
- USE PRINT PREVIEW: CHECK THE PRINT PREVIEW TO SEE HOW YOUR CHART WILL LOOK WHEN PRINTED.

