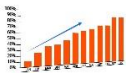


HOW TO CREATE A CHART IN WORD DOCUMENT

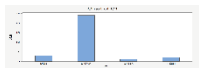


Step 1: Open Microsoft word and than open the document where you want to create the chart



Step 2: Insert the Chart

*Go on the “**INSERT**” Tab on the top menu and press “**CHART**”*



*Step 3: Choose the chart type and insert DATA, Choose the graph that you desire and enter in the **DATA** you have collected.*



*Step 4: **Save** your words. Once All your DATA has been put on to your Graph save the work that you have done.*

Microsoft chart is supported by a wide range of chart types such as line charts, Bar, columns, Pies and others. You have full control over the appearance colour, borders markers and shadows. You can have multiple chart areas and multiple series in a single chart. Microsoft Chart is great for comparing datasets in one view. If you are developing a desktop app in Windows Forms (WinForms) and need charting capabilities, Microsoft Chart is a robust, convenient option. For Web or more modern UI needs, you might consider alternatives like Chart.js, D3.js, or Syncfusion/DevExpress chart controls. Microsoft has a wide range of support. Microsoft is a great format to have multiple chart areas and multiple series in a single chart.



Microsoft 365