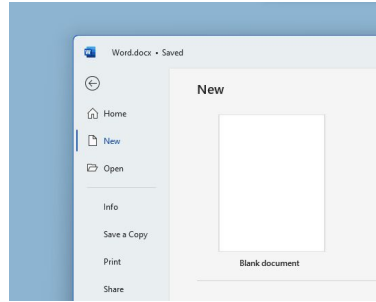
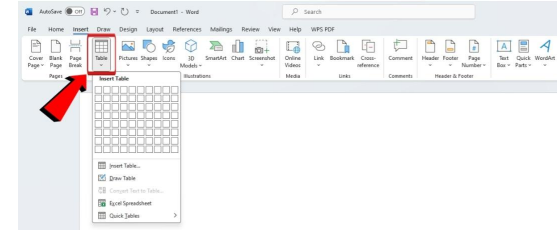


How to create a chart in a word document

1. Open word document



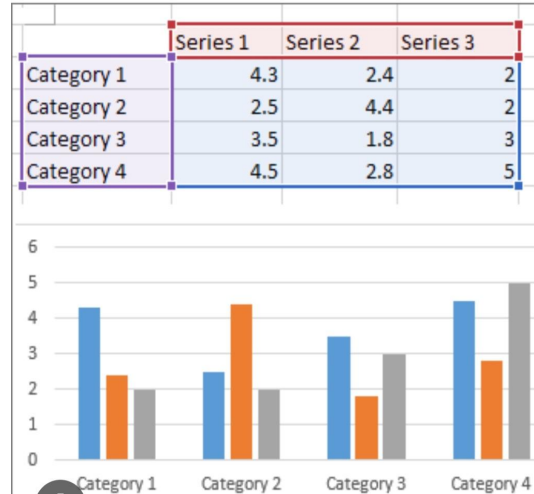
2. Go to the insert tab in the word ribbon, locate and click on the "insert" tab



3. Select chart

CHART TYPE	DATA TYPE
Line Chart 	Continuous or discrete
Bar Chart 	Discrete
Scatter Chart 	Continuous
Bubble Chart 	Relationship between three variables identifying trends
Histogram 	Distribution Analysis
Heatmap 	Density or distribution of data
Gantt Chart 	Project management, scheduling, task duration

4. Choose a chart type



5. Enter your data