

Student Name: Leticia Reyes

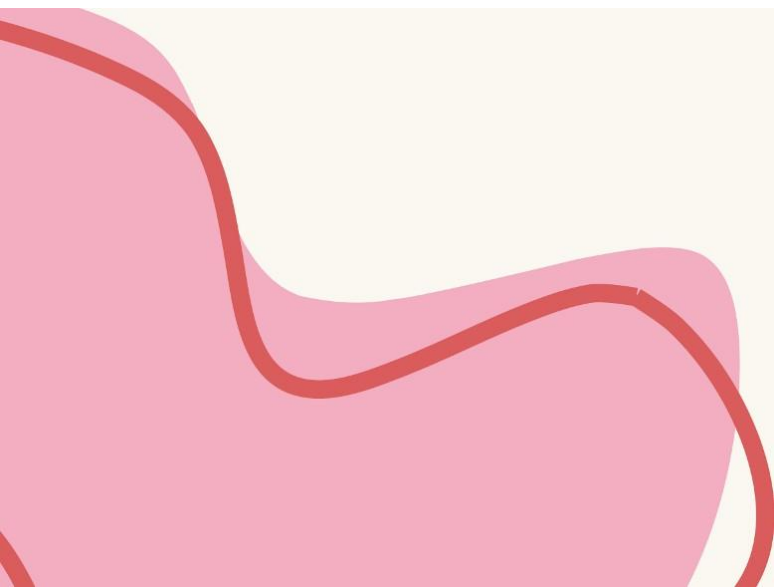
Student ID: 2443004

Module Code: LCLM4002

Module Name: Digital Skills

Lecture's Name: Gregory Cowan

HOW TO CREATE A CHART IN A WORD DOCUMENT,



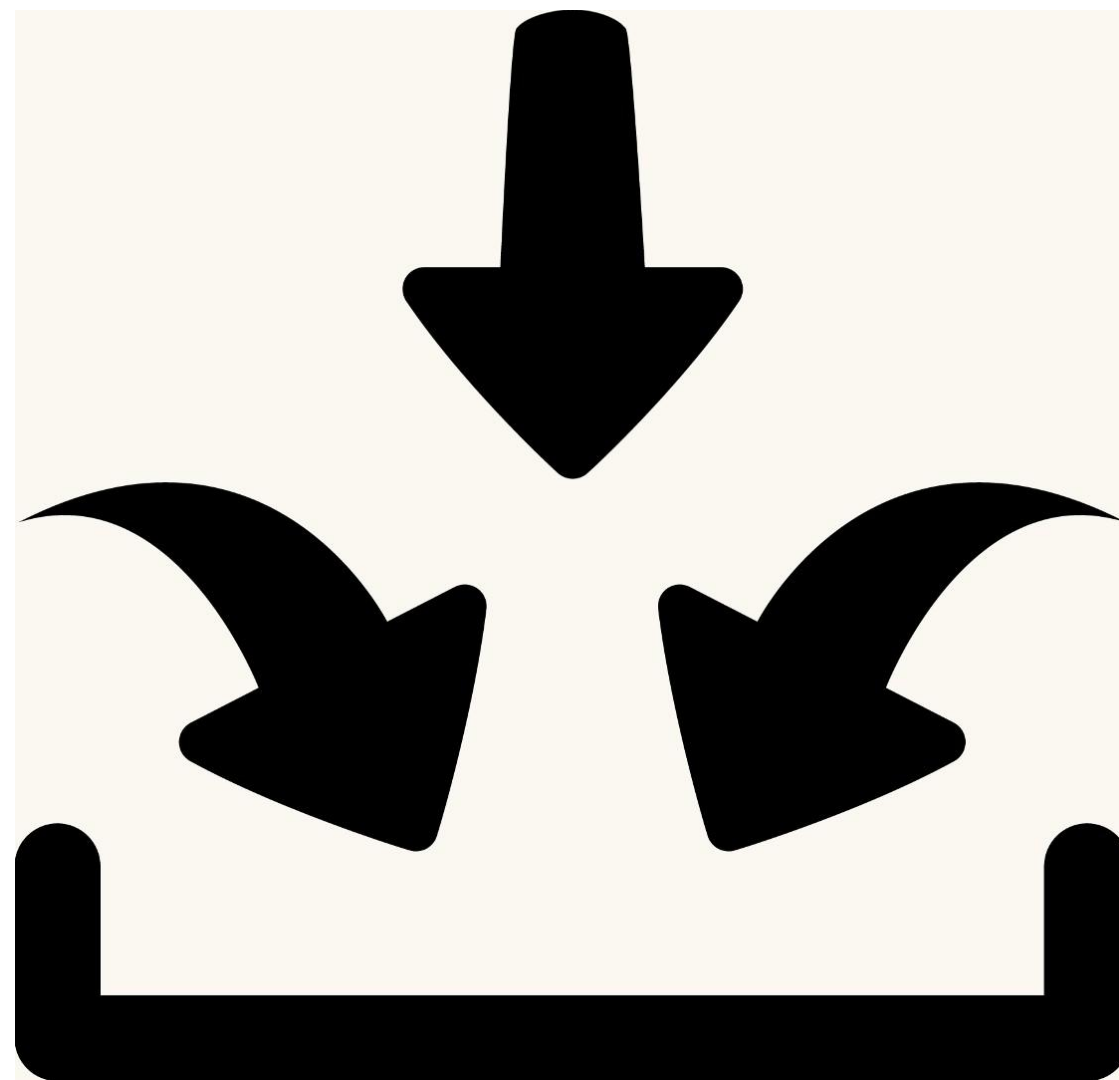
The purpose of this report is to provide a clear, professional, and detailed guide on how to create charts within a Microsoft Word document. Charts are essential tools in business reports, academic research, and presentations, as they allow users to visually represent numerical or categorical data. This step-by-step guide is intended for users of all levels and includes useful tips to improve the visual impact and accuracy of charts in Word.

Charts can illustrate trends, comparisons, or distributions more effectively than plain text or tables. Therefore, understanding how to properly insert and customize a chart in Word can enhance both the clarity and the professionalism of any document.

3, Go to the 'Insert' Tab

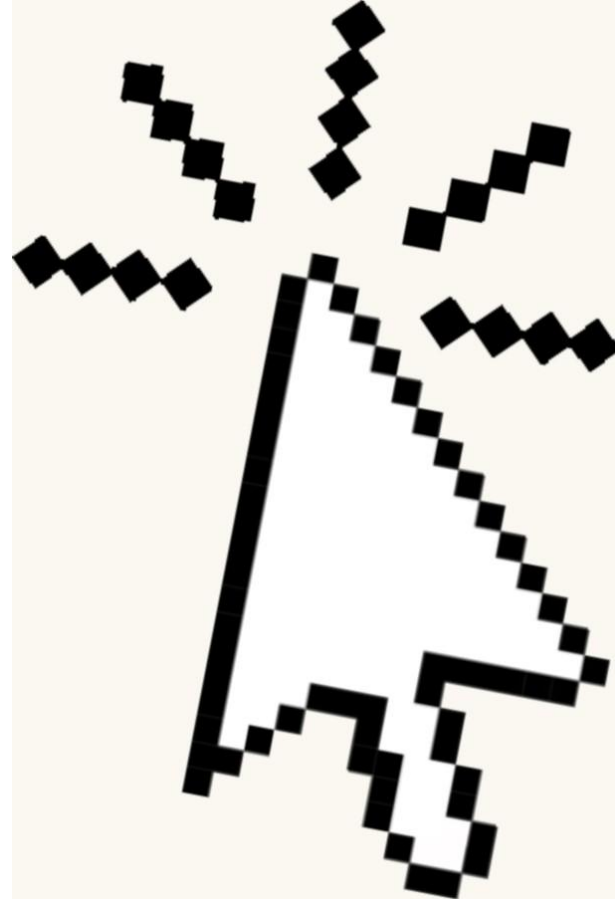
On the ribbon at the top, click on the Insert tab,





4, Click on 'Chart'

Select the Chart option, A dialog box will appear



with different chart types,

5. Choose a Chart Type

Choose the chart type (e.g., column, line, pie, bar) that best represents your data. Click OK.



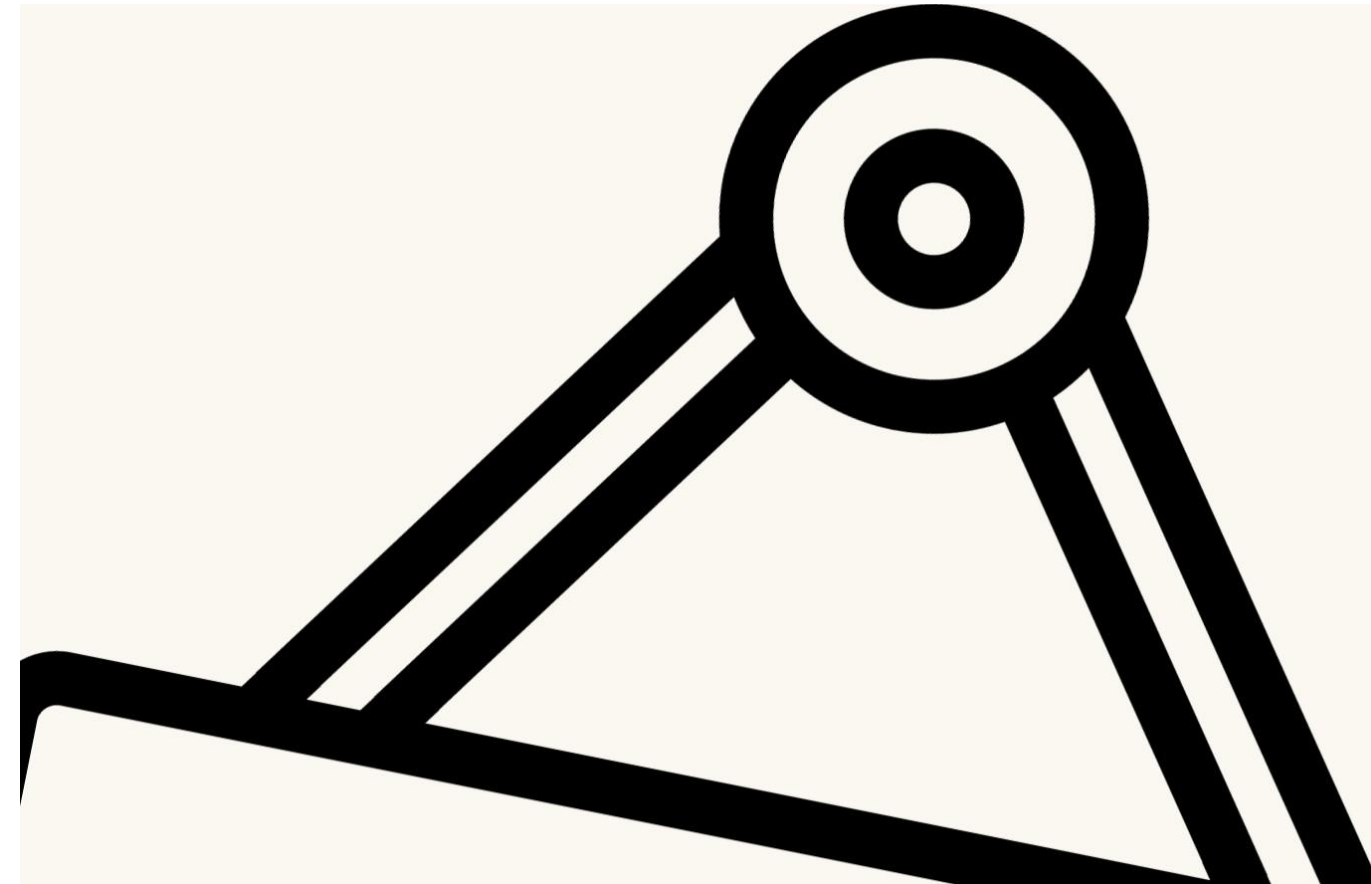
6, Enter or Edit Data

A Microsoft Excel window will open, Enter your data or modify the existing example data,



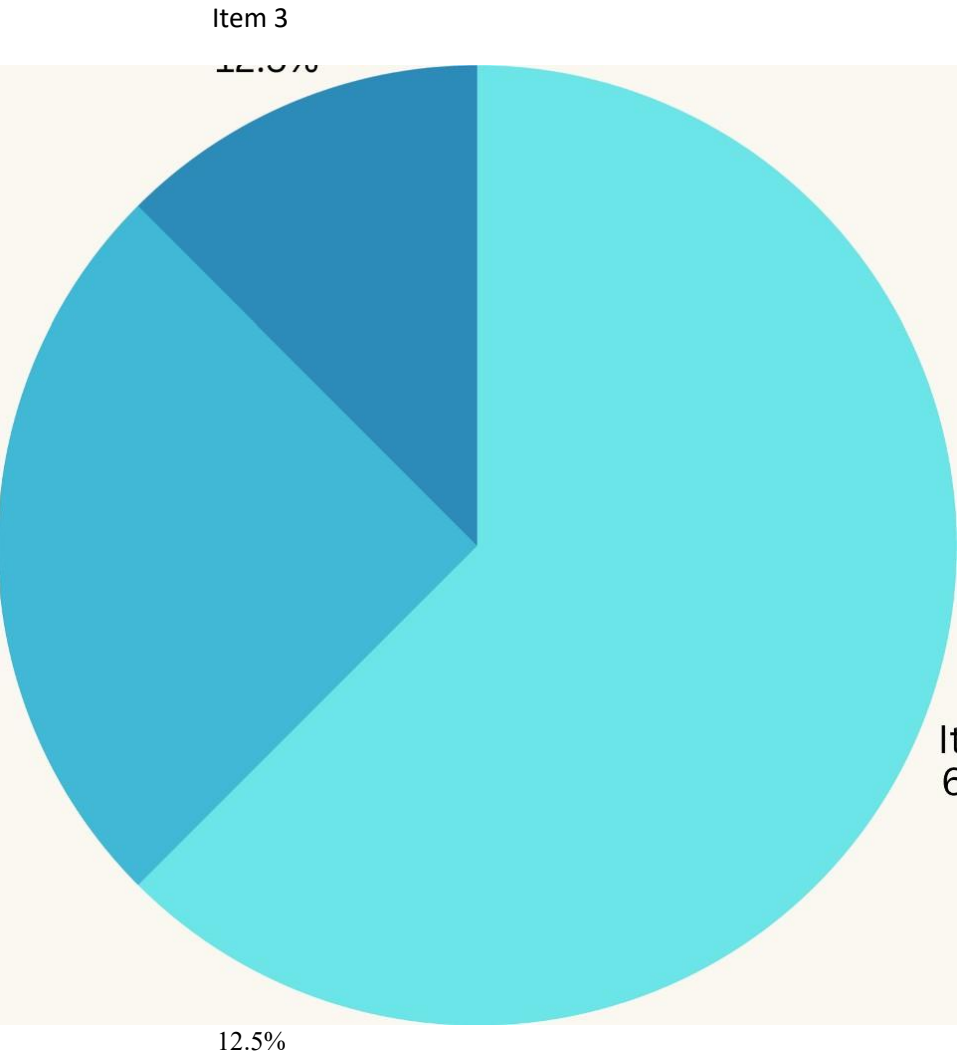
7. Close Excel :

Once the data is entered, close the Excel window. The chart will be updated in Word.



8. Customize the Chart

Use the Chart Design and Format tabs to customize colors, labels, and layout.



Conclusion:

Creating a chart in Word is quick and simple, and it greatly improves how data is presented, With just a few steps, you can turn raw numbers into a clear, professional visual that strengthens your report,



THANK you VERY MUCH FOR Your ATTENTION

HOPE THAT THE INFORMATION IS

OF GREAT USE TO EVERYONE.



Thank You