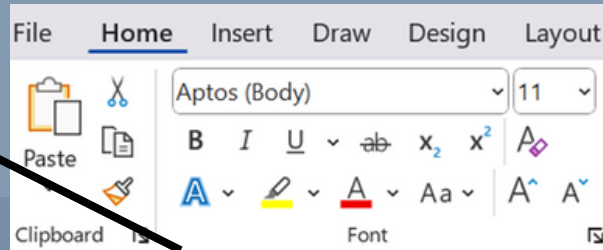


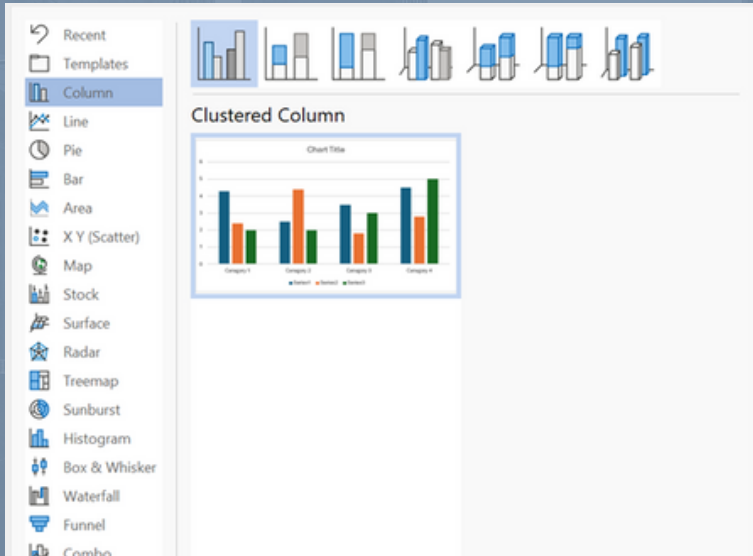
HOW TO CREATE A CHART IN WORD DOCUMENT

student no:2438988

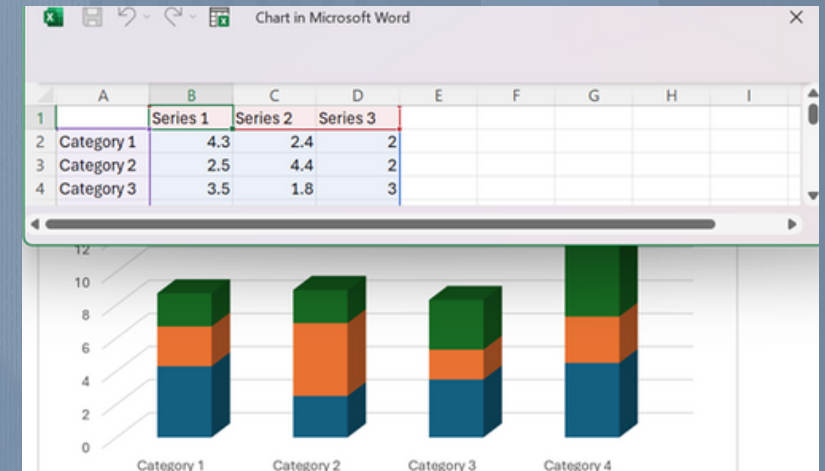


In order to Create a chart in Word Document Following are the steps that you need to Take.

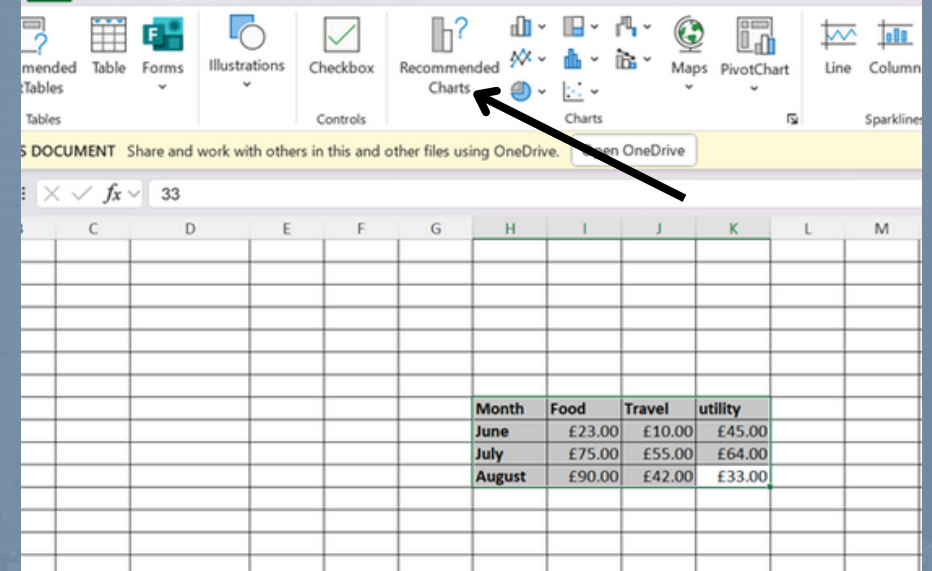
- Open Microsoft Word Document.
- Click on the Tab of insert on the top left of the Word ribbon



- Once the Dialogue box Appears , it is your choice to select the most suitable chart type for your work.
- After selecting the type you can modify your charts more by selecting the subtype such as clustered or stacked column. Once done select OK



- After you select OK, an Excel sheet will appear. You can change the data in the sheet w.r.t to your needs.
- Finally you can use the change the layout of your chart by sorting the placement and wrapping within the document.



Quick Way

If you already have the excel sheet ready having all the data , you can just select all the data and right click to find the option of create chart and the automated chart will be generated for the data entries on the excel sheet