

student name: Mary Nicole Keenan
Student ID: 2413808
Lecturers name: Kazeem Oseni

what is Microsoft word?

Microsoft word is a word processing program created by microsoft, it is used for creating, editing and formating a wide range of Documents including resume papers,reports it also allows users of microsoft to create chart tables, images and other visual elements making it a tool for both professional and personal writing tasks.

what can you do with microsoft word?

Microsoft word can be used to type,edit and design different of formats such as essays,Cv,letters,to change fonts styles,colors and use for grammar checks.

What are the benefits of using microsoft word?

Microsoft word offers a wide range of benefits that makes it a user friendly tool for document creation.

Here are some of the key advantages of using microsoft word:

One being its easy to nagivate for even beginners

Offers a wide range of Rich text formatting tools for customisation.

Helps improve writing quality through spell check and grammar correction.

Insert options such as images ,tables, hyperlinks and more.

How To create a chart on microsoft word:

To start creating a chart on microsoft word,step by step:

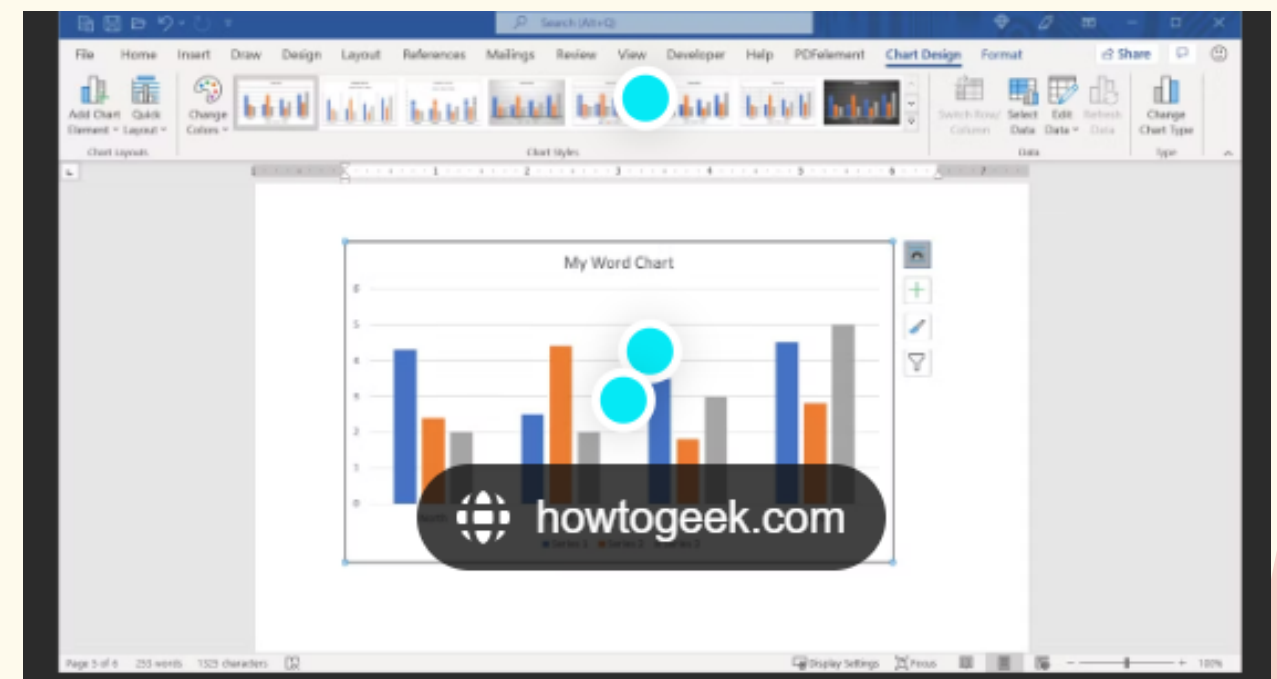
Step 1: Open microsoft word

Step 2: Go to the insert button in the top ribbon and click chart..

Step 3 : After clicking chart a dialog box will appear with different types of charts,such as Column,Line,Pie,Bar,Area etc.

Step 4: Pick a chart from the options provided.

Step 5: Replace the sample data provided with your own data.



Writtenhouse,S (2021,December 30) How to create a chart.How-to geek.<https://www.howtogeek.com>