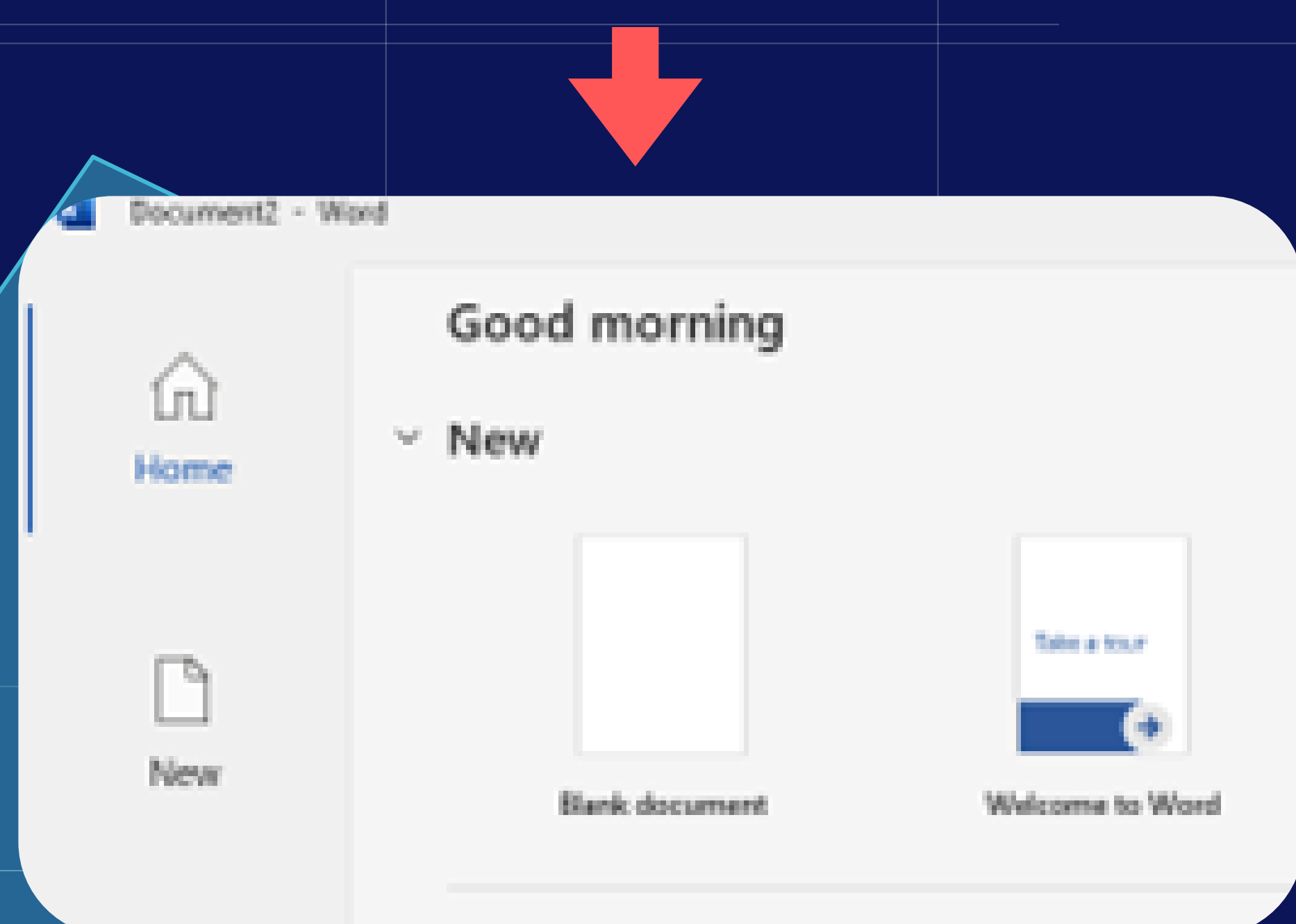
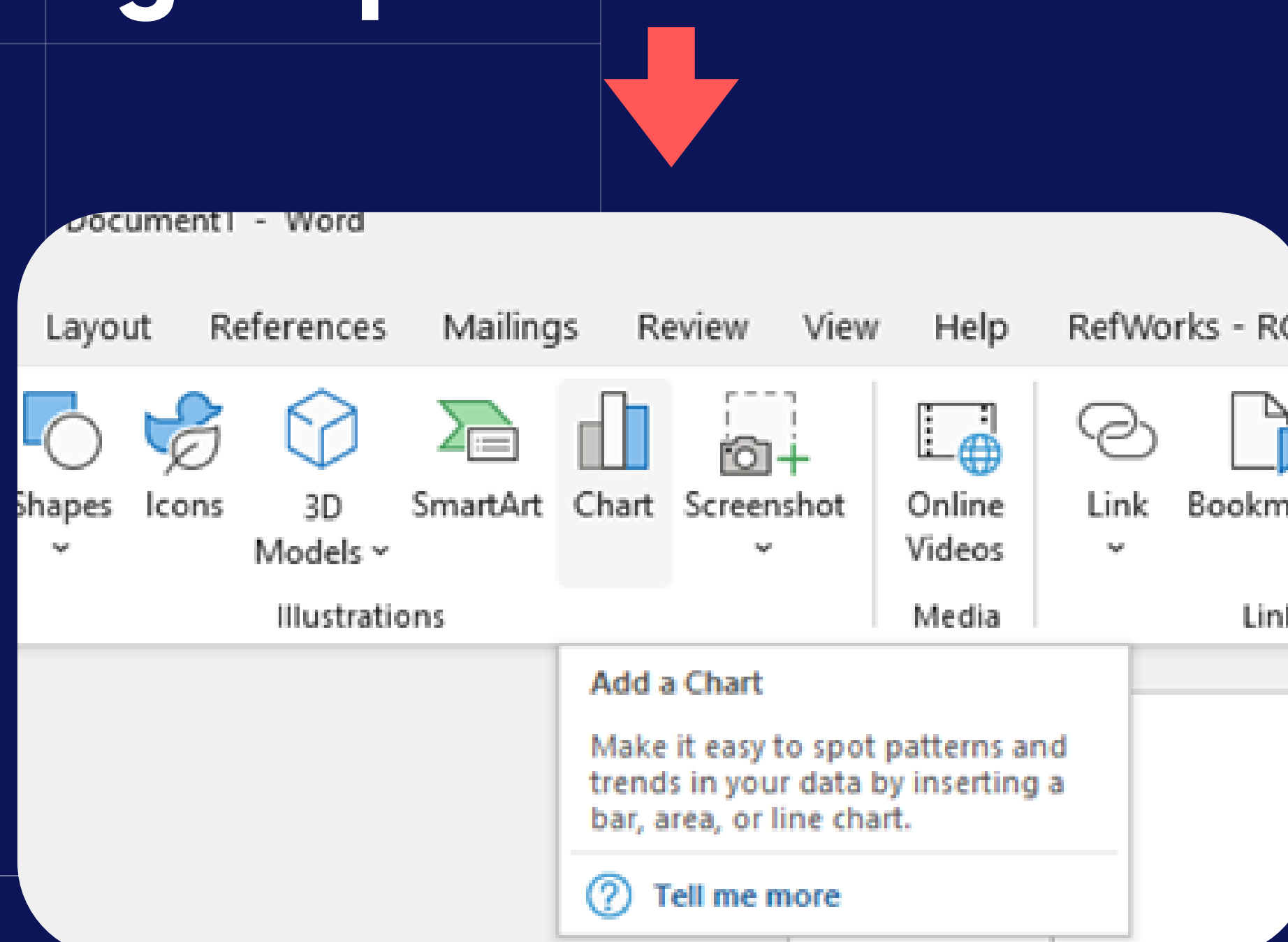


Creating a Chart in a Word Document

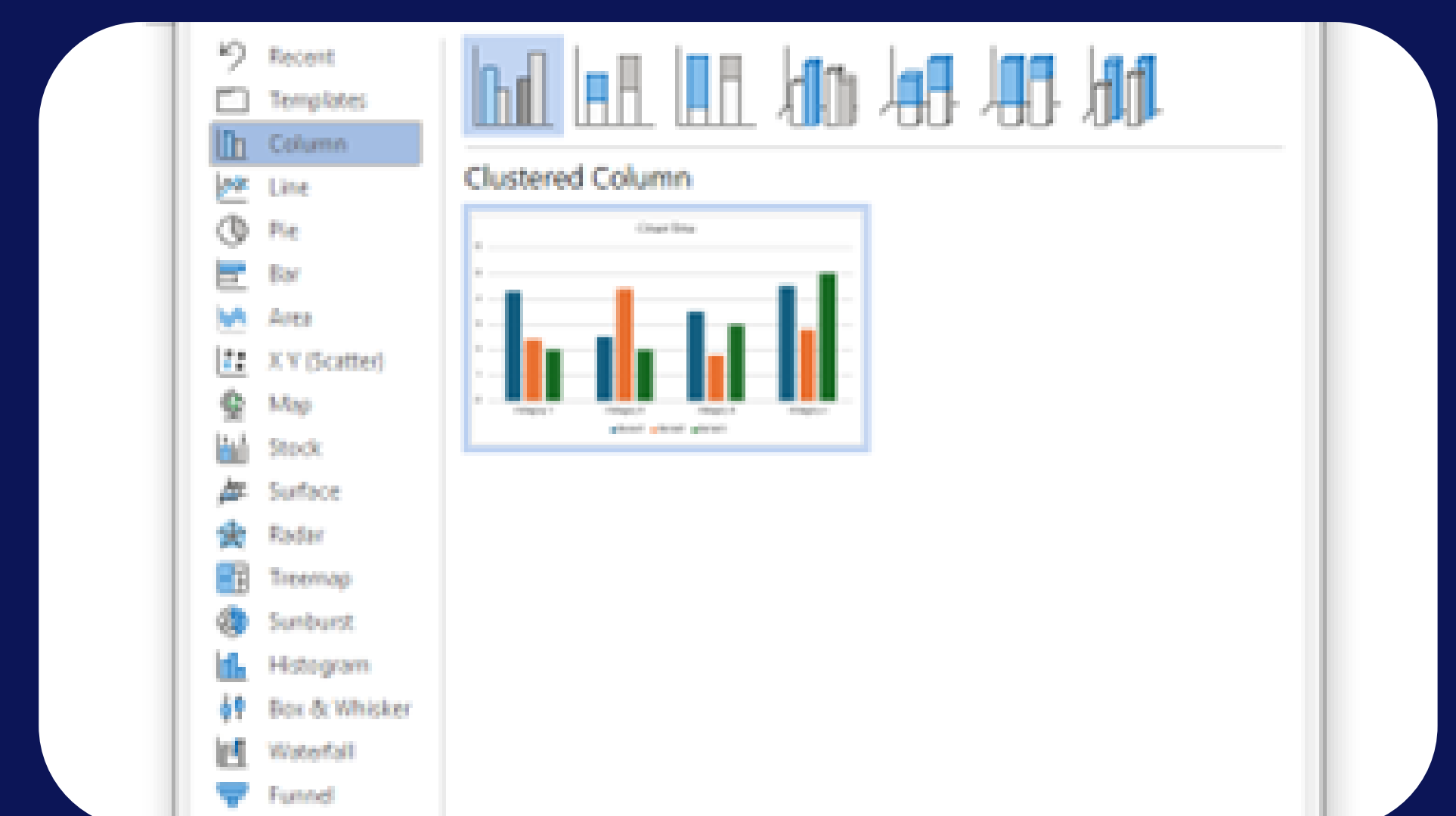
Step1: Load Microsoft Word
Open a new or existing blank document where you want to insert the chart.



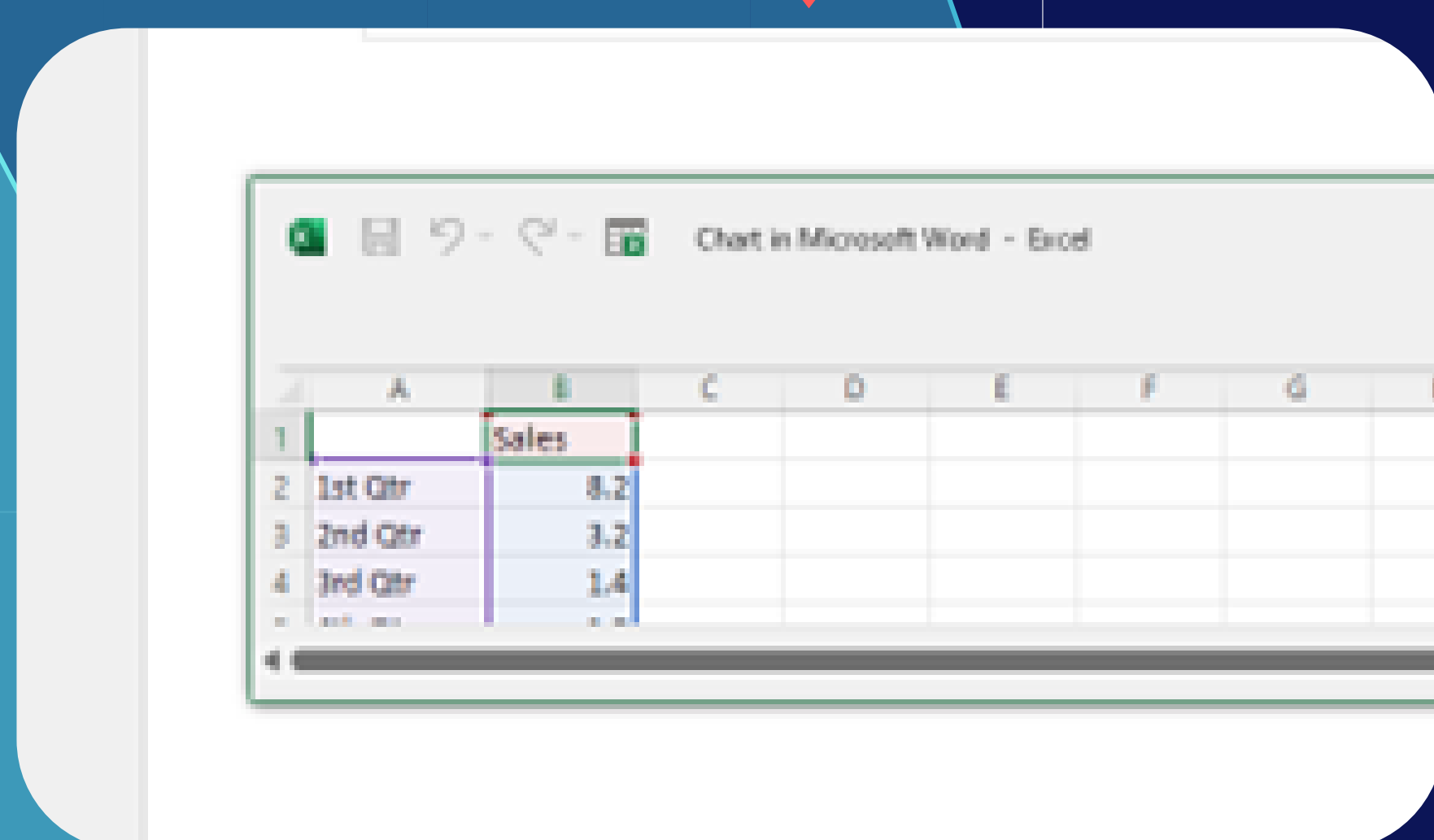
Step2: Insert a Chart
Click on the "Insert" tab in the top menu. Select "Chart" from the "Illustrations" group.



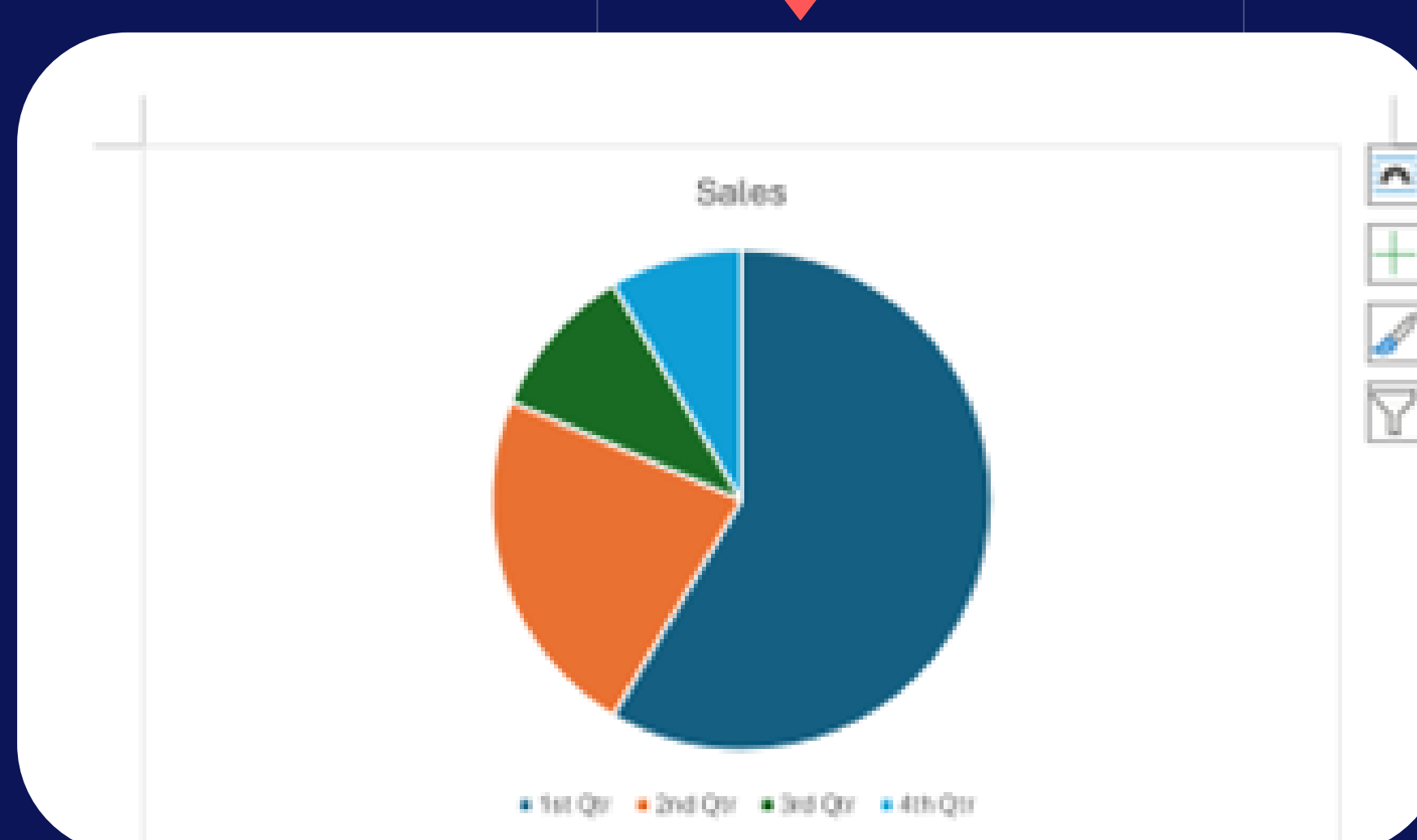
Step3: Choose a Chart Type
A dialog box will appear with different chart types (e.g., Column, Line, Pie, Bar, etc.). Select the type of chart that best suits your data. Click "OK" to insert the chart.



Step4: Enter Data in the Excel Sheet
An embedded Excel sheet will open alongside your Word document. Replace the sample data with your own values. Close the Excel window when you're done (changes will be saved automatically).



Step5: Customize the Chart
Click on the chart to access the "Chart Tools" menu. Use the "Design", "Layout", and "Format" tabs to: Change chart styles and colors. Modify labels, titles, and legends. Adjust axis settings and gridlines.



Step6: Resize and Move the Chart
Click and drag the edges of the chart to resize it. Click and drag the chart to move it to the desired location in the document.



Step7: Save Your Document
Click "File" > "Save As", choose a file location, and give your document a name. Select a file format (e.g., .docx, .pdf) and click "Save".

