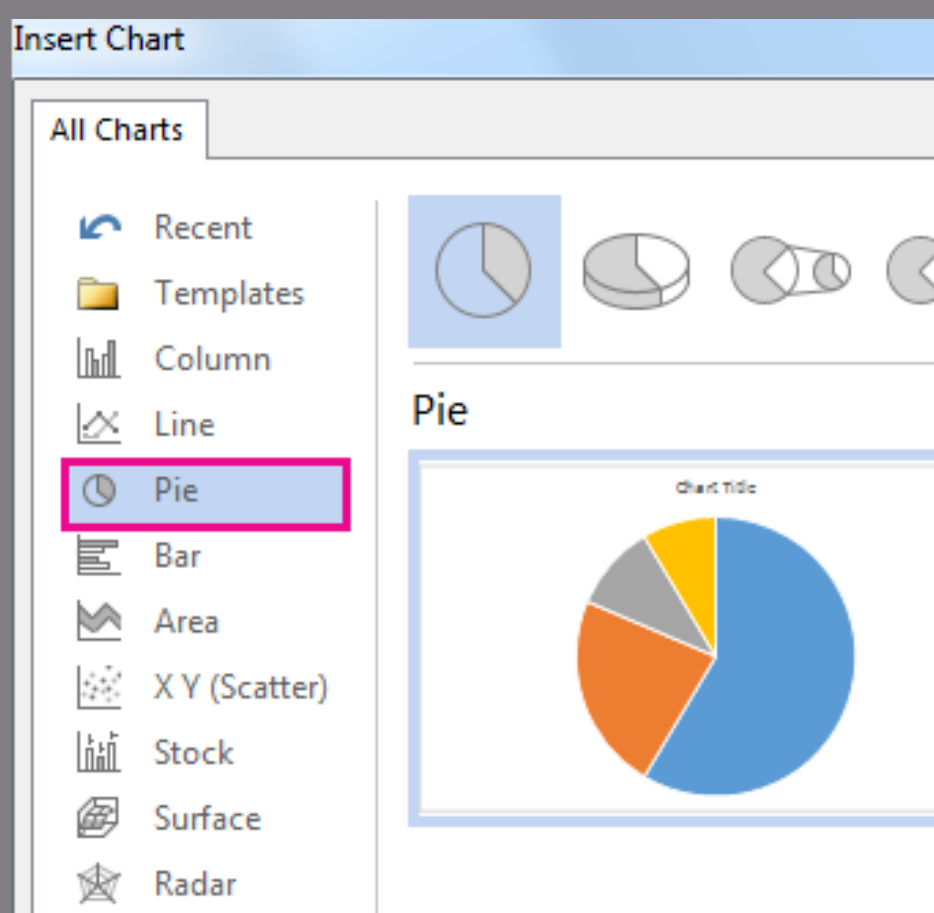
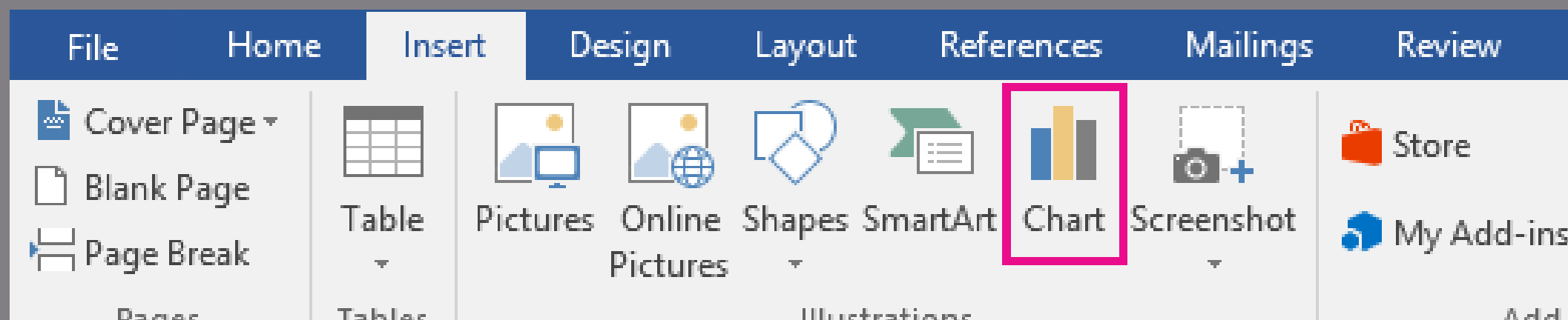


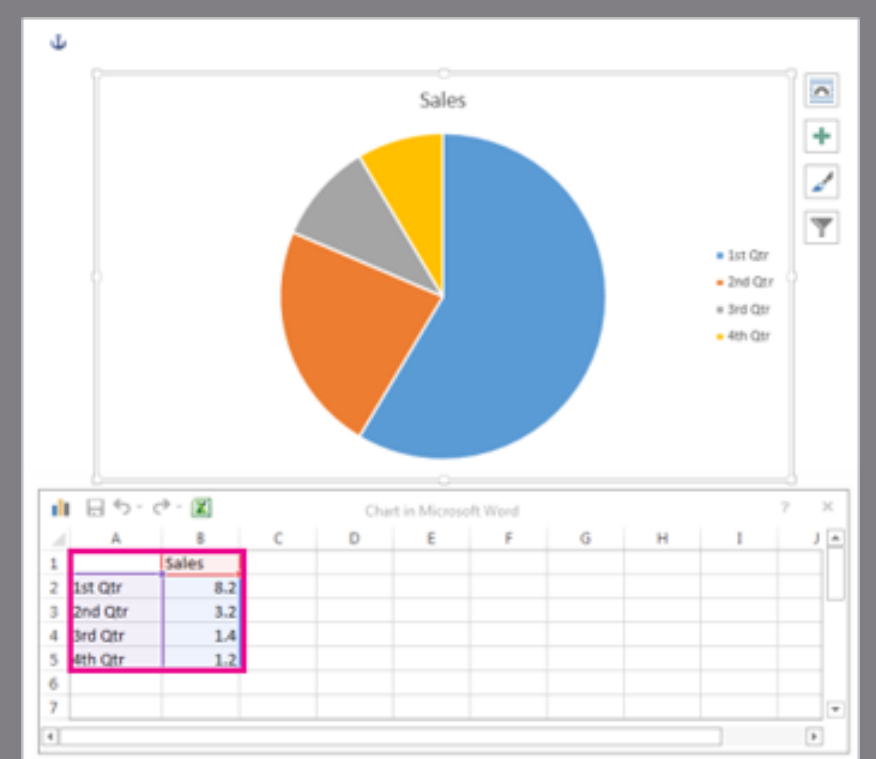
HOW TO CREATE A CHART IN A WORD DOCUMENT

According to Microsoft (2024), anyone can build a chart in a Word document. However, for huge amounts of data, it is advisable to create it in Excel and then copy it into Word. This method is more useful when data changes often because the chart may constantly display current information.

1.To make an easy chart from the beginning in word, simply select the insert >chart and choose the desired chart, showing in the following image.



2.After selecting the chart format, double click desired chart to insert it into the document.



3.Replac spreadsheet's default data with appropriate information.

Suggestion: When users enter a chart, little buttons display in the upper right corner. Axis titles and data labels can be displayed, concealed, or formatted using the Chart Elements button. Alternatively, use the Chart Styles option to quickly change the colour or style of the chart. The Chart Filters button offers more complex options for showing and hiding data in your chart.

4. Close the spreadsheet to update the document's chart once it's been finished entering data and making changes.

5. The Layout Options button can then be used to rearrange the chart and text in the page.

REFERENCES:

ADD A CHART TO YOUR DOCUMENT IN WORD - MICROSOFT SUPPORT (2024). [HTTPS://SUPPORT.MICROSOFT.COM/EN-US/OFFICE/ADD-A-CHART-TO-YOUR-DOCUMENT-IN-WORD-FF48E3EB-5E04-4368-A39E-20DF7C798932](https://support.microsoft.com/en-us/office/add-a-chart-to-your-document-in-word-ff48e3eb-5e04-4368-a39e-20df7c798932).