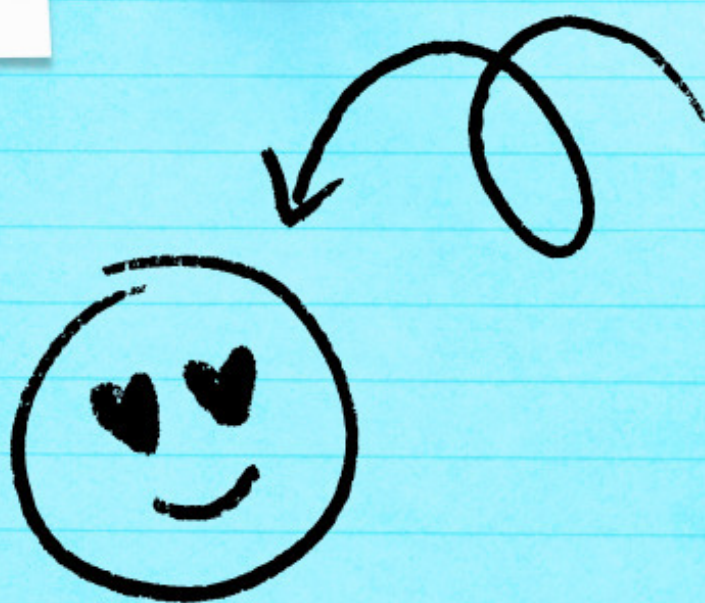




HOW TO INSERT CHARTS IN WORD DOCUMENT



01



Step 1

Step 1 Is opening the Word Document App. You achieve this by launching the app with a double click of the left mouse (if you're on a mobile device it only require a tap).

Step 2

After you have successfully launched the app, what you're going to do is. Go to the ' Insert' tab on the ribbon and then click on ' Chart 'following the click a window will open showing multiple types of Charts and you will select the one you need.

02



03



Step 3

Now for the final Step. After you have entered the data you wanted there are options where you Can customise the chart. Click on the chart to activate chart tools and then click chart designs.