

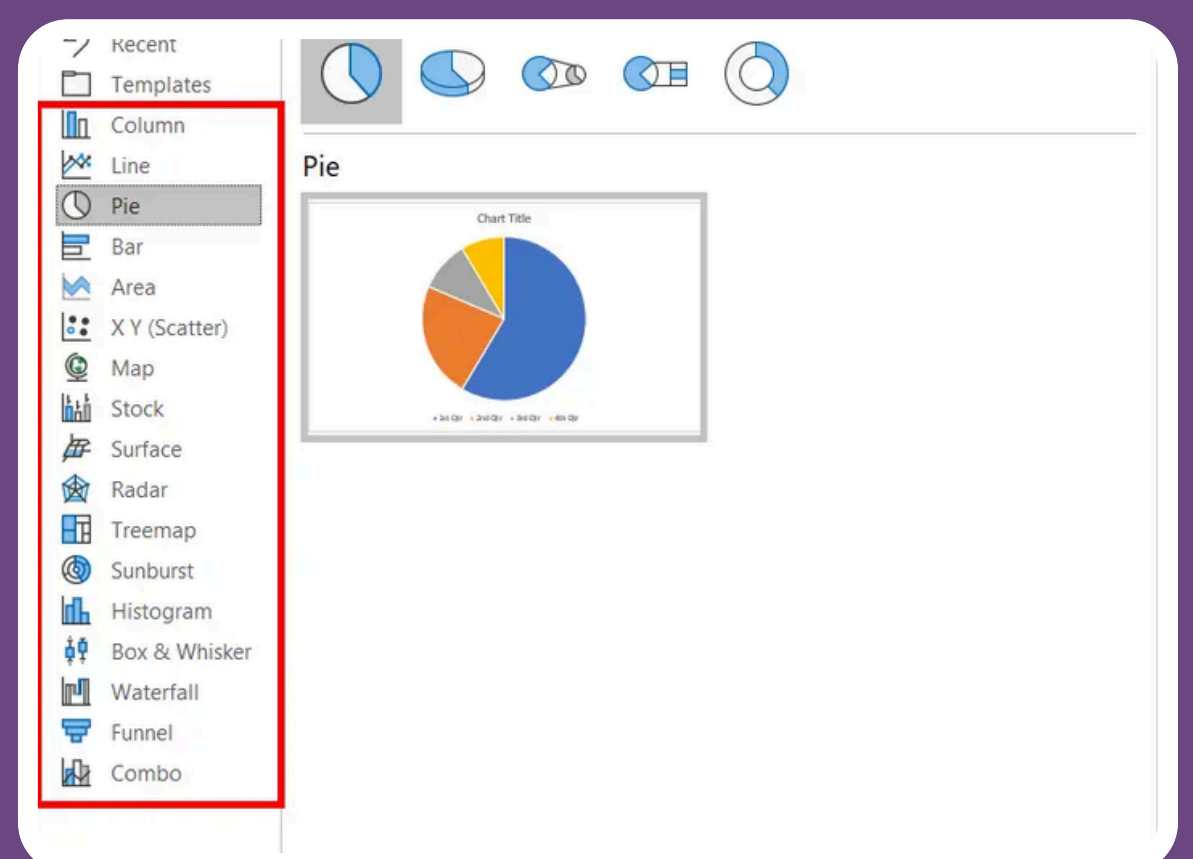
How To Create A Chart In A WORD DOCUMENT

1) Select the chart icon on the “insert” column

- You will find the insert column on top of the ribbon column
- Once you select the chart icon, you will be taken to the preview page of all the available charts that you can select

2) Choose a chart on the menu

There are 17 different types of charts in Microsoft Word. Select the one that fits your purposes.



3) Customise your chart using an excel sheet

An excel sheet will appear after you insert your chart. Use it to insert your data.

Any changes that you make on the excel sheet will automatically be reflected on the chart.

4) Resize the chart

Using your cursor, select one of the corners to resize your chart.