

Topic: How to create chart in a Word document.

Name: Atanas Ivanov Ivanov

Student ID : 2415937

Introduction:

Creating charts in Microsoft Word can be an effective way to visually represent data and enhance the clarity of your documents. Here is a step-by-step guide to help you create a chart in a Word document.

Guide to create a chart in Word document:

Step 1:

Open Microsoft Word:
Launch the application and open or create a new document where you want to insert the chart.

Step 2:

Insert a Chart: Go to the "Insert" tab located at the top menu bar.

Step 3:

Select Chart Type: Click on the desired chart type from the list.

Step 4:

Edit Data: Once you select a chart type, a sample chart will appear in your document.

Step 5:

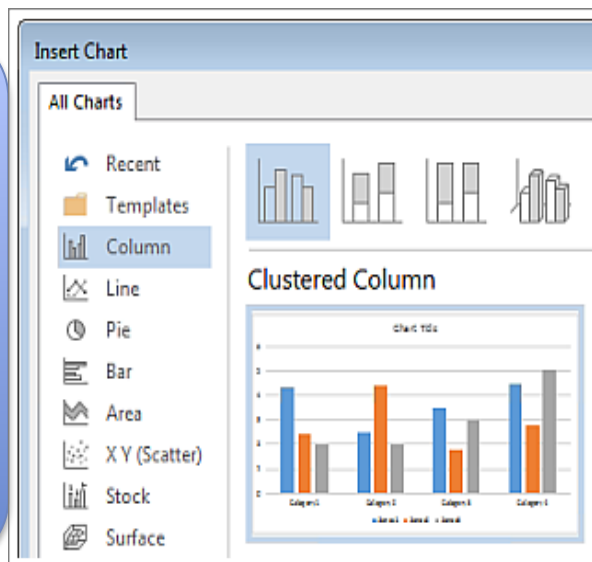
Customize Your Chart: After inputting your data, you can customize the chart's appearance.

Step 6:

Save Your Work: Don't forget to save your document regularly to avoid losing any changes.

Step 7:

Review and Refine: Finally, review your chart to ensure it accurately represents your data and meets your needs.



Conclusion:

By following these steps, you can easily create professional-looking charts directly within your Word documents, making your content more engaging and understandable.

References:

- Microsoft Support. Insert a chart in Word. Available at: support.microsoft.com.
- TechRepublic. How to create a chart in Microsoft Word. Available at: techrepublic.com.
- Lifewire. How to Make Charts in Microsoft Word. Available at: lifewire.com.