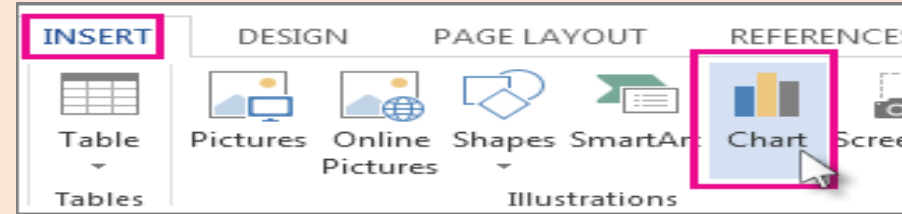


How to create a chart in Word

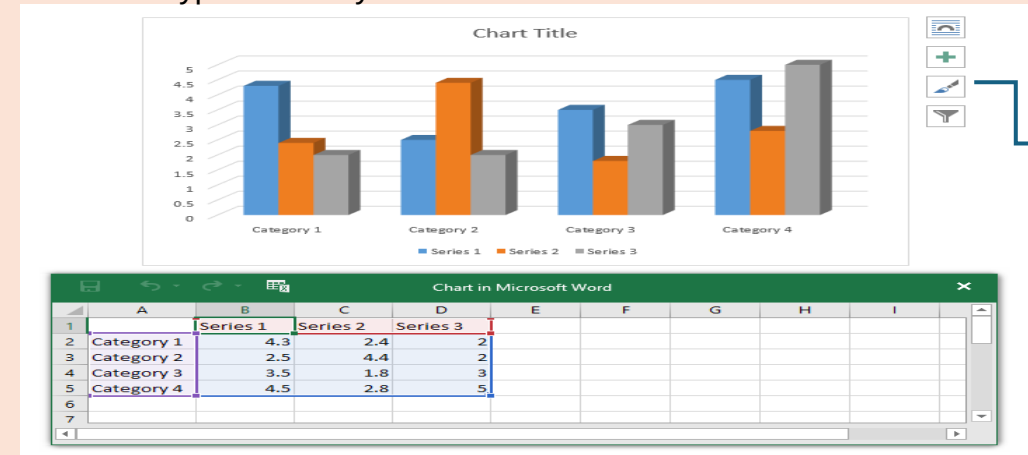
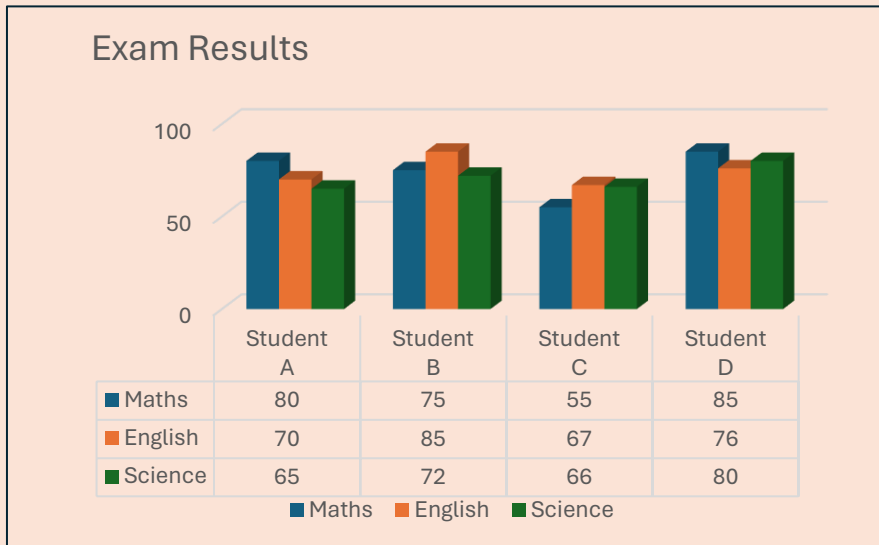
A chart can be created in a Word document. The data in the table below will be used to make the chart.

	Maths	English	Science
Student A	80	70	65
Student B	75	85	72
Student C	55	67	66
Student D	85	76	80

First, open the document and move the cursor where you want to insert the chart. Select the **Insert** tab in the ribbon. Next select the **Chart** button



In the **Insert Chart** dialog box, a default cluster column chart is displayed. On the left side of the dialogue box, select the type of chart you want and **Click OK**. An Excel default data table appears (**Chart in Microsoft Word**) together with the type of chart you select.



Use the spread sheet to insert the data needed and the chart will be formed accordingly. Select the **Chart element buttons** to right side of the chart, to add the title, change the size, and make any other changes you wish to display in your Chart. If the Chart element buttons are not visible, click inside the chart and they will be displayed to the right side. Once you have finished making amendments, click the Save button or Control S to save your work.

Reference: [https://www.google.com/search?sca_esv=7c6bf37a198f0c55&sxsrf=ACQVn09yKLVpZAsh14tULQIEMiLEszP-](https://www.google.com/search?sca_esv=7c6bf37a198f0c55&sxsrf=ACQVn09yKLVpZAsh14tULQIEMiLEszP-6A:1711532574307&q=insert+chart+in+word&tbm=isch&source=lnms&prmd=ivnbmtz&sa=X&ved=2ahUKEwjssvPYk5SFAxW3UUEAHUU4B9MQ0pQJegQIERAB&biw=1536&bih=730&dpr=1.25)

6A:1711532574307&q=insert+chart+in+word&tbm=isch&source=lnms&prmd=ivnbmtz&sa=X&ved=2ahUKEwjssvPYk5SFAxW3UUEAHUU4B9MQ0pQJegQIERAB&biw=1536&bih=730&dpr=1.25