

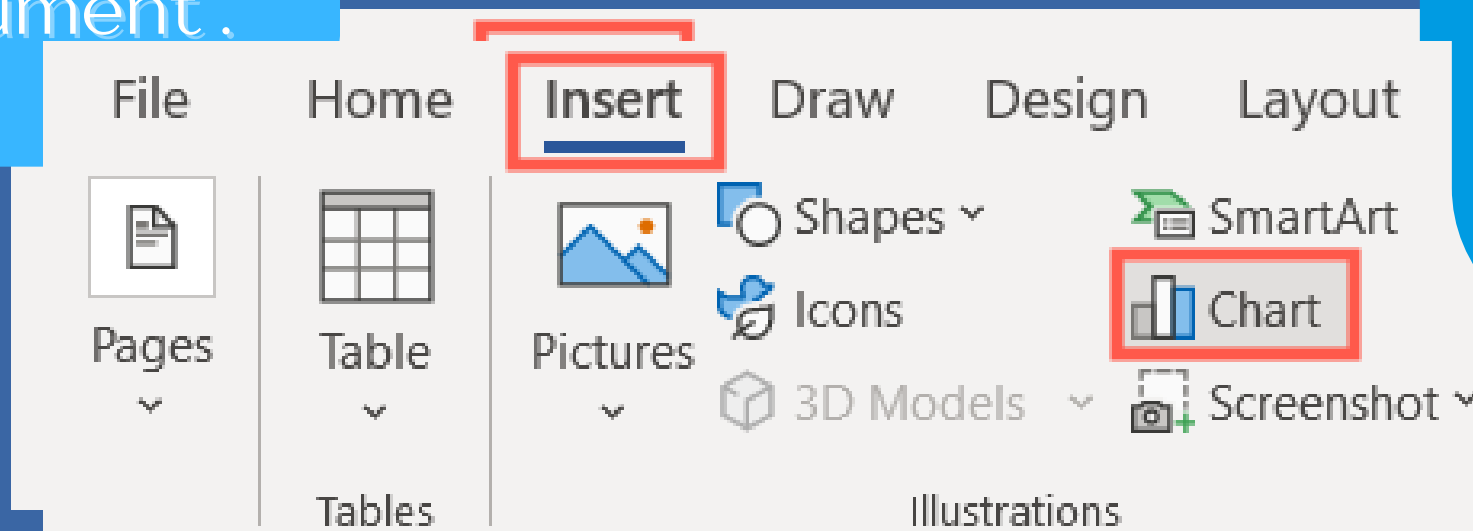
How to create a chart in Word document

1. Open Microsoft Word.

- Start by opening a new or existing Word document.

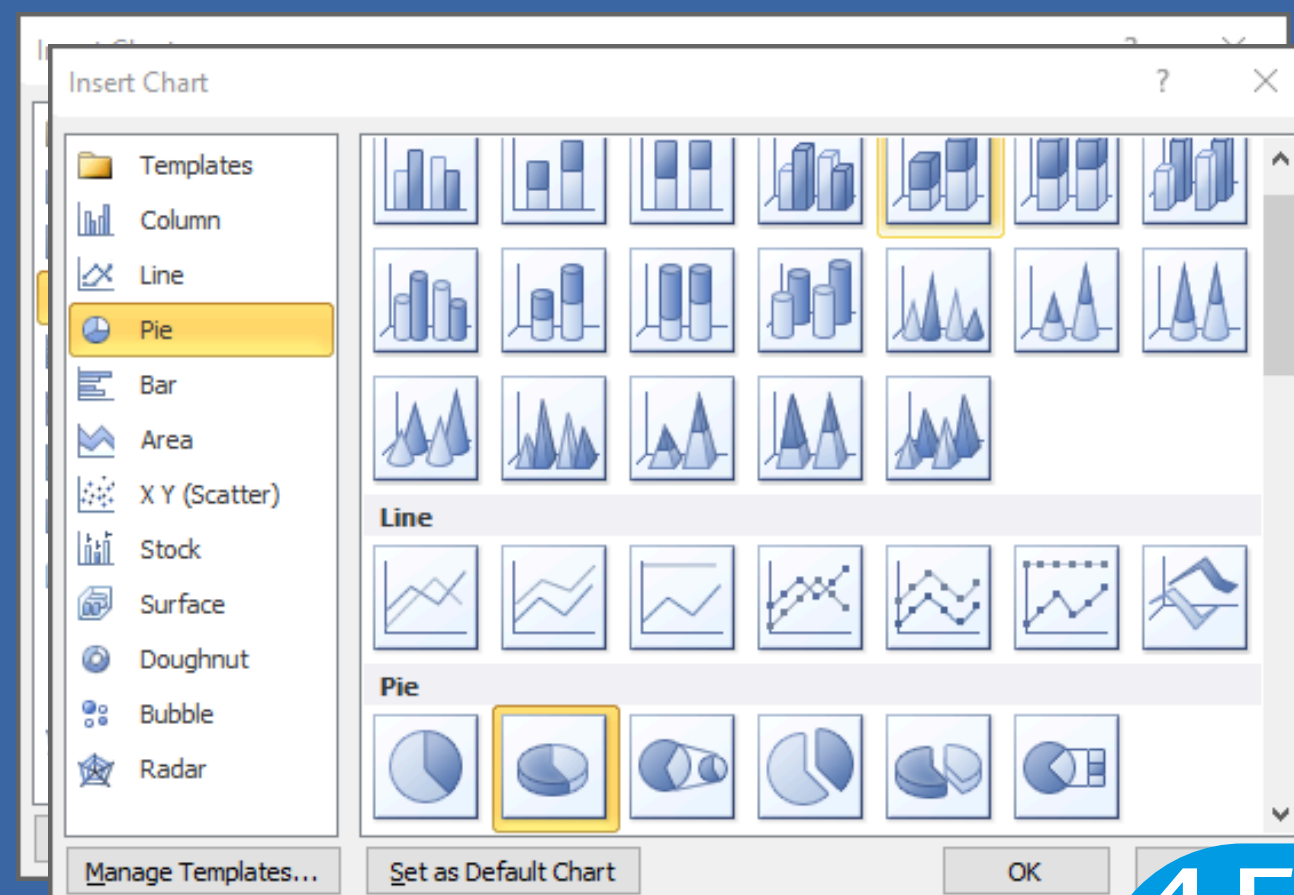
2. Insert a Chart

- Navigate to the "insert" tab at the top of the screen and click on **Chart**



3. Choose a Chart type

- A window will pop up showing a chart types, such as Column, Line, Pie, etc.
- Select the chart style you want and click **OK**



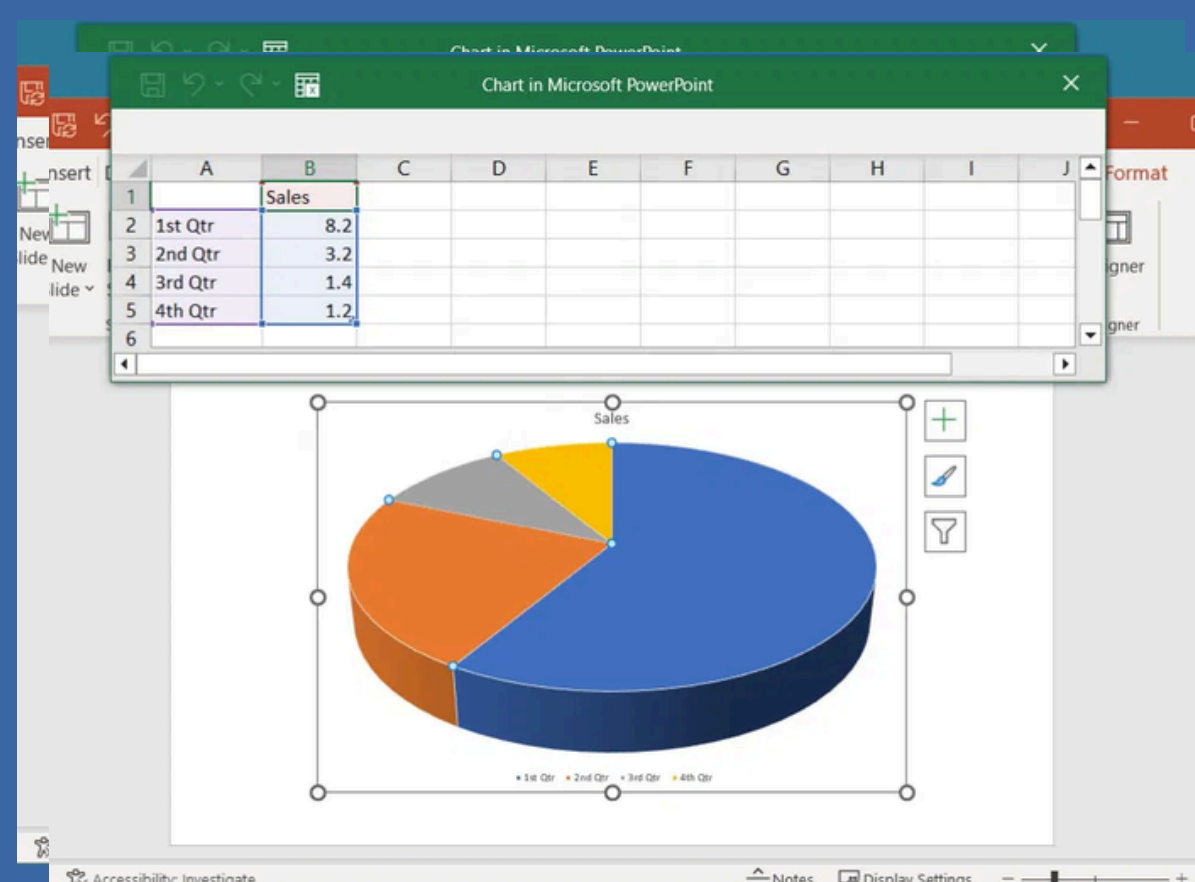
4. Edit Your Data

- A datasheet (Excel-like spreadsheet) will open up.
- Replace the default data with your own data. You can add or delete rows and columns as needed.

5. Customize your Chart

- You Click on the chart to activate the Chart Tools

and customise your chart



6. Finalize the Chart

- Once you're happy with the chart, close the datasheet.
- The chart will now be embedded in your Word document.