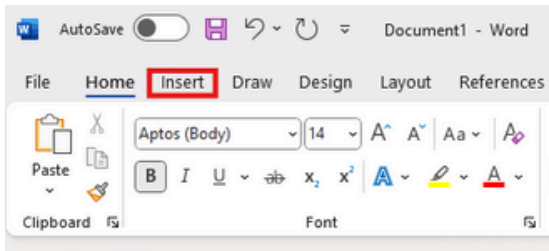


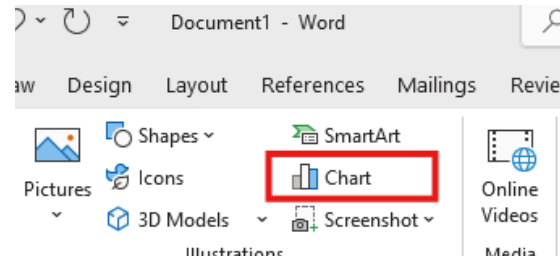
HOW TO CREATE A CHART IN A WORD DOCUMENT STEP-BY-STEP

STEP 1



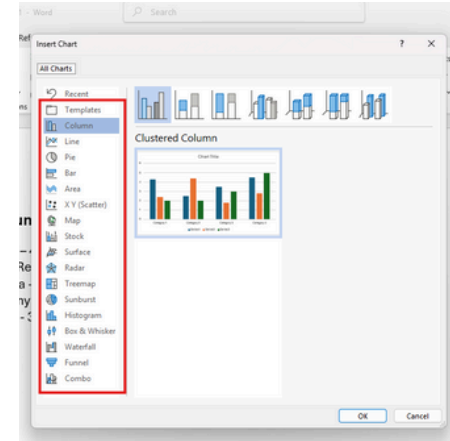
To create a chart in a word document select the **INSERT** button in the toolbox menu.

STEP 2



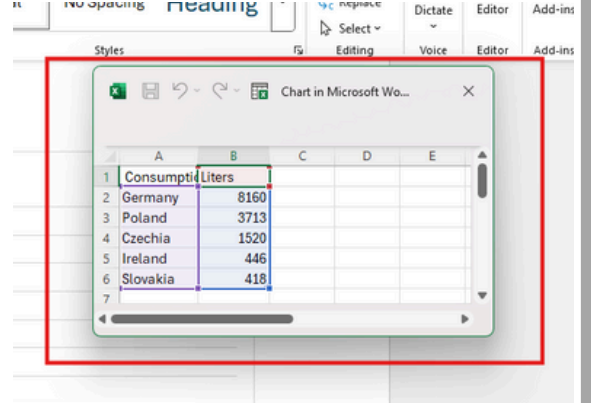
Click on the **CHART** button.

STEP 3



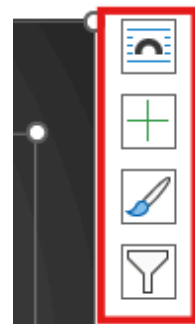
Select what type of chart you want. (Pie, Table, chart, ect;).

STEP 4



In these cells you will need to insert all the required data for the **CHART**.

STEP 5



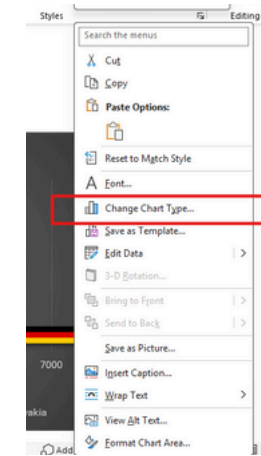
These four buttons allow you to choose and change the layout, elements, styles and filters

STEP 6



1 of 4 buttons example:
To change the style or colour of you chart

STEP 7



If you right click on the chart you can change from a table chart to a pie or line chart