



HOW TO INSERT A CHART INTO A WORD DOCUMENT

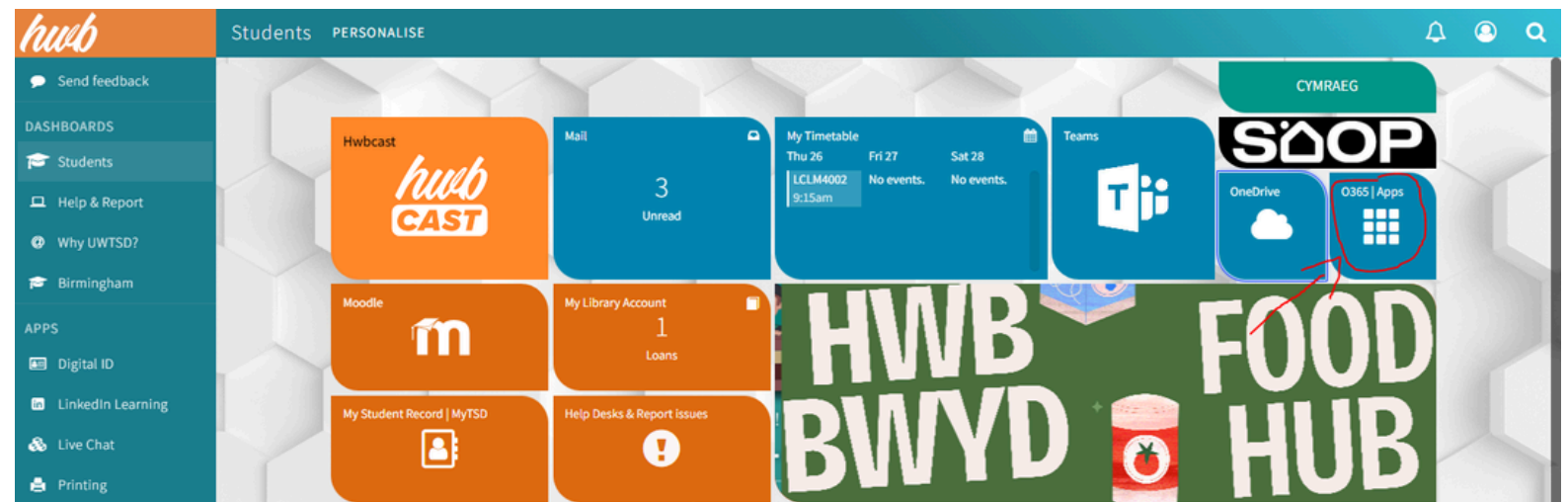
BY NIKOL ZELEK 2132310



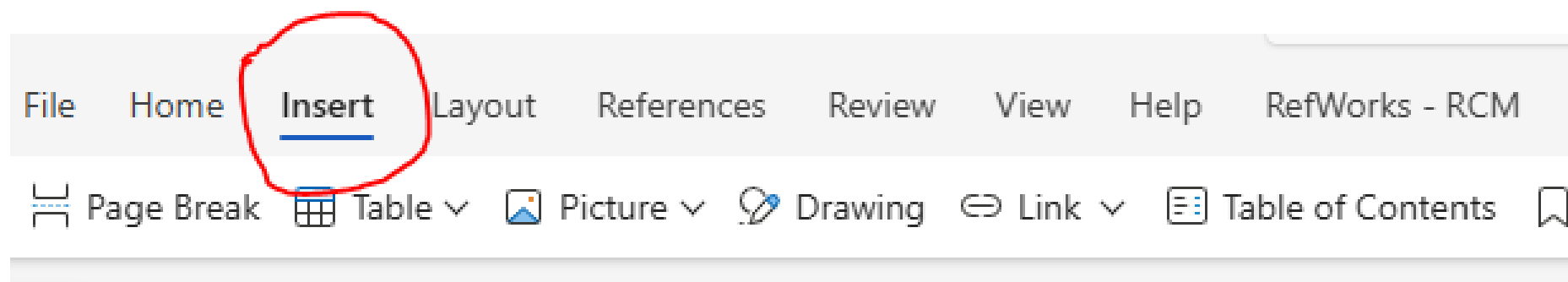
Here are few simple steps you need to follow in order to correctly insert a chart into a Word Document.

STEP 1

- Log into your UWTDS portal.
- On the main page you can see '365' apps.
- Open a blank word document.



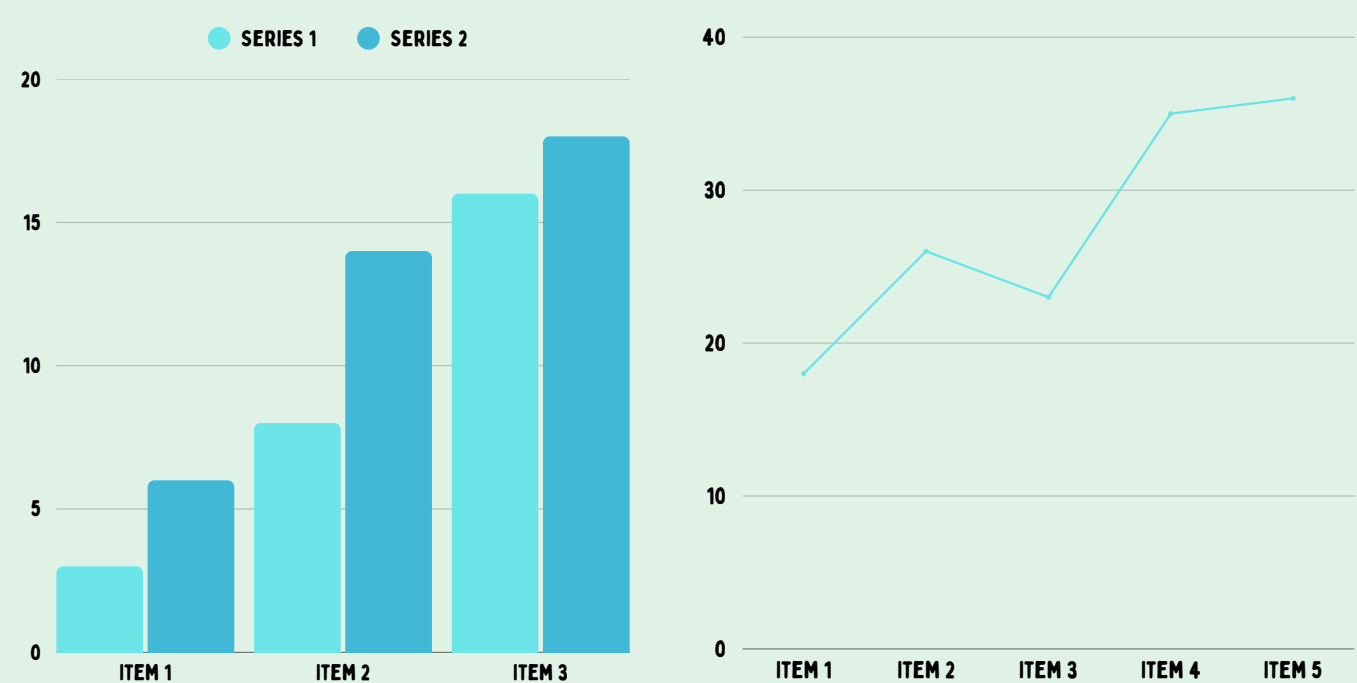
STEP 2



- After successfully opening a blank page the most important part of the document is to have a Headline, so that the person seeing the document can understand what the document is representing.
- The picture above is showing us how to find the insert button, below that we can find options of what we would like to insert.

STEP 3

After that you need to find a chart that you are interested in and insert it. there will be options about shapes and sizes of the particular chart that you need.



KEY INFORMATION



It is essential to start with a computer that is fully functional and able to save your word document either on your drive or desktop. another major essential is to remember that Microsoft can be used for other various documents creating, editing and presentations.