

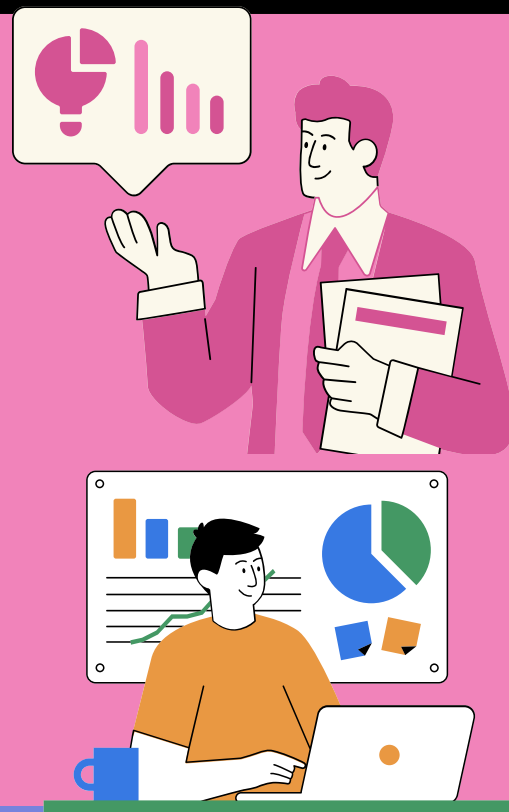
HOW TO CREATE A CHART IN WORD DOCUMENT.

Visualize your data with just a few clicks...

01.

Open Microsoft Word.

Launch Word and open a new or existing document.



02.

Go to the "Insert" Tab.

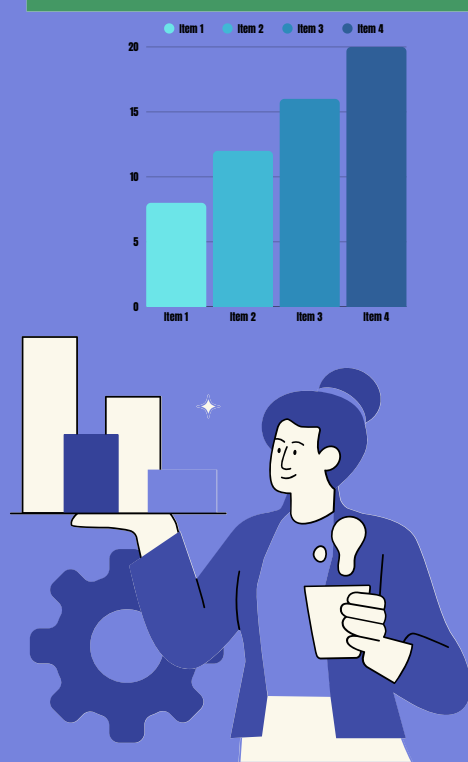
Navigate to the top ribbon and click on "insert".



03.

Click on "Chart"

In the illustrations group, click "chart" and a dialog box will pop up, press OK.



04.

Choose your Chart Type.

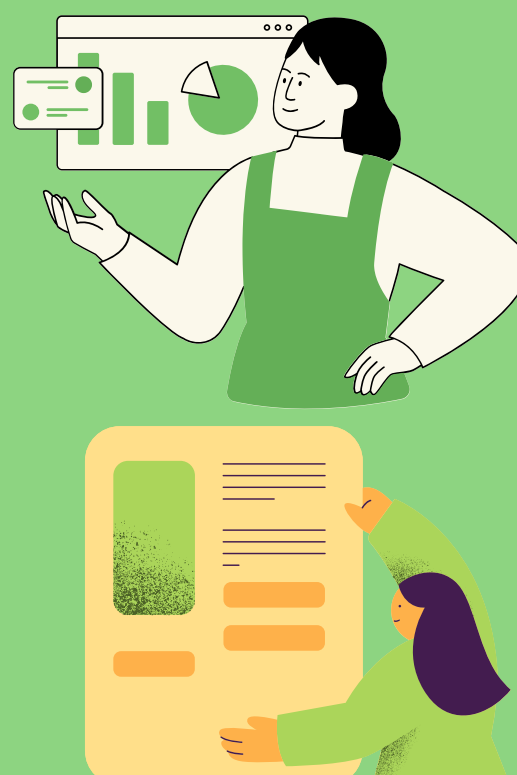
Select from options like, Column, Line, Pie, Bar Area and more then click OK.



05.

Edit Data in Excel Sheet.

An Excel-like spreadsheet will open. Replace the sample data with your own.



06.

Customize your Chart.

Click on the chart to, Change colors, Add titles, Adjust layout.



07.

Dont forget to save your Document!



08.

Tips for Great Charts.

- Use Clear Labels.
- Keep Data Simple and Focused.
- Choose the right chart for your data and information type.

