

Create a Chart in a Word Document

Student Name: Elizabett Dovbak

Student ID : 2436775

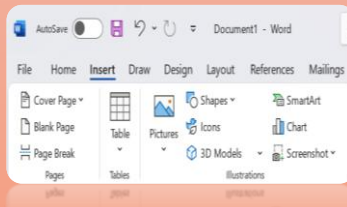
Lecture's name Dr. Amer Kareem

Introduction

Microsoft Word is an element of Microsoft Office which helps with the creation, editing, and formatting of documents. It includes facilities for spell and grammar checking, as well as text formatting. You can also include photos, tables, and charts in your documents. Therefore, the task is to create a chart in Microsoft Word.

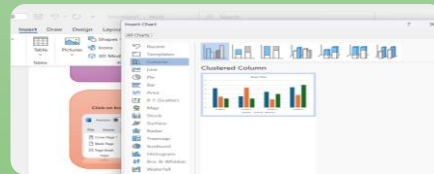
Step 1

Click on Insert button , click on Chart icon to add Chart.



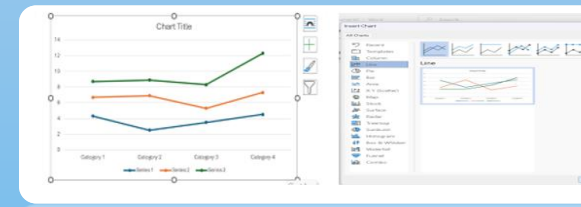
Step 2

Click on add chart icon to choose the type of chart from all charts.



Step 3

Click on all charts to select Line chart and press ok button. A Line chart would appear.



Conclusion

Creating a chart in Word is an excellent skill for anyone working with data. With just a few simple steps and tips, you can make your documents clearer and more visually engaging. Charts help you deliver your main message more effectively – whether it's a student project or a work report. They make your information stand out and grab attention.

Reference

<https://www.theknowledgeacademy.com/blog/what-is-microsoft-word/#:~:text=Microsoft%20Word%20is%20an%20element%20of%20Microsoft%20Office,include%20photos%2C%20tables%2C%20and%20charts%20in%20your%20documents.>