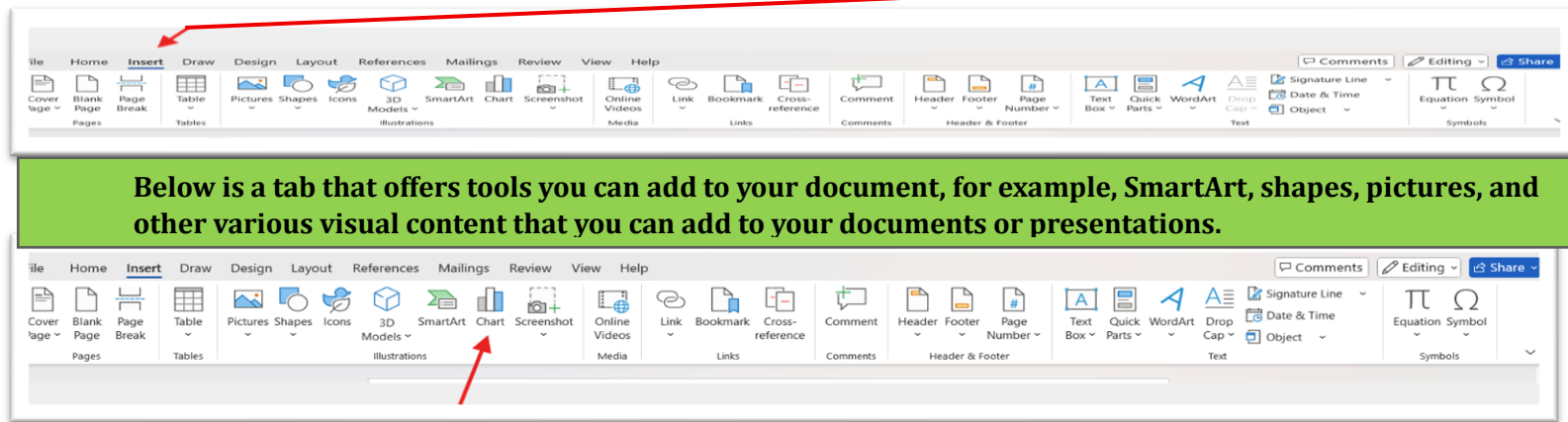


HOW TO INSERT A CHART IN A MS WORD DOCUMENT

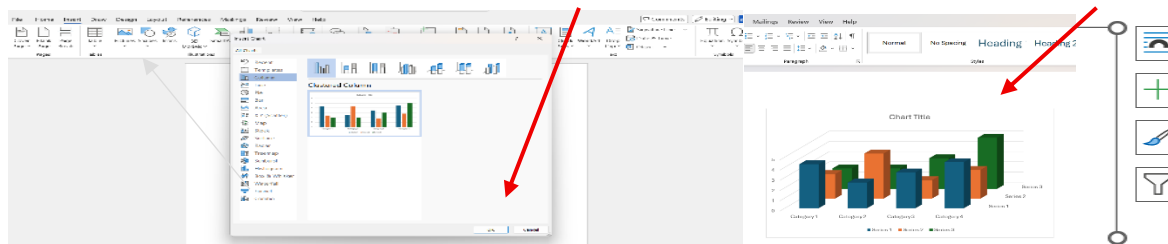
By Angelika Waszak -2440520

This is my introduction guide on HOW TO INSERT A CHART IN A WORD DOCUMENT.

- Turn on your computer or laptop, open the Microsoft Office app, and select MS Word. Once you click on Word, a blank page should open in a Word Document. You will see many different tools that are available for you to use.
- On the top bar, you will see many different contents and options. Navigate to the **INSERT** tab at the top left side and **CLICK ON IT.**



- Find an icon called **chart**, then navigate to it and **CLICK ON IT.**
- You will discover all the different chart styles and designs available to choose from. Select the chart design that is suitable for the information you wish to present.
- Once you have chosen the chart design, **PRESS OK**, and the chart will open in your **Word Document.**



Click on the chart, and you will see on the right side 4 little icons appear. These icons have tools available that allow you to make any changes to the chart.

Once the Chart has been inserted to your word document page you can then fill in the chart columns with the information you wish to input. As mentioned, above the 4 icons have tools available for you to explore and they allow you to make any changes to the layout, change chart elements, change chart style and chart filters. These extra options allow you to explore and be extra creative with your chart to design the chart exactly the way you want it and make it look presentable.