

HOW TO CREATE A CHART IN A WORD DOCUMENT

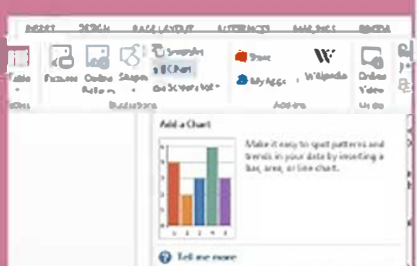
I. Open Microsoft Word and create a new document



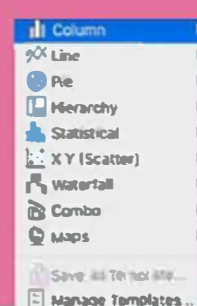
II. Go to the „Insert” tab in the top menu bar



III. Click on the "Chart" option. This will open a window where you can choose the type of chart you want to create.



IV. Select the type of chart you want (e.g., bar chart, pie chart, line chart, etc.) and click "OK."



V. Enter your data into the Excel spreadsheet. You can also copy and paste data from an existing Excel file. As you enter the data, the chart will update automatically to reflect the changes.

VI. Customise your chart by changing the chart style, colors, labels, titles, and other formatting options using the Chart Tools in Word. After you can close the Excel spreadsheet. Customise the chart by right-clicking on different elements of the chart (e.g., bars, legend, axis).

VII. Save your Word document to keep the chart included in the file.

