

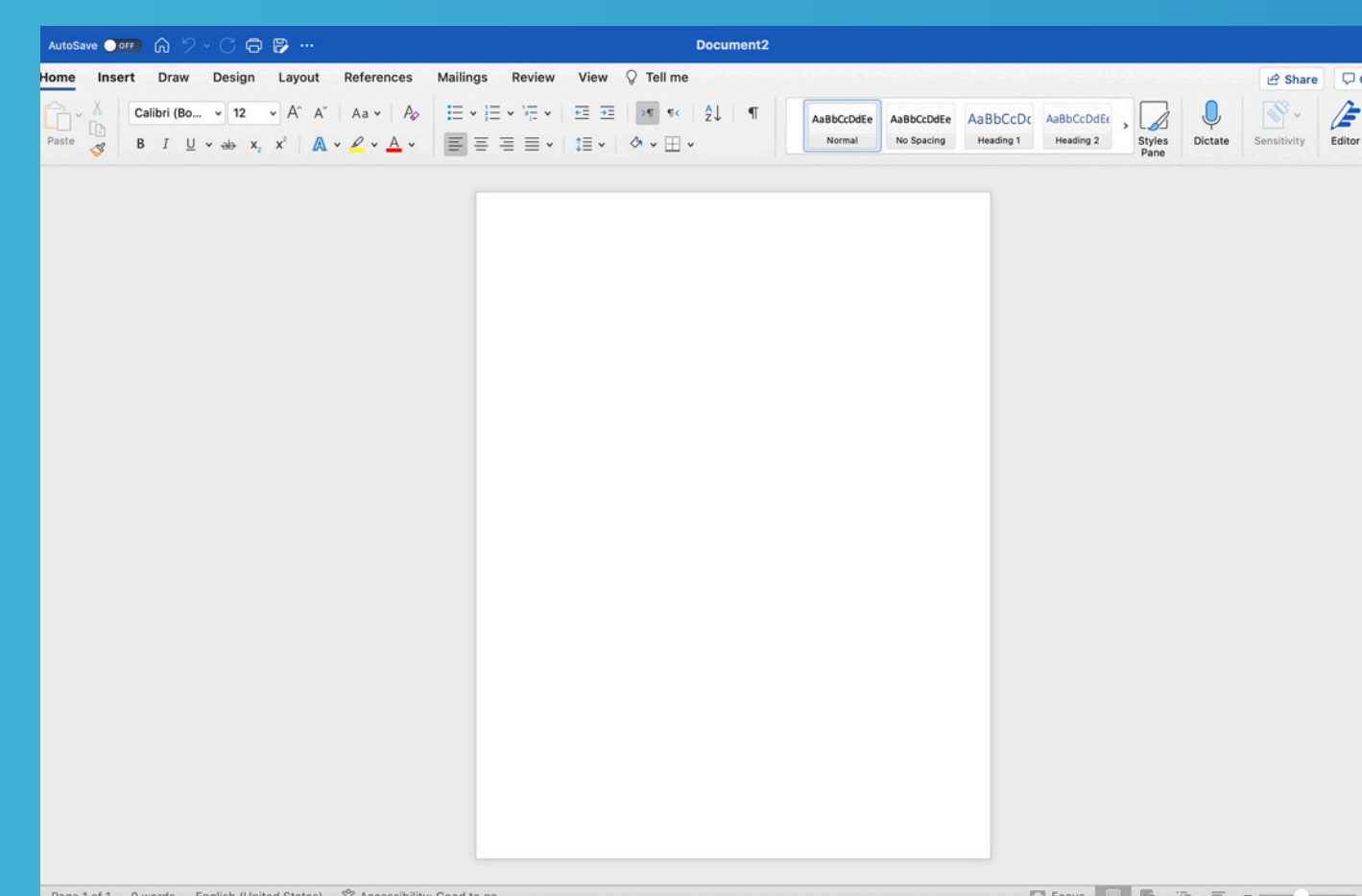
HOW TO CREATE A CHART IN A WORD DOCUMENT

Here is an easy-to-follow step by step guide on how to create a chart in Word document.

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Module code: LCLM 4002
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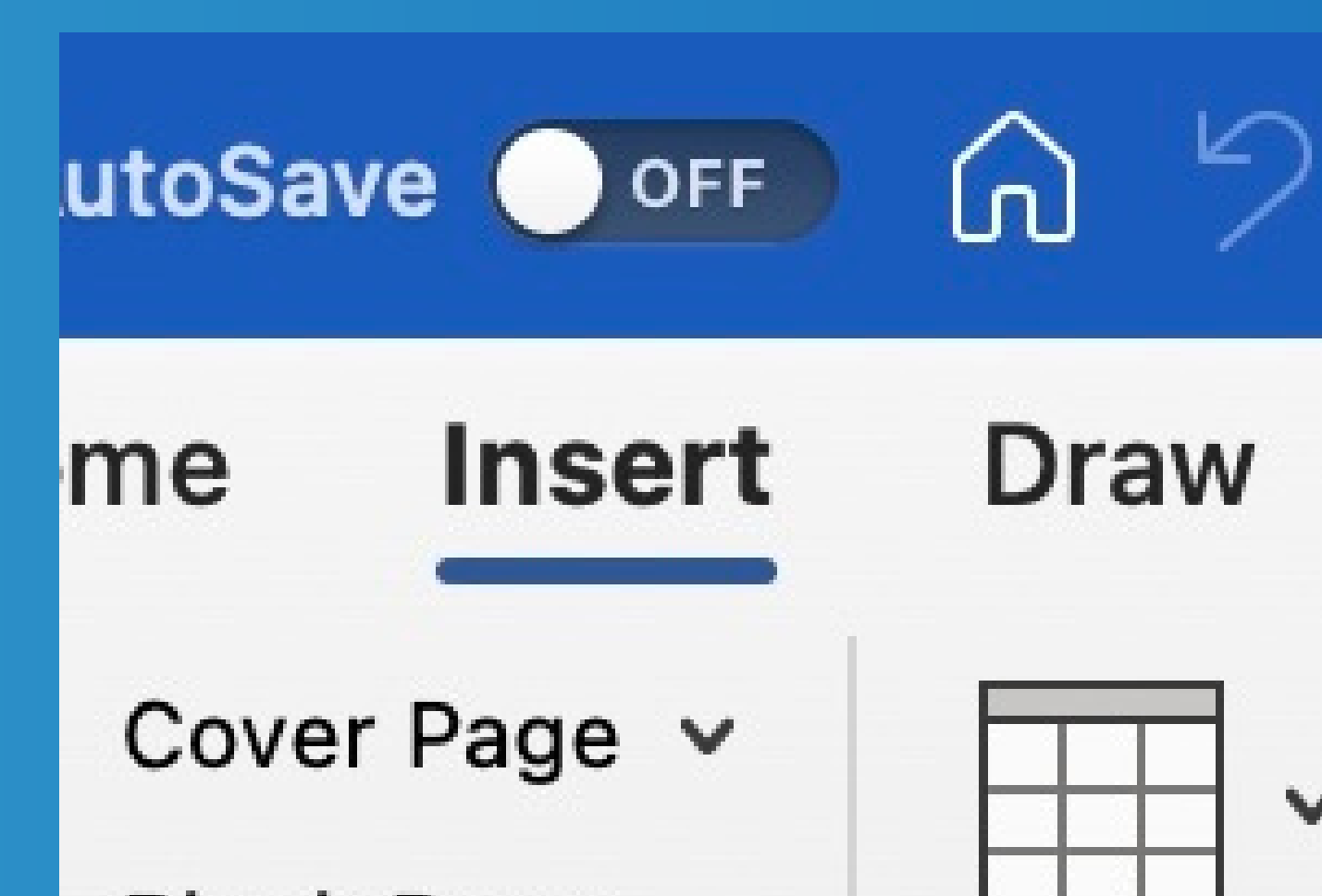
STEP 1

Begin with opening Word document, select create and a new document will come up on the screen. At the top of the new document you will see the ribbon which is a set of toolbars.



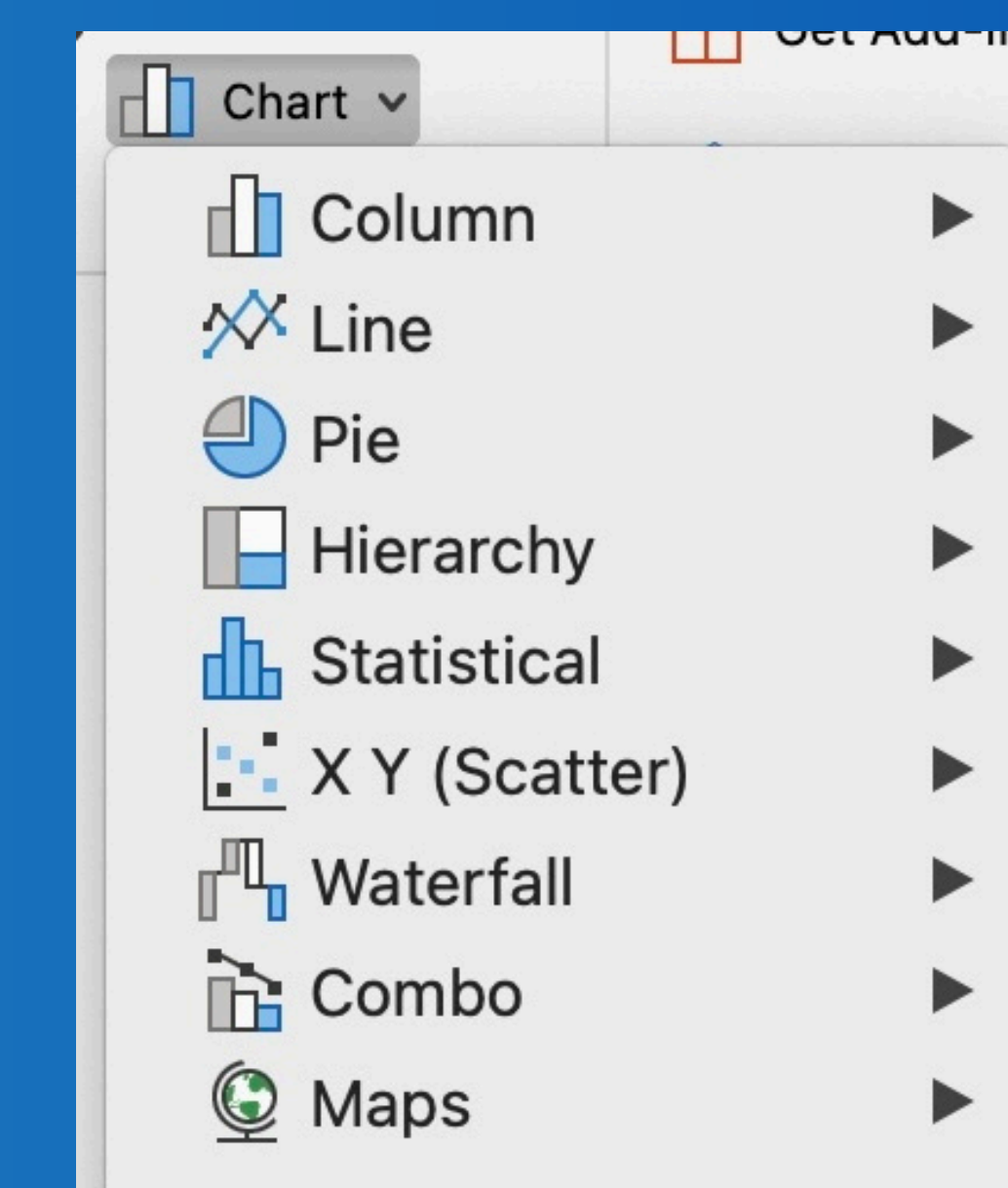
STEP 2

From the toolbars you are now going to select the second one which is Insert.



STEP 3

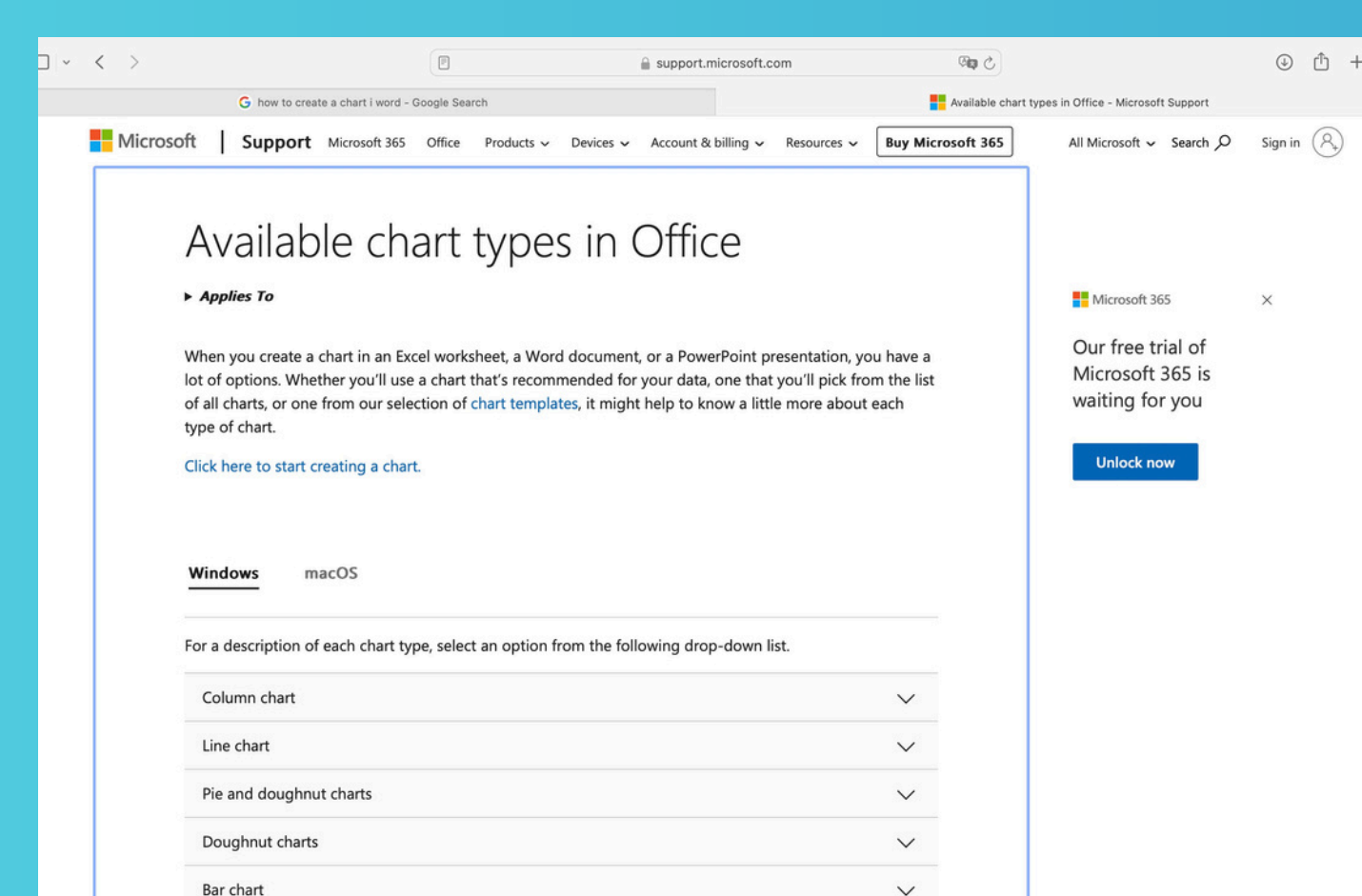
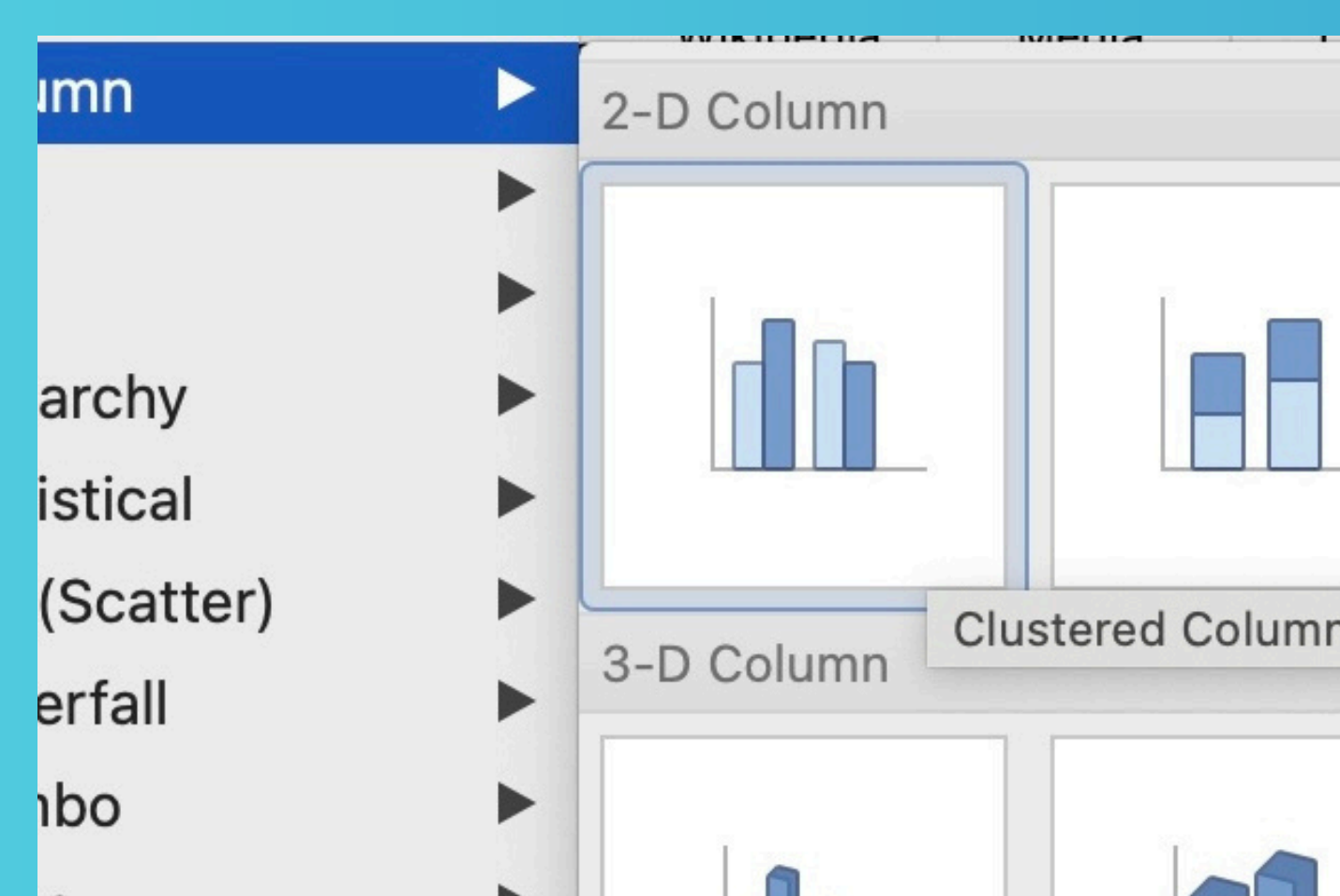
After clicking Insert you will click Chart and a drop down will come up with all the available charts. Place the mouse over the arrow of the chart you would like to use and more detailed options of the chart will come up.



STEP 4

From the drop down select which chart you would like to use by clicking on the picture of it. If you are unsure which chart is best for your work here is a link from the microsoft support website that has a description of each of the charts.

<https://support.microsoft.com/en-gb/office/available-chart-types-in-office-a6187218-807e-4103-9e0a-27cdb19afb90>



STEP 5

Once you have selected the chart you would like to use Excel will come up with a spreadsheet you will need to replace the data that is already there with your own, when you have done this close Excel.

	A	B	C	D
1		Series 1	Series 2	Series 3
2	Category 1	4.3	2.4	2
3	Category 2	2.5	4.4	2
4	Category 3	3.5	1.8	3
5	Category 4	4.5	2.8	5

STEP 6

Return to Word document, there you will find the completed chart with the data that was entered into Excel.

