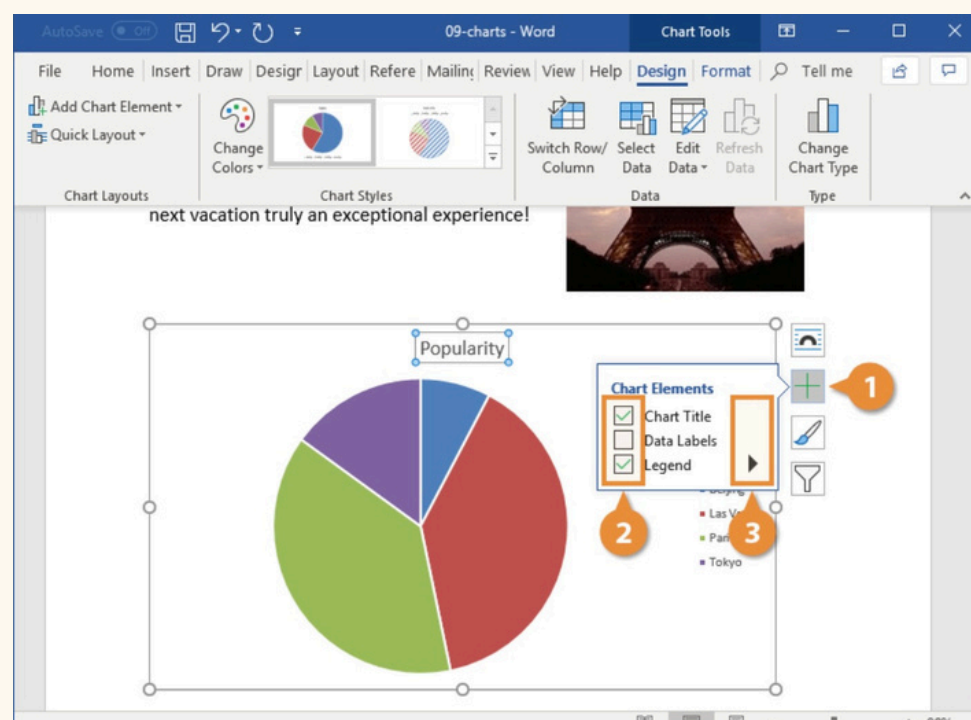
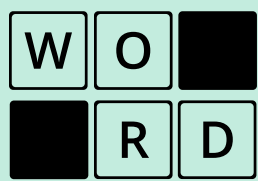


# 6 steps to create a chart in a Word document

## 1 Open the document

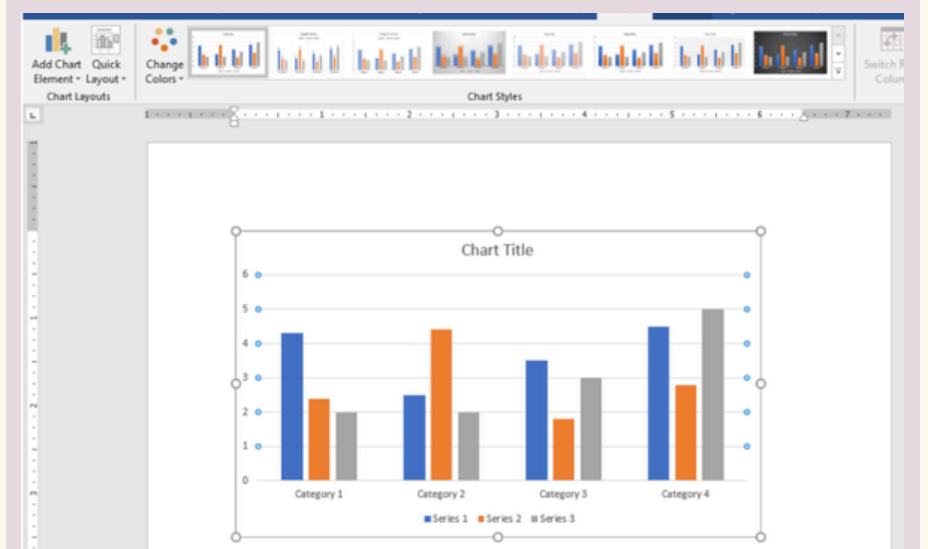
Open in Microsoft Word a new document or an existing one, depending on how you want. When you are in your document press where you want your chart to be.



## 2 Insert Chart

On the **Insert** tab, click chart in the illustrations group. This opens the Insert Chart dialog box.

## 3 Choose the style & type



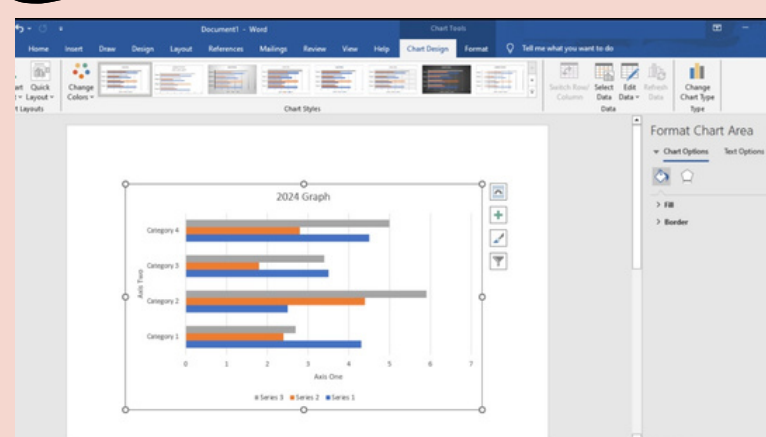
Select the chart type (eg. Column, Line or Pie) and one of the present styles. Press **“OK”**.



## 4 Enter your data in the spreadsheet

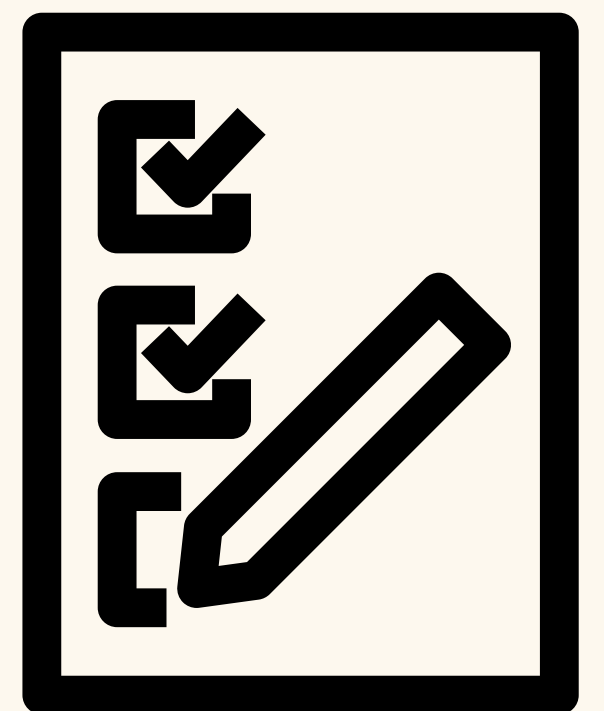
Replace the data with your own. As you type or adjust data, the chart updates in real time. When is done, close the sheet and you are going for the last 2 steps.

## 5 Customise layout and style



Click the chart to active chart tools ribbons:

- Chart elements (plus icon): add or remove titles, legends or data labels;
- Chart styles (brush icon): change colours and presets;
- Chart filters (funnel icon): choose which data is visible.



## 6 Resize, position and save

- Drag the chart corners to resize how you like or move it how you like;
- Use layout options, to set how text flows around it;
- Finally, always remember to save your work at the end, to not lose it.