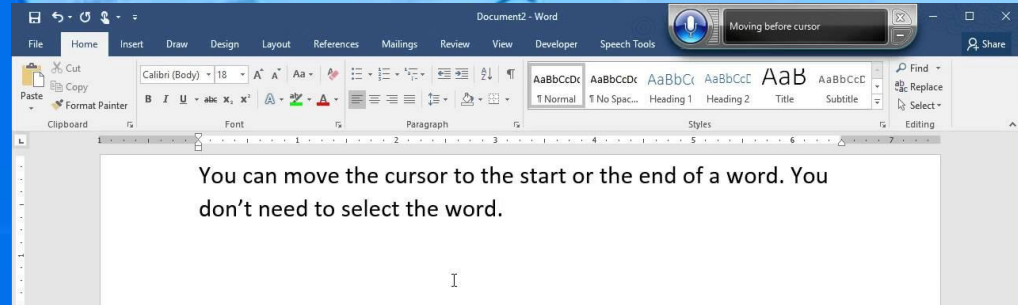
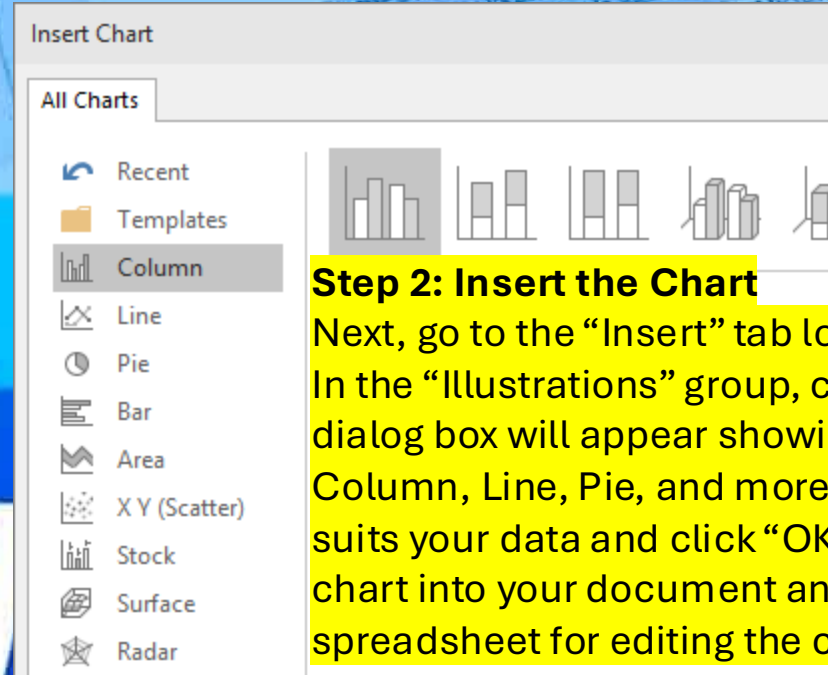


"HOW TO CREATE A CHART IN A WORD DOCUMENT"



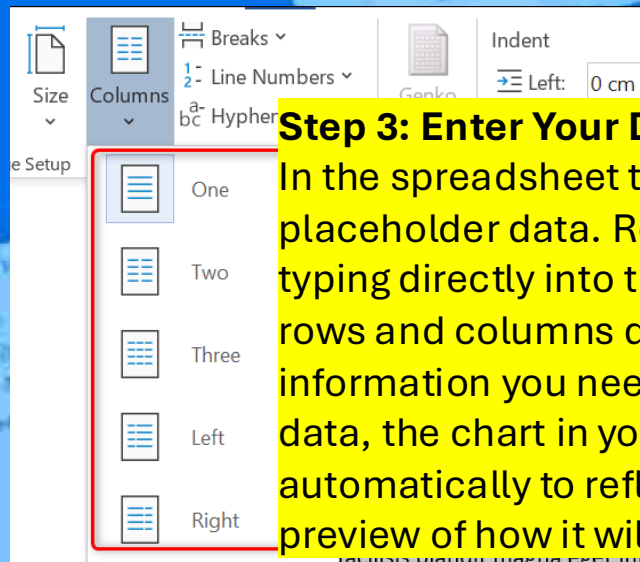
Step 1: Open Word and Position Your Cursor

Begin by opening your Microsoft Word document and navigating to the section where you want to insert the chart. Click to place your cursor in the exact spot where the chart should appear. It's a good idea to leave some space above or below for a title or explanation. Ensuring the chart has enough room on the page will help it display clearly and professionally.



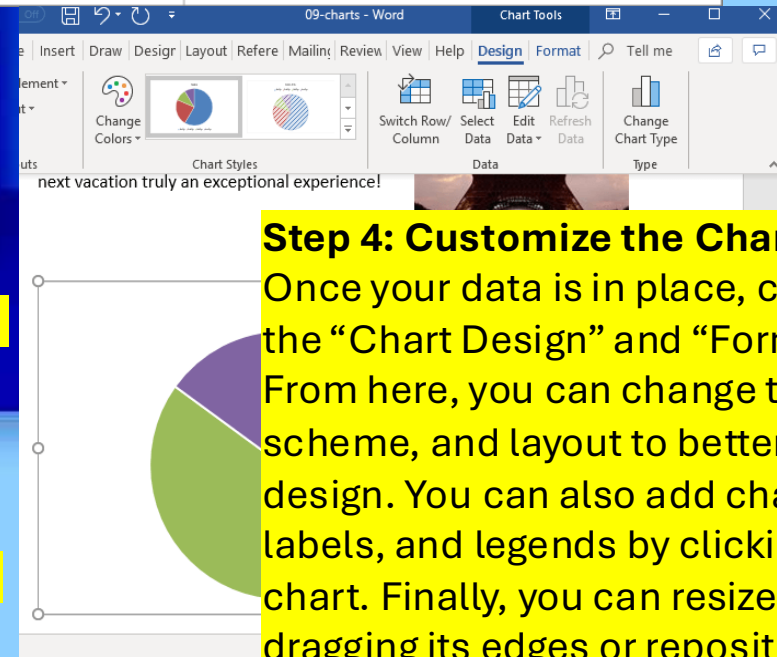
Step 2: Insert the Chart

Next, go to the "Insert" tab located in the top ribbon of Word. In the "Illustrations" group, click on the "Chart" button. A dialog box will appear showing different chart types such as Column, Line, Pie, and more. Select the chart type that best suits your data and click "OK." Word will insert a sample chart into your document and open a small Excel-like spreadsheet for editing the chart data.



Step 3: Enter Your Data

In the spreadsheet that appears, you'll see placeholder data. Replace this with your own data by typing directly into the cells. You can add or remove rows and columns depending on how much information you need to display. As you enter your data, the chart in your Word document will update automatically to reflect the changes, giving you a live preview of how it will look.



Step 4: Customize the Chart

Once your data is in place, click on the chart to activate the "Chart Design" and "Format" tabs in the ribbon. From here, you can change the chart's style, color scheme, and layout to better match your document's design. You can also add chart elements like titles, axis labels, and legends by clicking the plus sign next to the chart. Finally, you can resize or move the chart by dragging its edges or repositioning it on the page.