

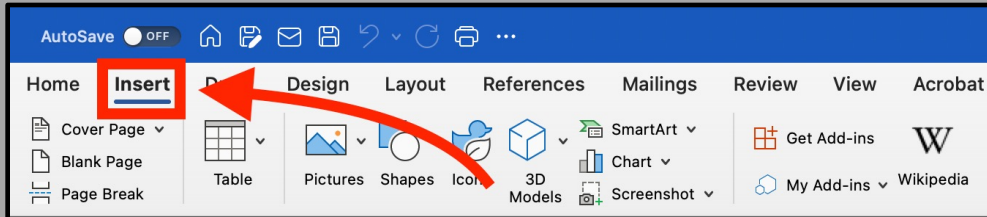
How To Create A Chart In A Word Document

Why Use Charts?

- Visually summarise large sets of data.
- Simple and easy to read.

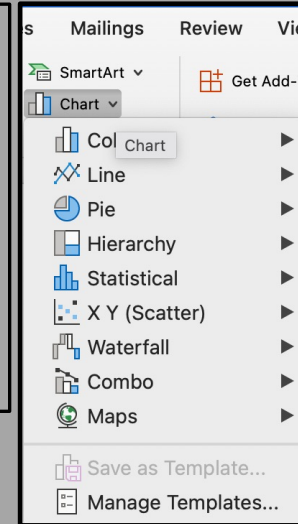
1

First step is to go to the insert tab on MS Word



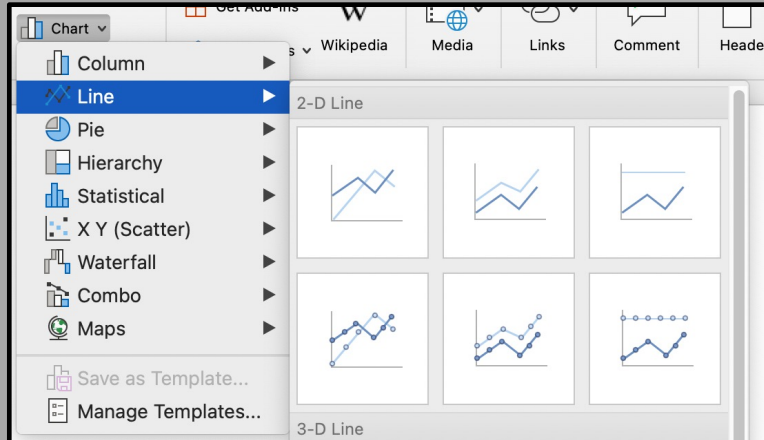
2

By clicking on the chart dropdown, you will be presented with all the types of charts available for use.



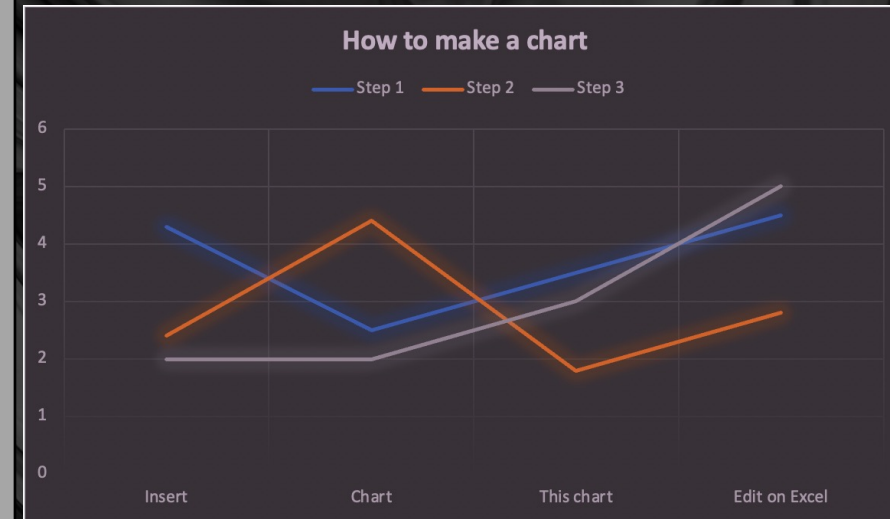
3

To select a graph hover over the type of graph you want and double click the one you want



4

The graph will appear on the word page and an MS Excel page should open separately. The Excel page and the graph are linked and all the information put onto the Excel page will be displayed on the graph seen on MS Word.



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