

HOW TO CREATE A CHART IN MICROSOFT WORD

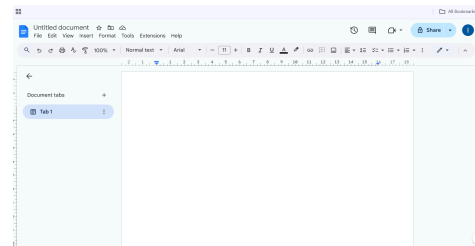
A step by step guide on how to create a chart in Microsoft Word.

Check diagrams implemented for further help.

Step 1.

Opening your word document

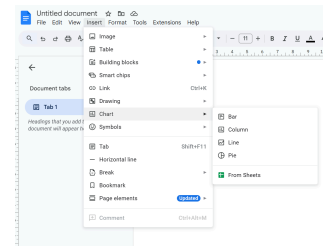
Open your word document and locate where you wish to insert your chart.



You may also customize the chart by adding labels and changing the colours of this chart. (Chart style/chart and axis title sections).

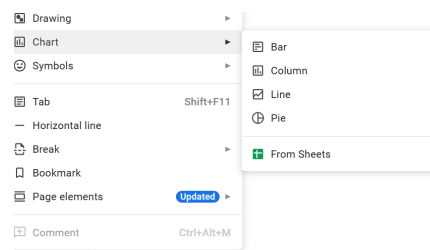
Step 2. Inserting the chart:

Locate the 'Insert' tab on the ribbon of the word document and click the 'Chart' option.



Step 3. Choose a chart type:

Choose a chart type which is suitable for your data (e.g., line, pie, bar).



Step 4. Editing the data:

A spreadsheet will appear next to the chart which will allow you to add your data to your chart that you have selected for your chosen data.

