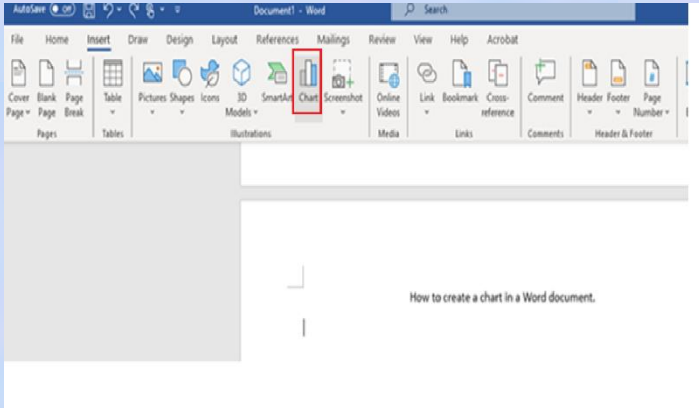
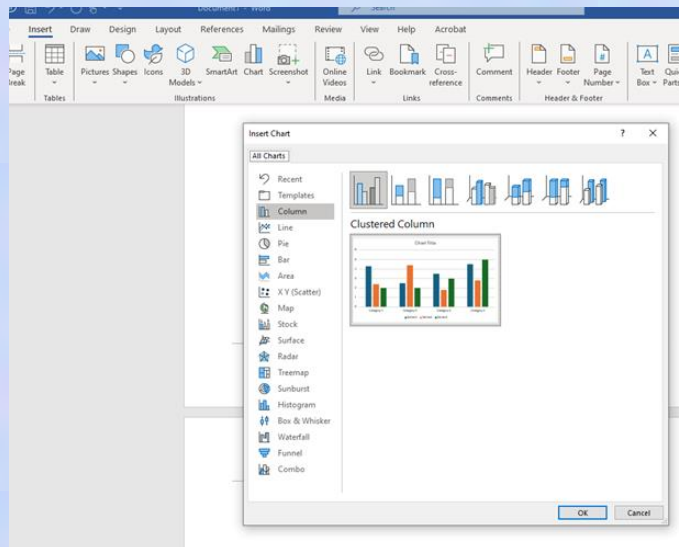


HOW TO CREATE A CHART IN A WORD DOCUMENT

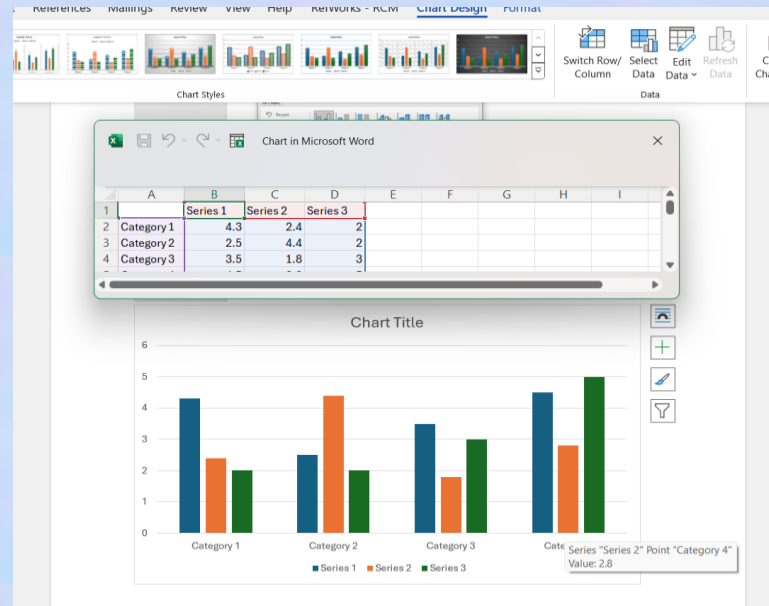
1. Click Insert > Chart



2. Click the chart type and then double-click the chart you want



3. In the spreadsheet that appears, replace the default data with your own information



Tip: When you insert a chart, small buttons appear next to its upper-right corner. Use the Chart Elements  button to show, hide, or format things like axis titles or data labels. Or use the Chart Styles  button to quickly change the color or style of the chart. The Chart Filters  button is a more advanced option that shows or hides data in your chart

4. When you've finished, close the spreadsheet

5. If you want, use the Layout Options  button to arrange the chart and text in your document

