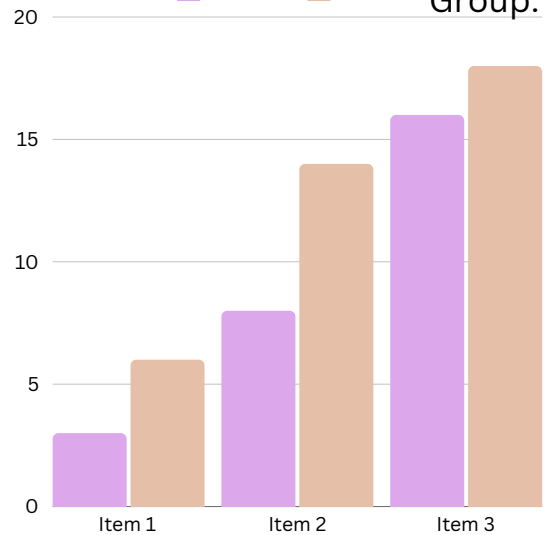


HOW TO CREATE A CHART IN WORD DOCUMENT

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Introduction

This guide will outline the steps to create a chart in Microsoft Word. Charts are effective visual tools that can communicate data and trends within a document. Follow these straightforward steps to integrate a chart smoothly into your Word document.



01

Step 1: Open Microsoft Word

- Start by opening Microsoft Word on your computer.

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Step 2: Navigate to the Insert Tab

- Find the "Insert" tab on the Microsoft Word menu bar at the top.

03

Step 3: Click on "Chart"

- In the "Insert" tab, select the "Chart" option. This action will display a variety of chart types you can choose from.

04

Step 4: Select Chart Type

- Choose the type of chart that best suit your data presentation needs. Options includes bar charts, line graphs, pie charts and more.

05

Step 5: Data sheet

Once you select the chart type, a blank chart and a datasheet will appear.

06

Step 6: Customize Chart

- Modify your chart by changing colors, labels, titles, and other elements to improve its visual impact and readability.

07

Step 7: Insert Chart into Word Document

- Once you've tailored your chart, press "OK" to embed it into your Word document. Adjust the size and position as necessary within the document.