

How to create a chart in a Word document

Module Name: Digital Skills

Module Code: LCLM 4002

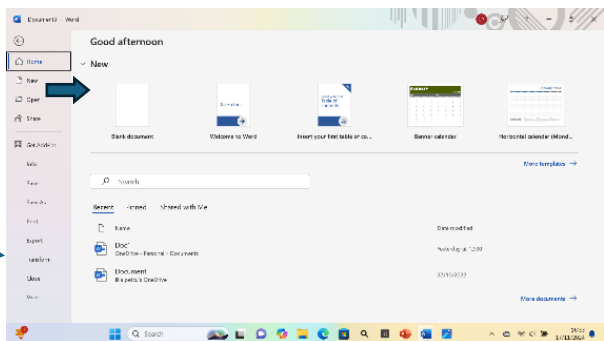
Name: Lilia

ID: 2414931

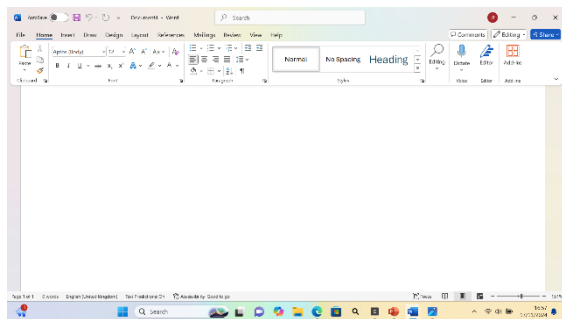
Group: 6

Lecter's Name: Koushik Modak

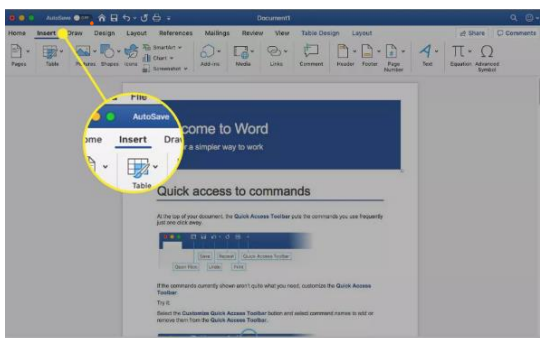
1. The first you should to open the **word app** and then open a file in **new document**.



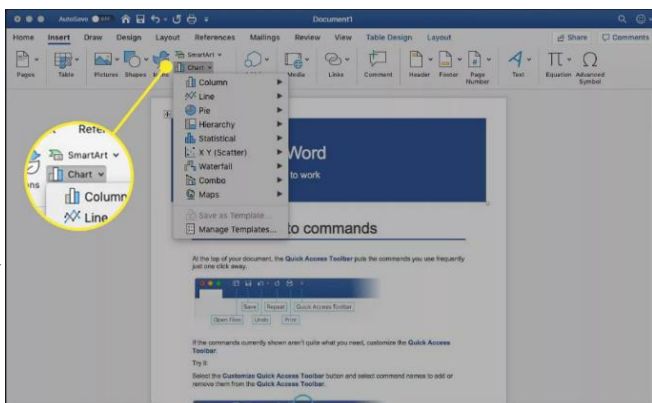
2. Now you have a new document how is showing in the **photo** below.



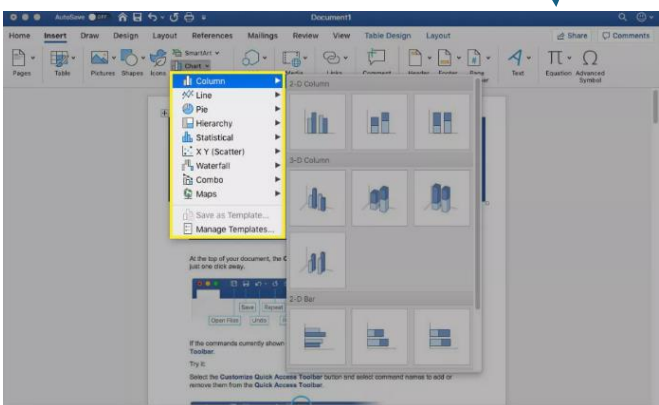
3. And the next step is to go and select **insert** button.



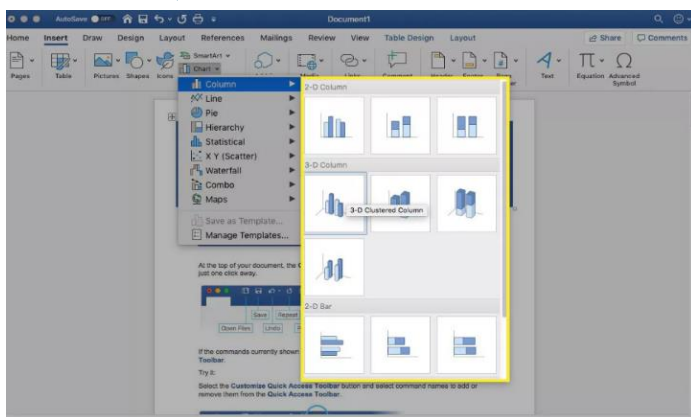
4. Then four step you going in the illustrations group and select the **Chart**.



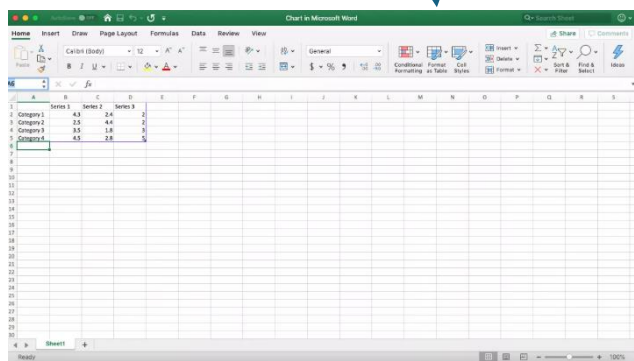
5. Now from that list of chart options that appears, select the type that best first your needs. There are **17 different chart types** in Microsoft Word.



6. We are going to begin with one of the most common, which is the **column chart** now notice across the top are subtypes of the column chart. Also you can use different types for example: line, pie, statistical etc.



7. In the **Excel** spreadsheet that opens, enter the data for the graph. Also you can going to notice that any change that you make on this Excel sheet will be change automatically displayed or update on the chart. When you are happy with your result you can see the graph in your document.



9. Whatever when you want you can at any time to change everything you should. To do this you should to open the Excel then select the graph, and go to the **Chart Design** tab, then select **Edit Data in**

8. Click the variation you want and then if you are satisfied with your selection, all you have to do is go down and tap the **OK**. You also can choose whatever collar would you want for your chart. To do this you should to click on the chart and on the left chart choose chart style and select the collar, from the collar choose which collar what you want.

