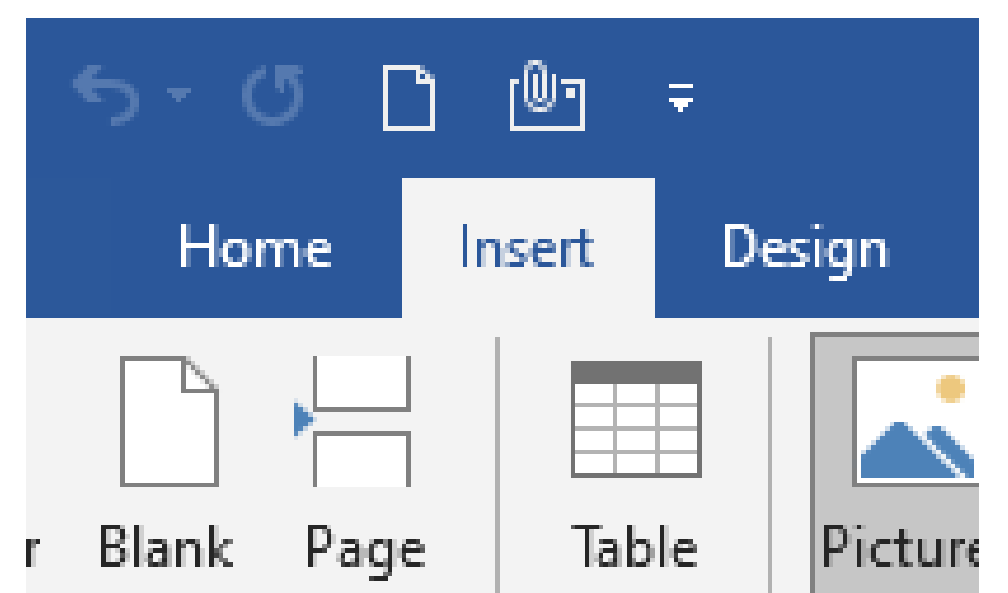


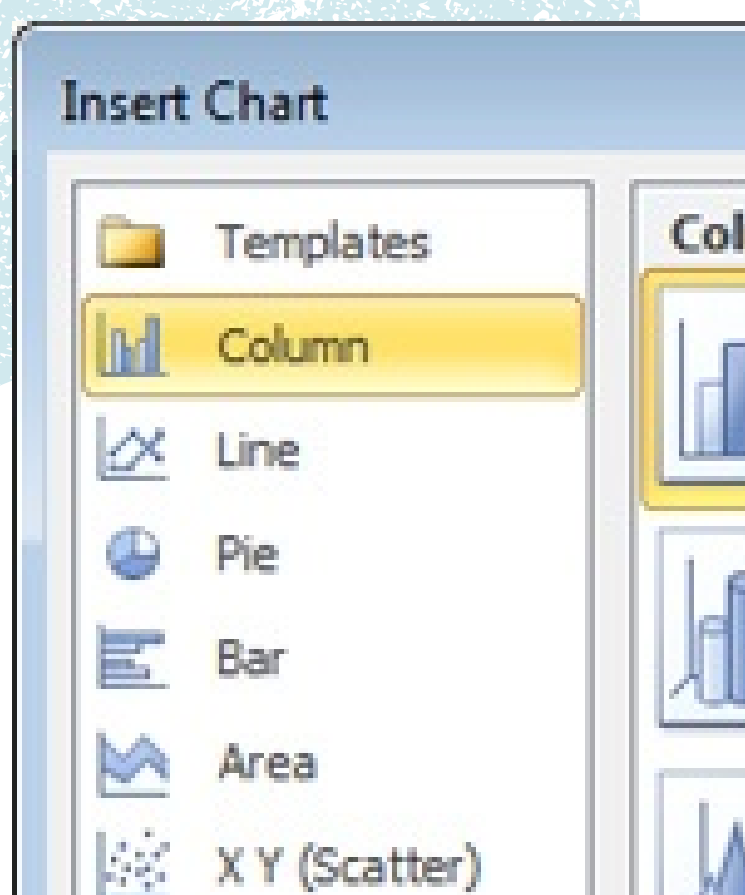
How to create a chart in a word document



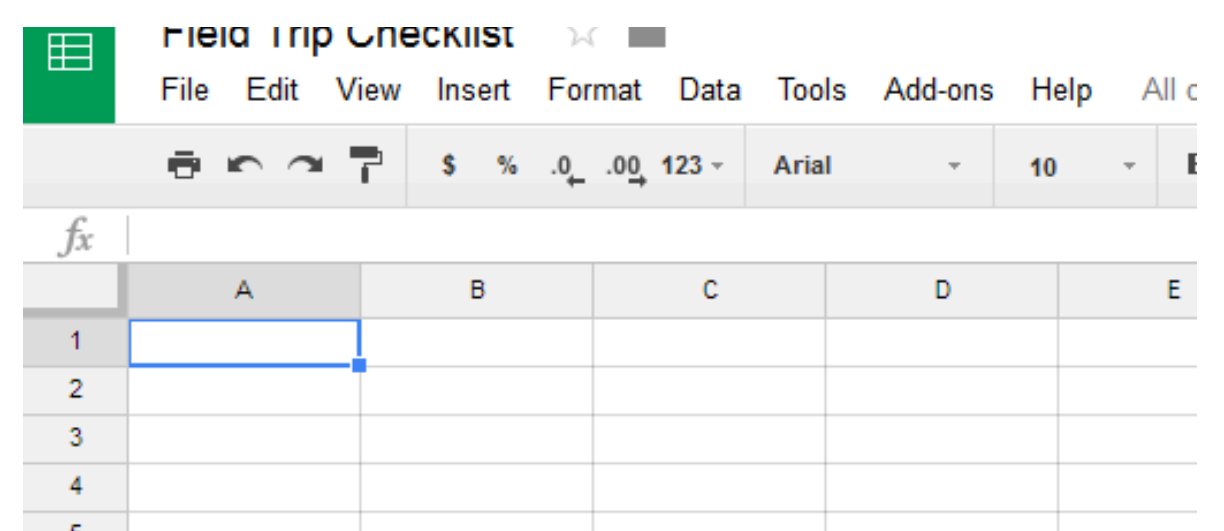
- Open word and place the cursor where you want the chart.



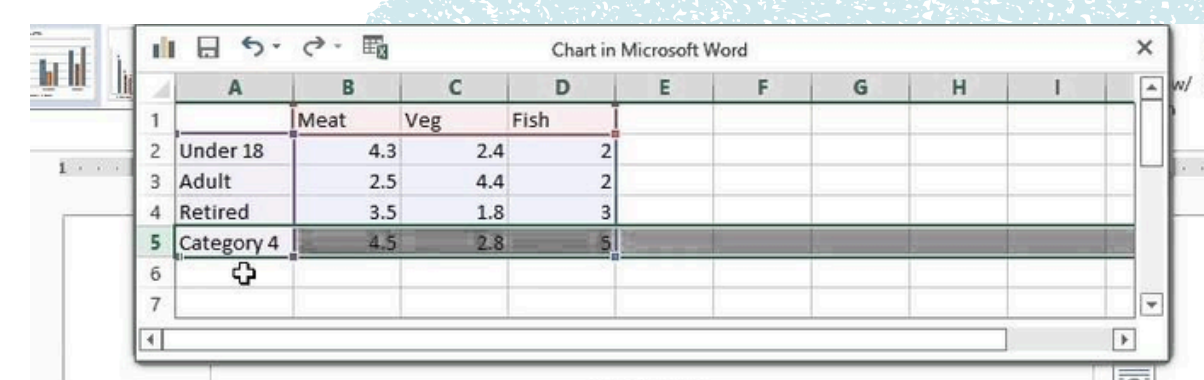
- Go to the “insert” tab ribbon.
- In the insert chart dialogue box, choose a chart type (e.g., Column, Line, Pie).



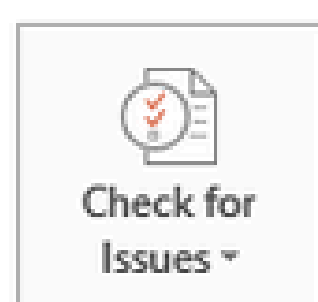
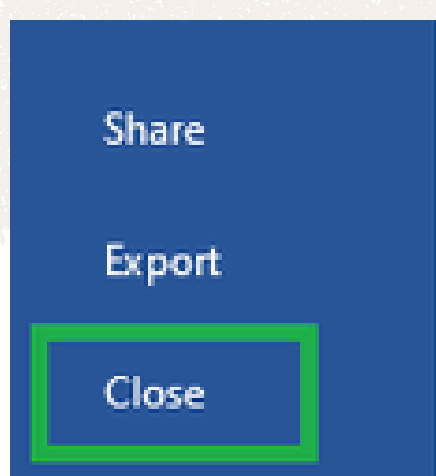
- Click “”OK”-an Excel-style spreadsheet will appear.



- Enter your data in the spreadsheet. The chart updates automatically.



- Close the spreadsheet when done



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