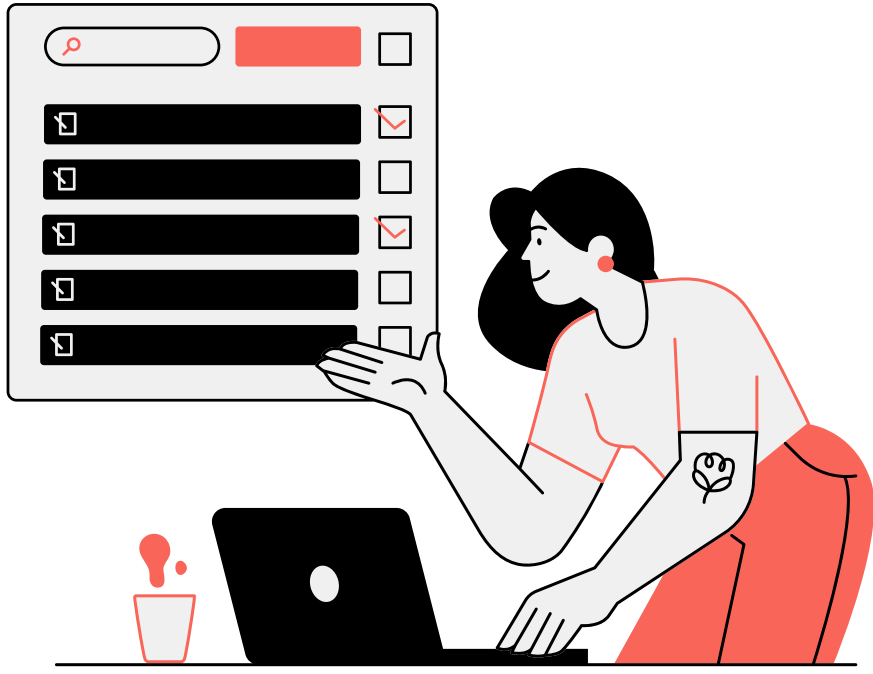
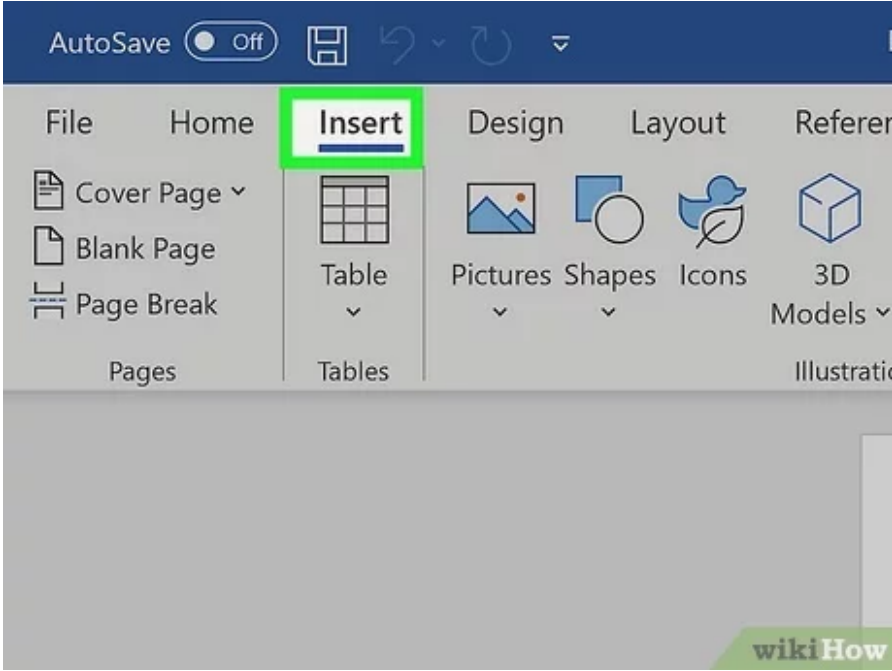


- Module Name: Digital Skills
- Module Code: LCLM 4002
- Name: Carmen Fabiola Jimenez de Rivas
- Student Number: 2335256
- Group 5
- Lecturers Name: Koushik Modak



How to creat a chart in a Word Documet



01

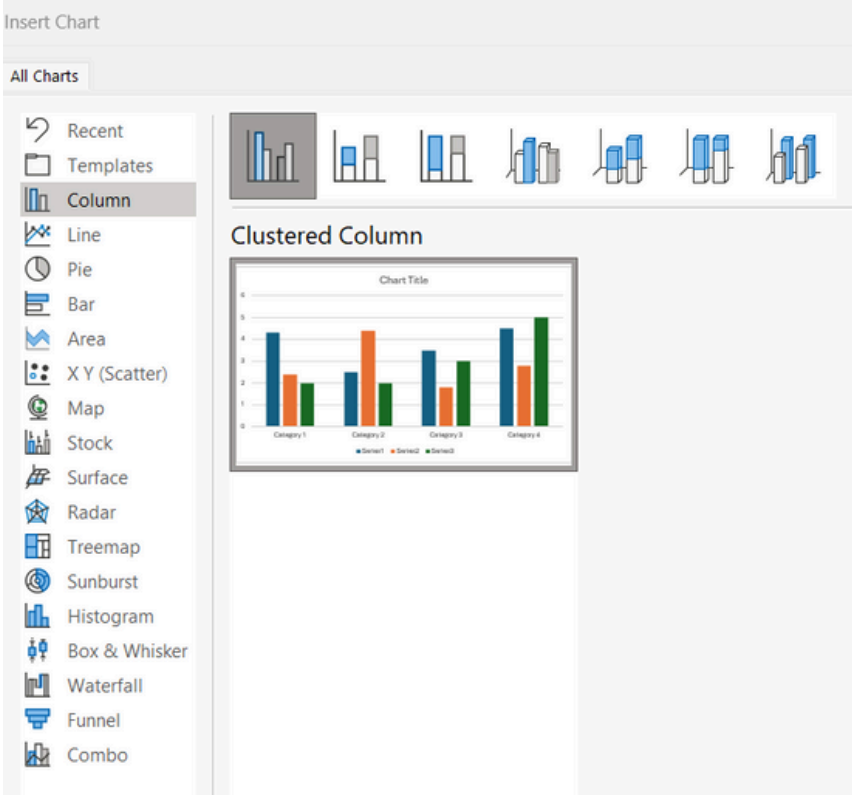
Open Microsoft Word,

You can use your computer and open Microsoft Word, you can use either the version installed on your computer or if you have access to Microsoft Word online you can go to the insert option as a first step right there you will find the illustration option and you will see the chart symbol which you must select.

02

Insert Chart

In the insert chart section, you can choose the different options shown, you can adapt or select the one that best suits you or the document you need to show, these appear more elegant and formal when you present a work, or even a report at your work



03

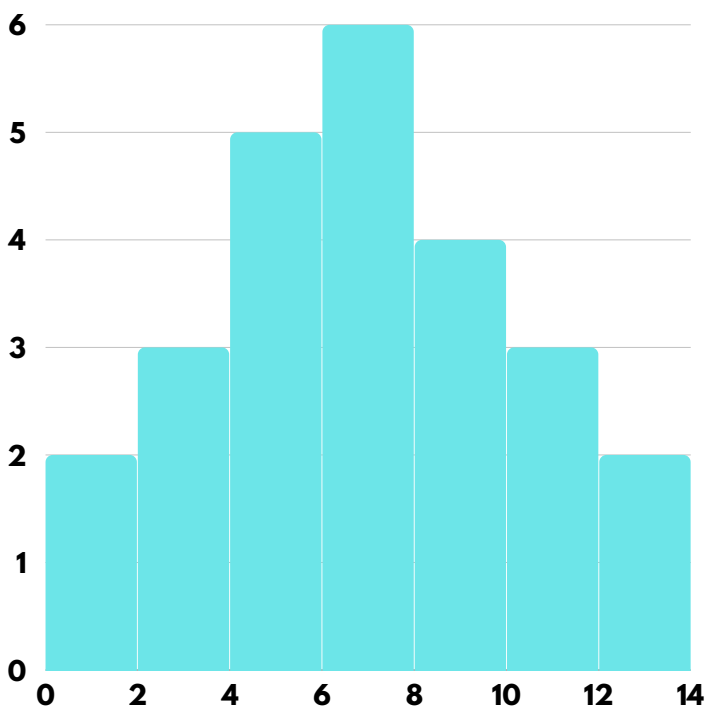
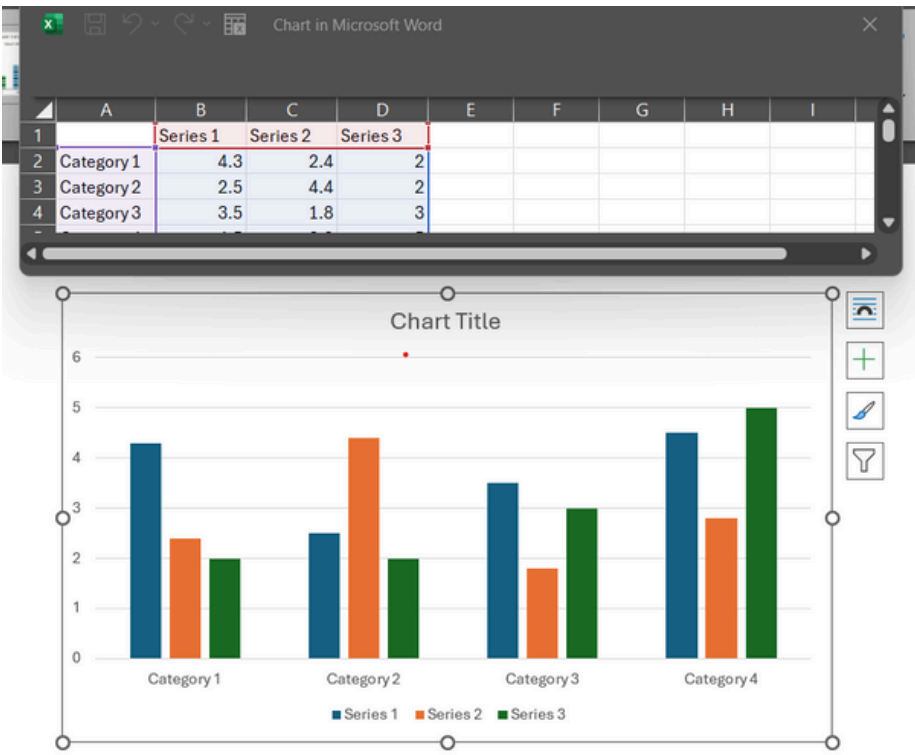
Insert Column

When we use the columns section, an Excel tab automatically opens in which you have to show the data that you need to show so that it shows more accurately and above all this gives a more elegant and simplified presentation so that you can give a briefer and more detailed explanation. Concise and this will help you have a clearer overview of your financial numbers, for example.

04

Save your Document

You have to go to the File section and select the Save option and voila you have a clear and elegant report that you can present at your workplace or university.



Conclusion

This space in Word allows us to simplify our reports, it helps us to clearly show specific data in a more elegant and sophisticated way, and it also helps us to be modern and simplify our work, in the old days it took a long time to be able to show our results in a clearer way

