



How to insert chart in word

1 creat and
format tables

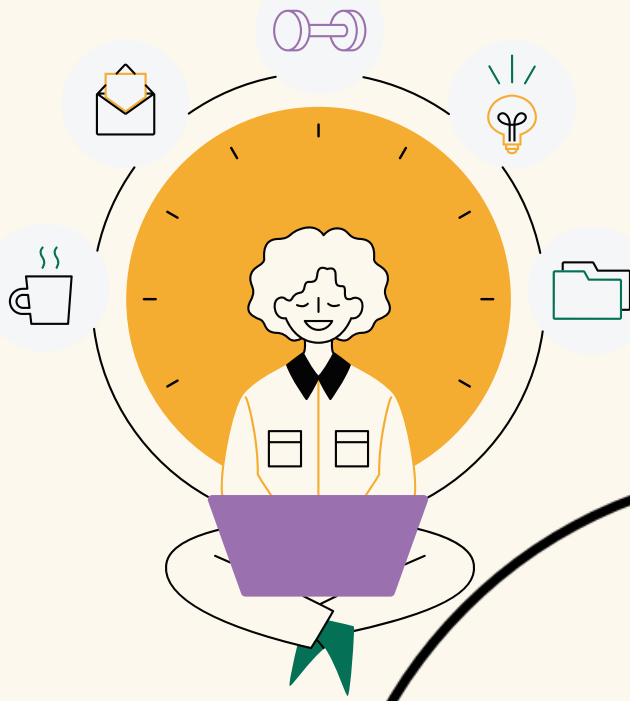
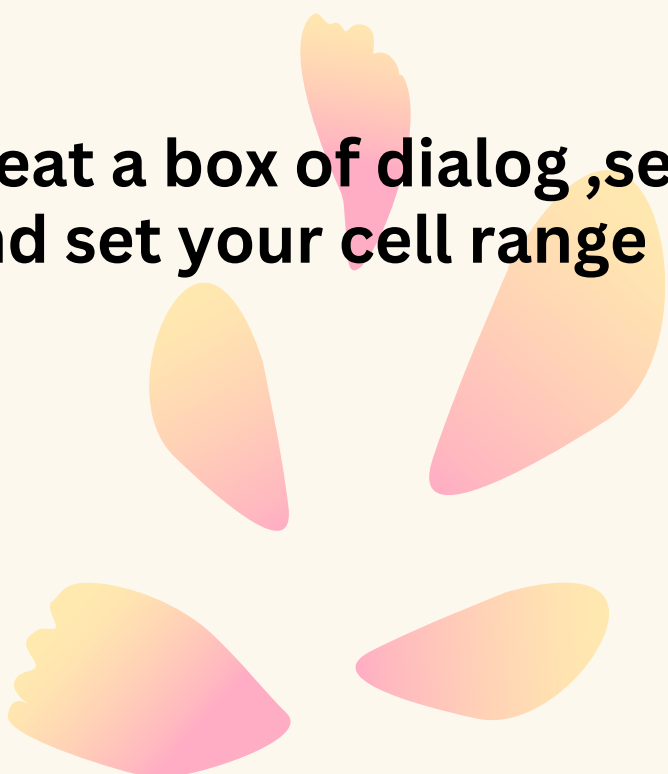


**select a cell
within your
date**



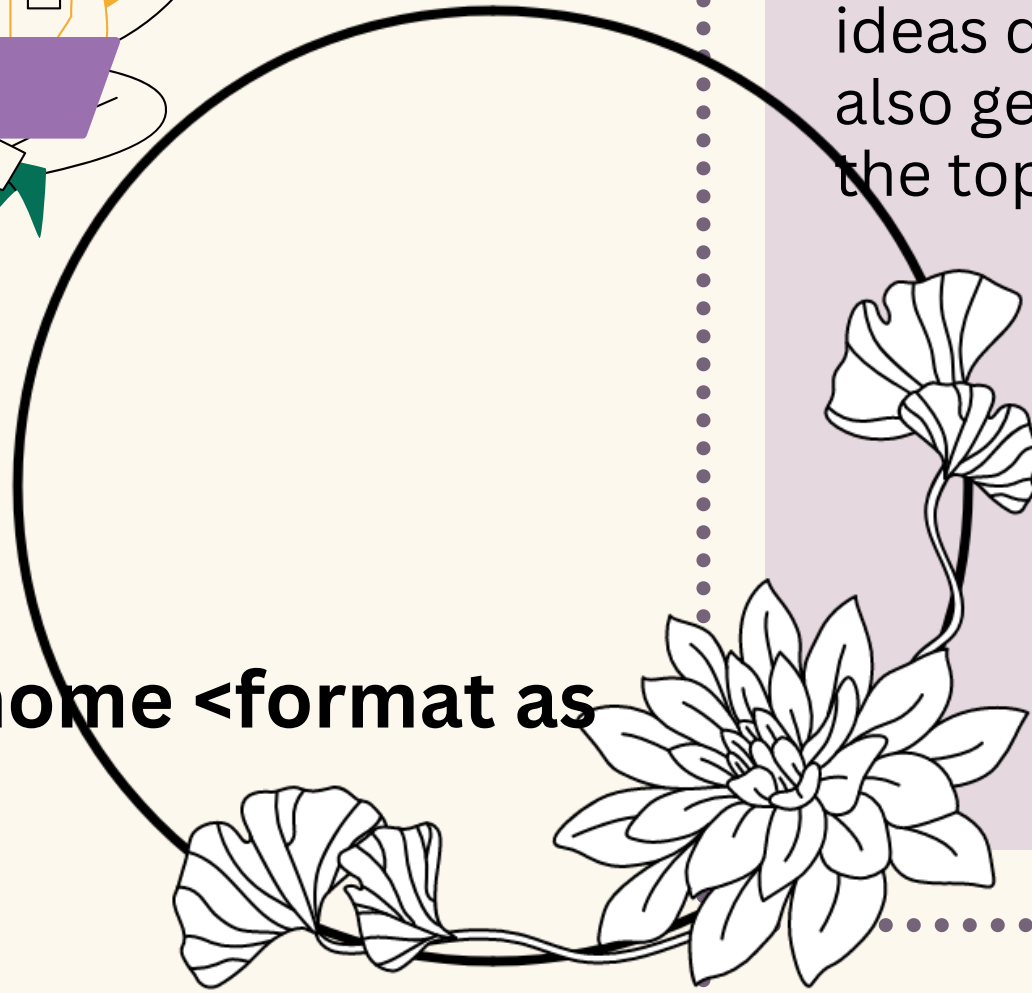
4 the crat box
of dialog box

creat a box of dialog ,select
and set your cell range



2

**select home <format as
tables**



3

**Chose a style
for your
table**

. BY you choosing your
own style will help your
ideas develop more and
also get more ideas about
the topic your doing .

5

**Mark if
your table
has
headers**

ANY HEADERS THAT
YOUR TABLE CONTAINS
YOU SHOULD MARK AS
HEADERS.

6

**LAST STEP IS TO SELECT
OK FOR IT TO BE
CREATED.**

