

KARIMOT OGUNSOLA

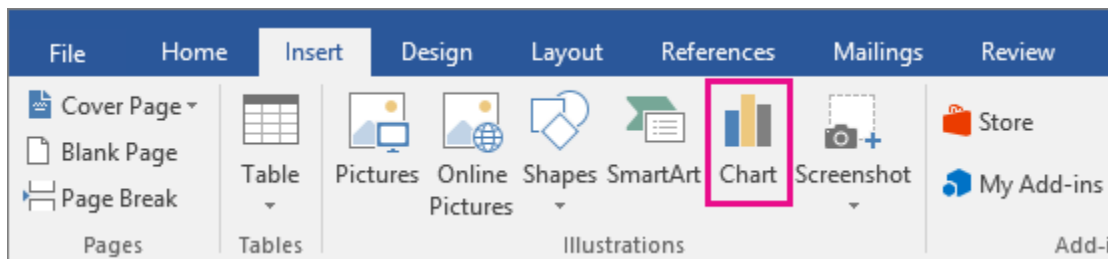
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DIGITAL SKILLS INFORMATIVE POSTER

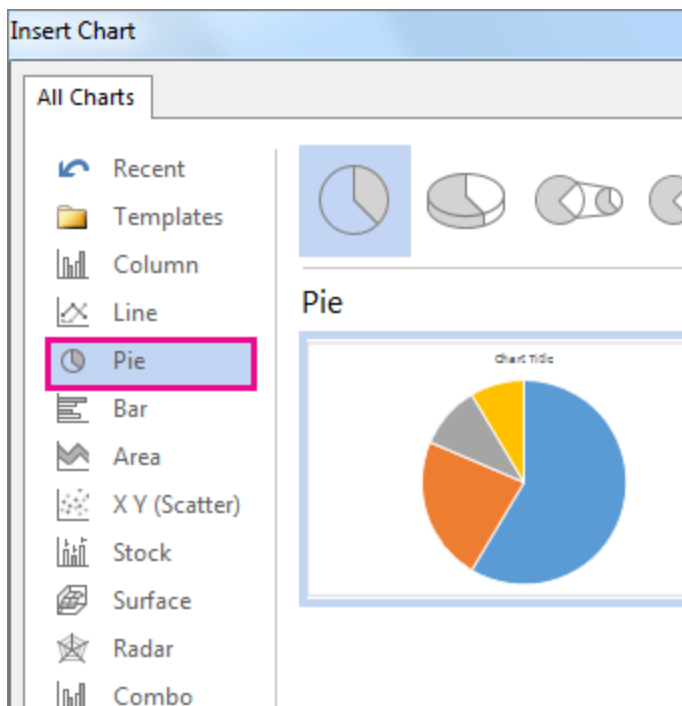
Koushik Modak

How to create a chart in word documents;

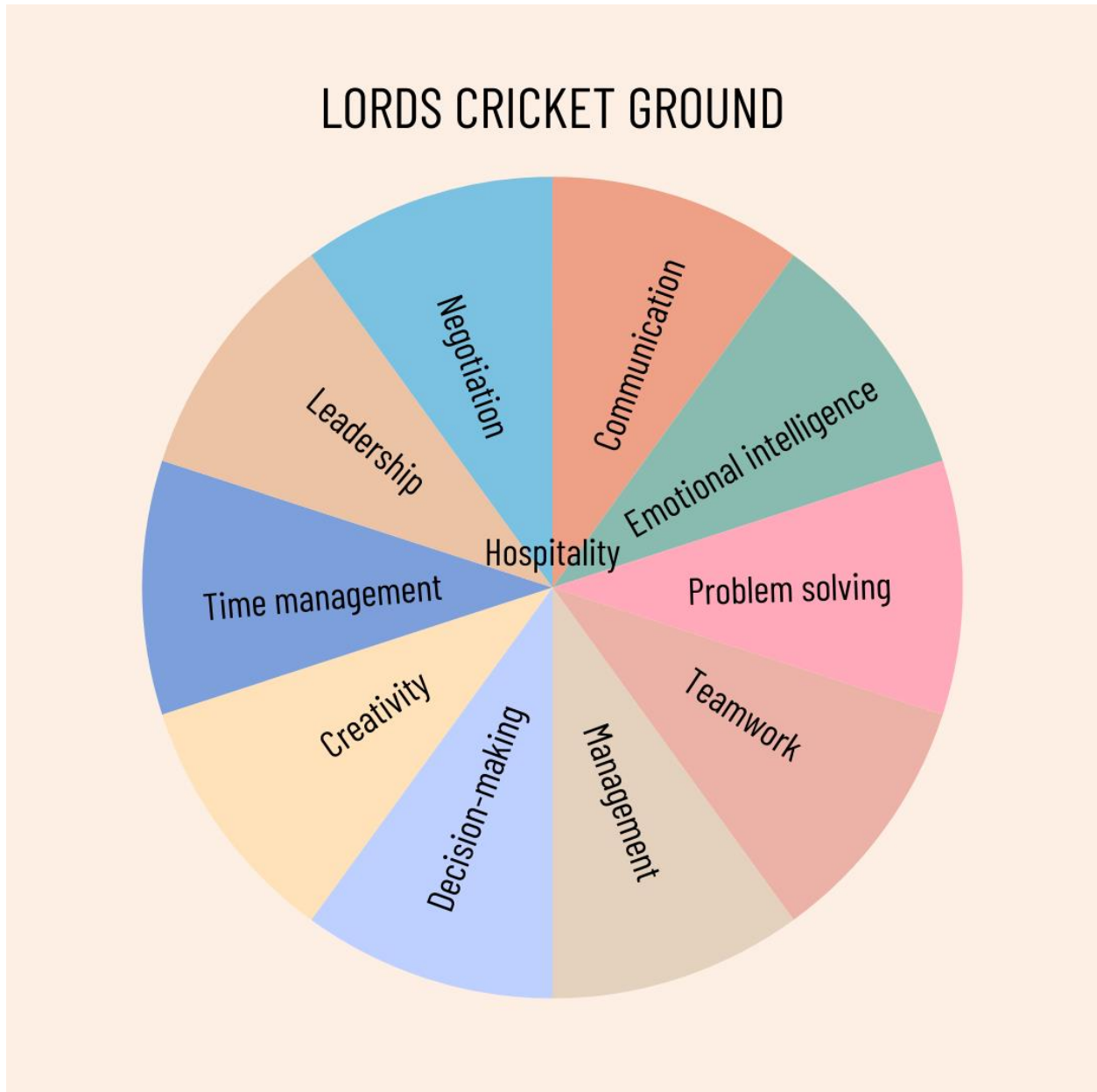
To create a simple chart from scratch in word, click “insert” then chart and pick the chart you want. Start with a new or existing word document, then click where you want the chart to appear, go to the insert button in the ribbon.



Select the chart type then you will see a window showing the type of chart (column, Line, pie, bar etc.) choose the one that fits your data, click OK after selecting the chart type then a diagram will show.



Then after that, you can create any chart you want using that logic, i am creating a chart for lord's cricket ground event team.



Reference

Canva. (2020). *Canva*. [online] Available at:

https://www.canva.com/design/DAGZwkWQ0uc/jL8s_DuQu88GUHfuLmXVCw/edit?ui=eyJEljpZlIEiOnsiQSI6dHJ1ZX19fQ

Microsoft. (n.d.). *Create a chart in Word*. Microsoft. Available at:

<https://support.microsoft.com/en-us/office/create-a-chart-in-word-6c9e3ec9-5de4-4317-89de-c0892a107168>