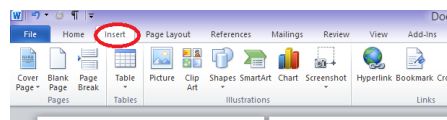


Five Steps to create a chart in a Word document.



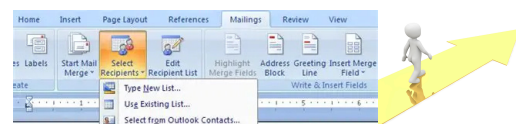
2. THEN INSERT YOUR DOCUMENT

Navigate to the “**Insert**” tab on the ribbon, then locate the “**Illustrations**” group and click on the “**Chart**” button.



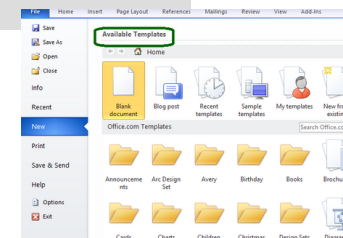
4. INPUTE YOUR DATA

A datasheet (usually in Excel) will appear. Input your data into this sheet, and the chart will automatically update as you type.



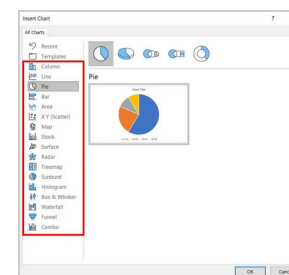
1. OPEN YOUR DOCUMENT

Start by opening the Word Document where you want to insert the chart.



3. CHOOSE YOUR CHARTE TYPE

In the “**insert Chart**” dialog box, select the type of chart you want (e.g., Column, Line, Pie, Bar).



5. AND FINNALY CUSTOMIZE THE CHART TO YOUR LIKING

After entering data, you can customize the chart's appearance, such as adding titles, labels, or changing the colours, using the chart tools that become available when the chart is selected.

