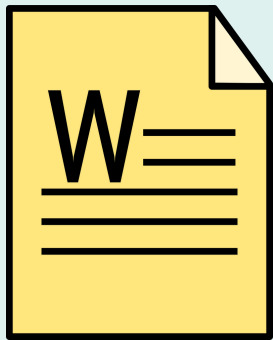




STEP BY STEP

to chart success



1

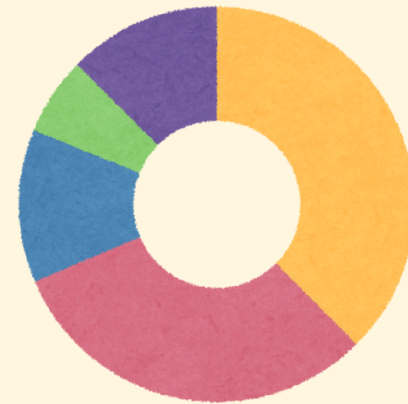
OPEN WORD

First start of by opening a new document or open a existing document. Place your cursor where you want the chart to appear.

2

GO TO INSTEART CHART

Click on the insert tab in the top ribbon and then select chart in the illustration group. Choose a chart type: Column, line, pie, bar and more!



3

CUSTOMIZE YOUR DATA

A mini Excel sheet will appear, replace the sample data with your own. The chart updates immediately.
TIP: You can add or remove categories and data series as needed.

4

STYLE IT UP

Use the chart design and format tabs to:

- . Change the chart style and colour
- . Switch row/ column data
- . Add Chart elements (titles, axix, lables, legends, data lables)
- . Apple quick layouts for better visuals.



5

MAKE IT YOURS!

Style your chart for maximum impact:

- . Use vibrant colour pallets
- . Choose bold, readable fonts
- . Resize or reposition the chat freely
- . Add animation if needed

[Click me to visit MS Word document](#)