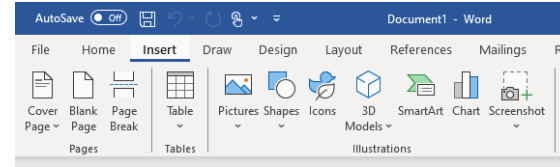


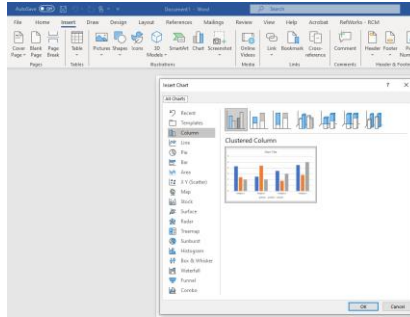
# How to create a chart in word document

Step 1 - First you will need to open up Microsoft word and click on the tool bar that says insert

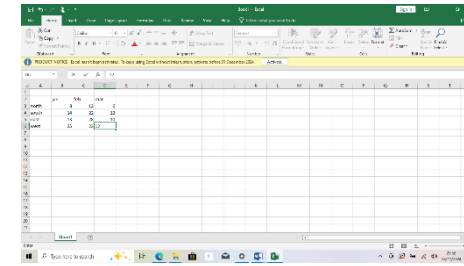


The other way you can create a chart is by copying and paste from excel

Step 2 - Once you've done that you can click on chart and a column on the left hand side with different types of charts will pop up that says column, line, radar, pie and many more

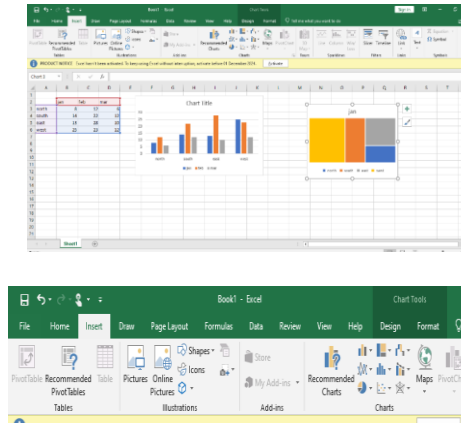


Step 1 - First you will need to open excel and once you've done that start filling out the information you want on your chart in the boxes

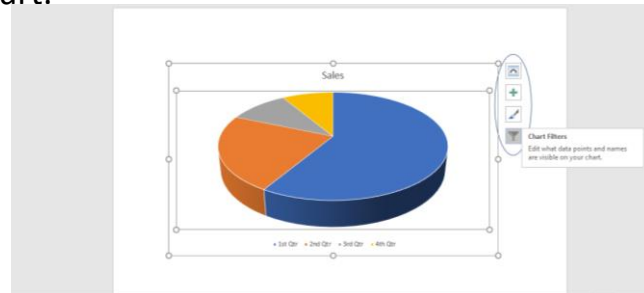
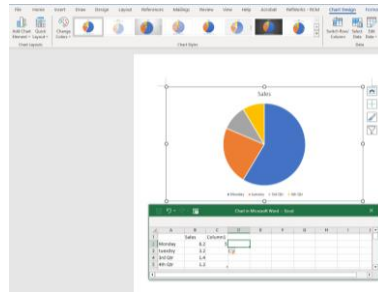


Step 3 - once you've done that you can then click on the home tab and click copy or you can do it the quicker way by right clicking on your mouse and then clicking copy, once you've done that you can then open up Microsoft word and paste your chart

Step 2 - Once you've done that you can then click on the insert tab (at the top of the screen) then click on recommended chart in the charts column or you can pick from the different charts next to it



STEP 3 - Select the chart based on the topic you're doing, Once you've selected the chart that you want another column will appear where you can edit the information for the chart.



Step 4 - Once you've done that you can click the x and use the 4 boxes on the right side to continue editing e.g. layout option, chart element

