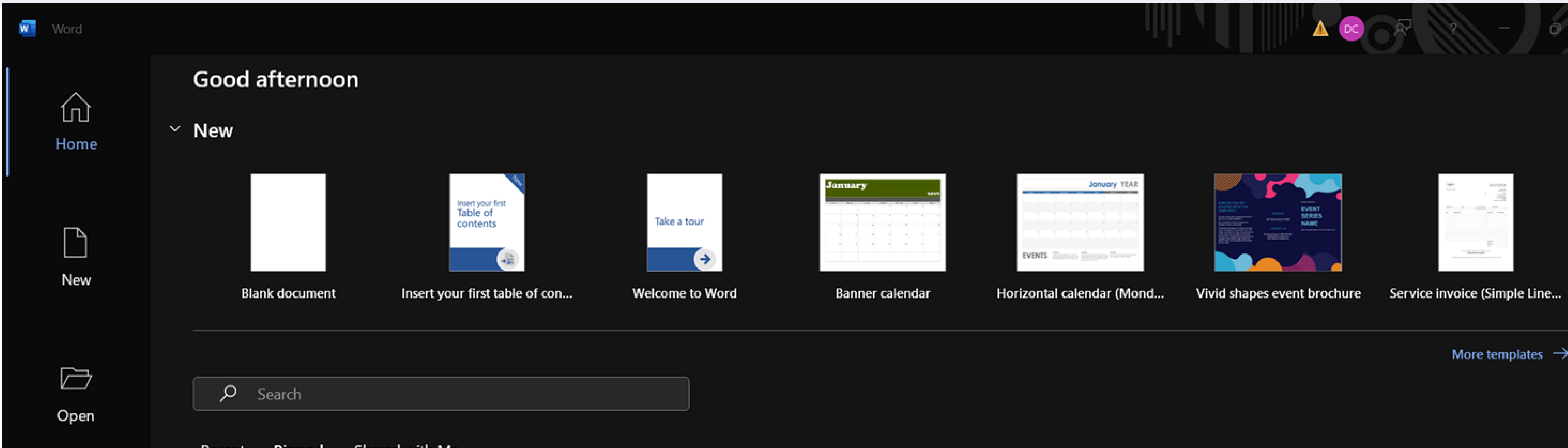


HOW TO CREATE A CHART IN WORD

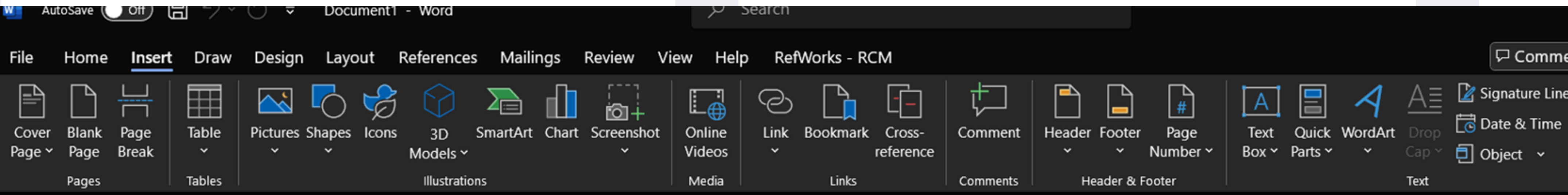
A chart has text, symbols ,graphics to show the relationship between different data sets. These are a famous method for sharing information in different settings. For exemple, a bar chart could show how sales of a particular flavor of sweats have changed over the past 3 years. The bars then will show you the sales they had over the last years.

Step 1: Open Your Word Document

AFTER YOU OPEN WORD PRESS ON BLANK DOCUMENT

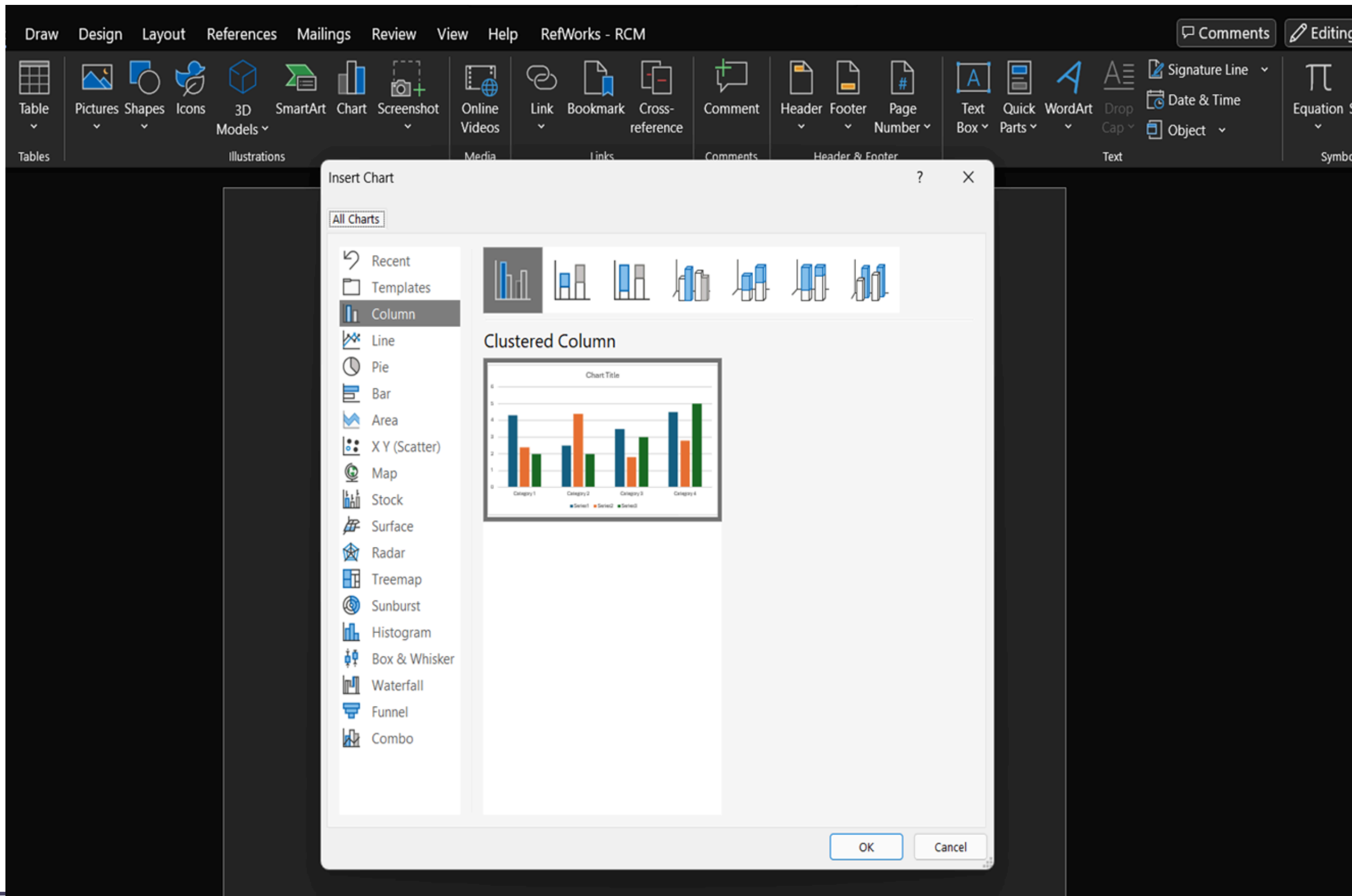


Step 2: Click on the 'Insert' Tab



- Select the 'Insert' tab at the top of the Word window.
- The 'Insert' tab is where you can add various elements to your document, like pictures, shapes, and, of course, charts.

Step 3: Select 'Chart'



In the 'Illustrations' group, click on 'Chart.'
You'll see a variety of chart types to choose from, such as column, line, pie, bar, area, scatter, and more. Think about what best represents your data.

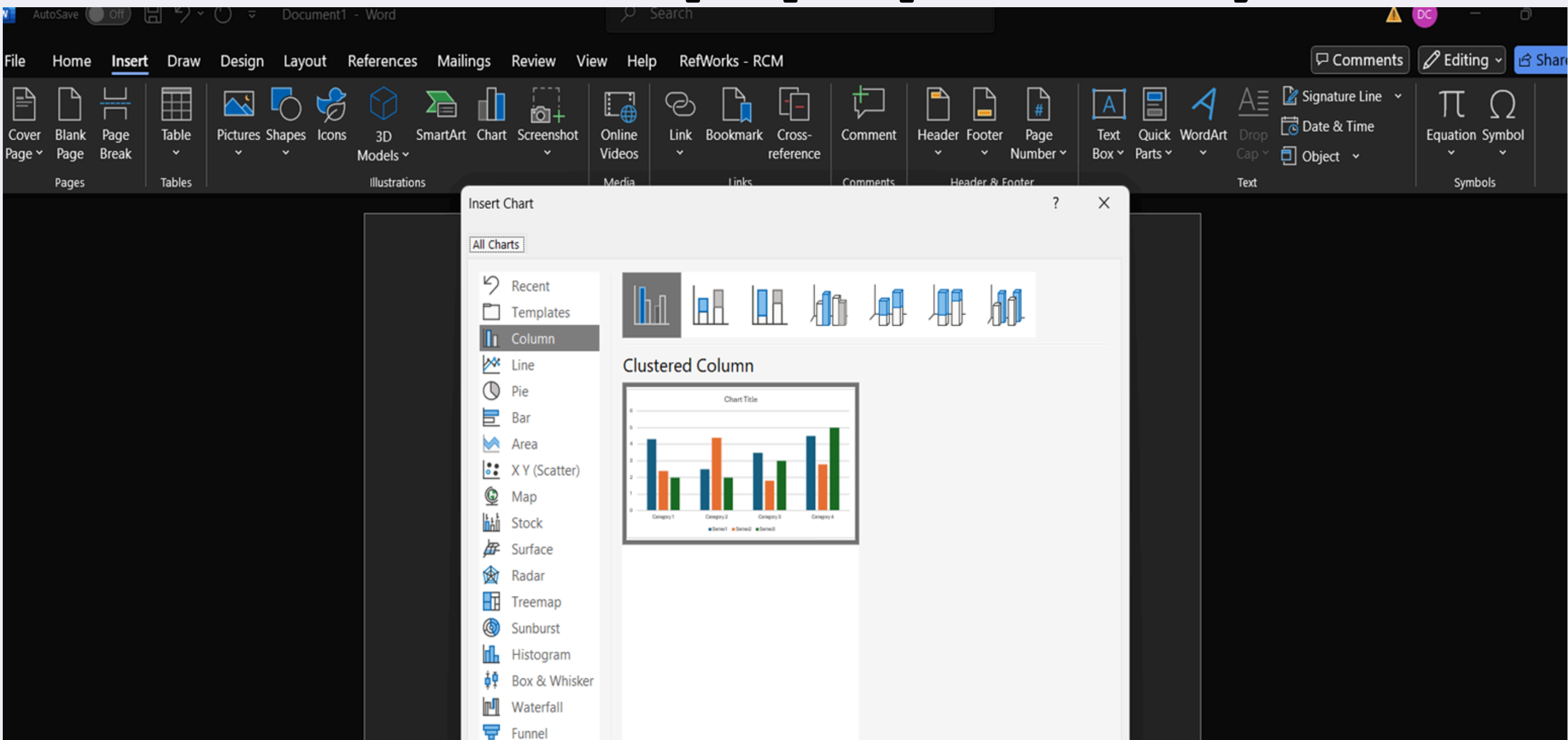
Step 4: Choose the Type of Chart

Pick the type of chart that fits your data best and click 'OK.'

A new window will open with many different styles within the chart type you chose. Take a moment to select the one that you think will make your data shine!

Step 5: Edit the Chart Data

An Excel sheet will pop up where you can input or edit the data for your chart.



Your paragraph textThe Excel sheet will have some default data. You can replace it with your own data. The changes will automatically reflect in the chart in your Word document.

After completing these steps, you'll have a basic chart in your Word document. But don't stop there! You can now format and design your chart to match the look and feel of your document.