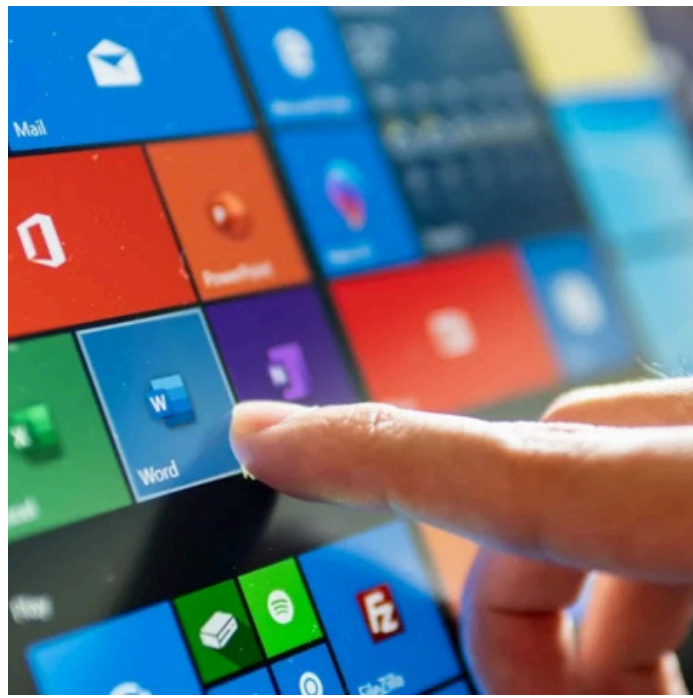


How to create a chart in a word document



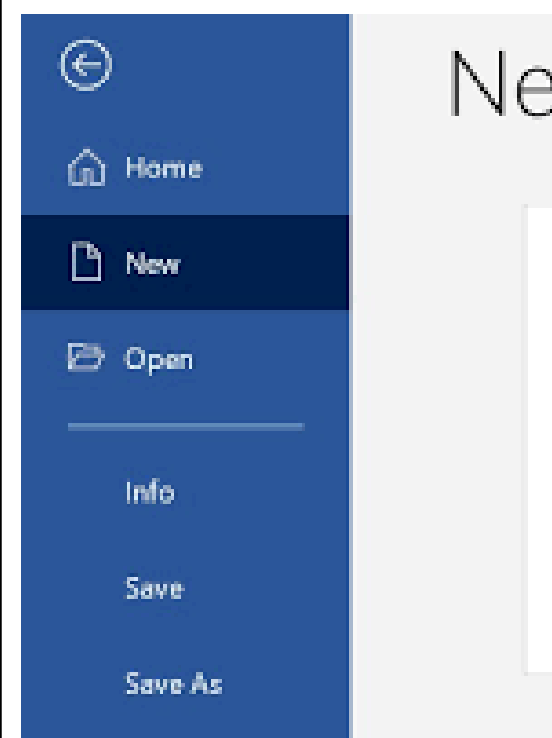
OPEN MICROSOFT WORD:

You can either launch the word application on your computer or go on office.com and use the application there.



CREATE A NEW DOCUMENT:

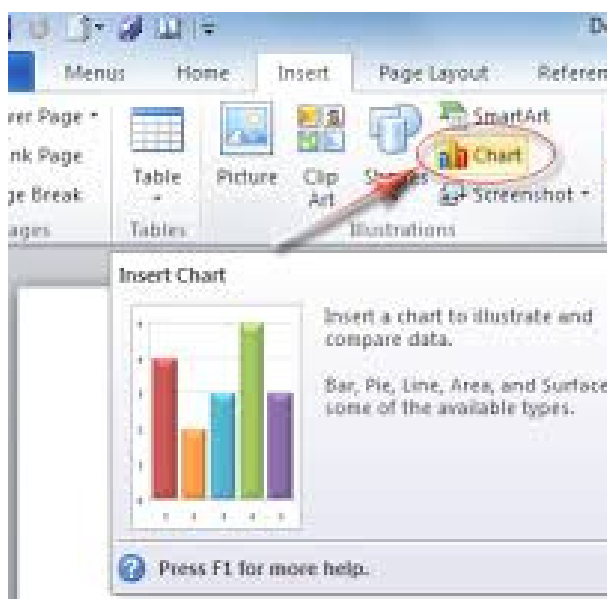
You will then click '**Blank Document**' either open an existing document where you would like to insert the chart.



INSERT A CHART:

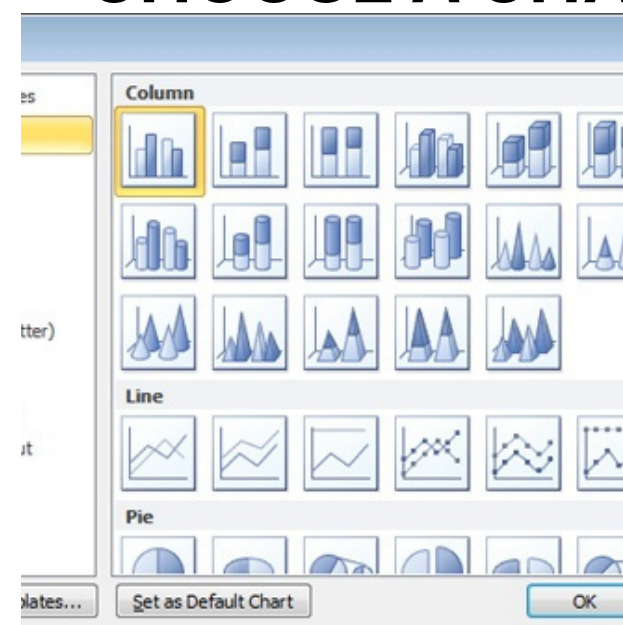
You then go '**Insert**' tab in the toolbar at the top.

Then Click on the '**Chart**' button. This will open a dialog box with all different types of chart.



CHOOSE A CHART TYPE:

Choose the type of chart you would want to create such as line, column or even pie and then just click '**OK**'.



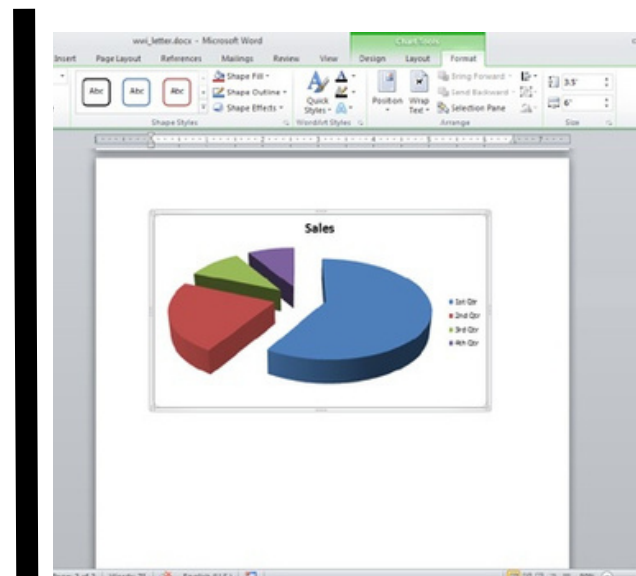
ENTER YOUR DATA:

Spreadsheet will open near by with your document. Type your data into the spreadsheet. Then the chart will update automatically when you enter your data.

Type	Satisfaction with Vehicle	Miles Driven per Week	Mile from Work
Domestic	Yes	450	30
Domestic	Yes	370	22
Foreign	No	580	15
Domestic	No	300	20
Domestic	Yes	1000	22
Foreign	Yes	840	45
Domestic	Yes	1400	25
Foreign	Yes	300	20
Domestic	Yes	850	25
Domestic	Yes	700	40
Foreign	Yes	350	20

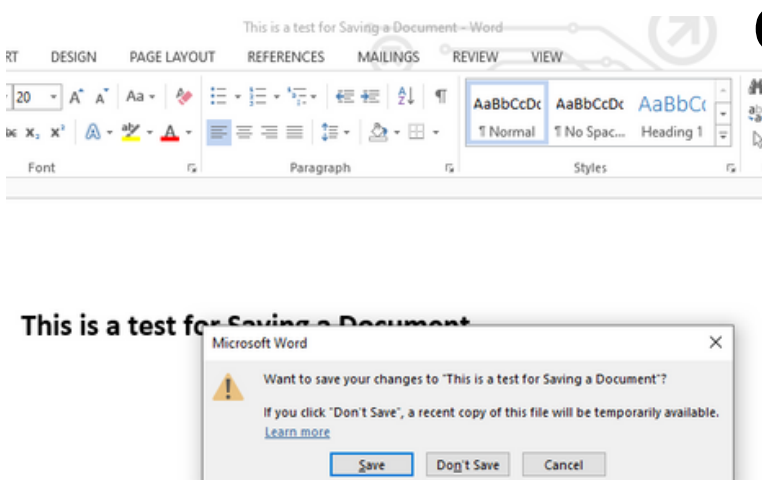
CUSTOMISE THE CHART:

Click on the chart to get access to the chart tools in the toolbar. You can then make a change on the chart style, colours and layouts to suit your preferences.



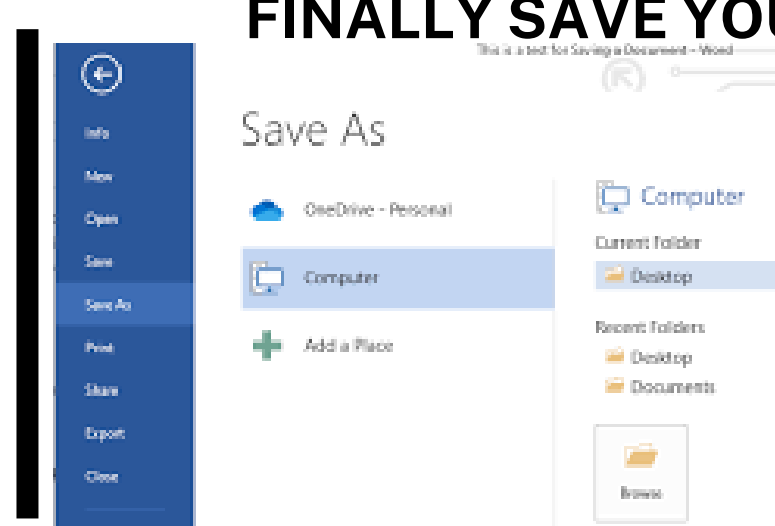
CLOSE THE SPREADSHEET:

Once you have finished entering all your data and customising your chart, you can then go ahead and close the spreadsheet window.



FINALLY SAVE YOUR DOCUMENT:

Make sure you don't forget to save your Word document to keep your changes.



That's all, you now have a chart in your Microsoft word

