

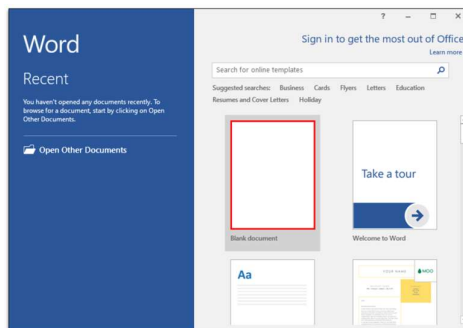
HOW TO CREATE A CHART IN MICROSOFT WORD.

Why Using Charts?

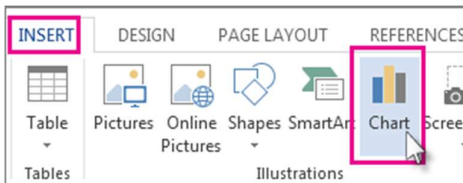
- The data it is clearer.
- Can do comparisons and identify products.
- Helps to make reports more reliable.



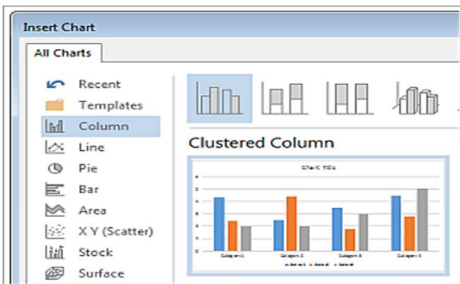
STEPS TO CREATE A CHART.



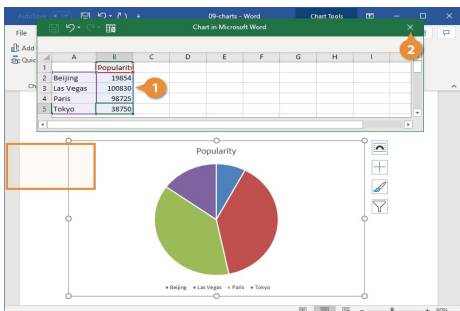
1. Open your word document. On your device select "start a new document or use one that already exist."



2. Click on insert tab (on the top ribbon). Once you go to insert a few options are going to come up including adding pictures, tables and charts. select insert chart.



3. Select chart (click ok when selected). As explained at the end of the last step, we must select insert a chart. Once doing so, a new window with different type of charts is going to be shown. Select the chart that you are looking.



4. Enter your data (replace the data with your own). When the table appears, you will have to replace the default data with your own (numbers and labels). In the table.

Customize Your Chart (Optional)

- ❖ Chart Design tab: Change style or colors.
- ❖ Tab format: Adjust text, layout and other things.
- ❖ Right-click on elements to edit titles or adjust information.

