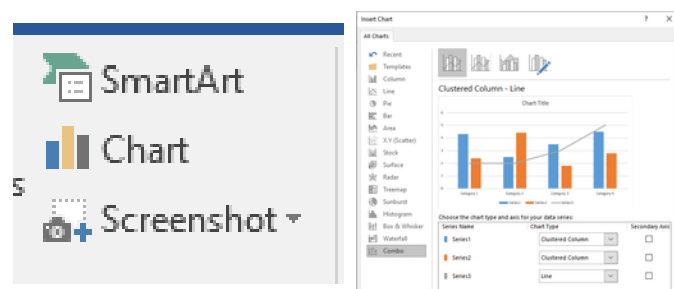


Microsoft word

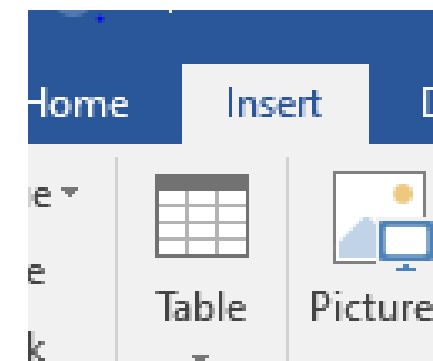
Microsoft Word is a great key tool in digital skill, which allows users to create, format and edit documents to simple letters and reports.



It also allows users to turn data into graphs, by creating charts, which makes it easier for the user to understand the information. This poster is based on how to create a chart in Microsoft word.



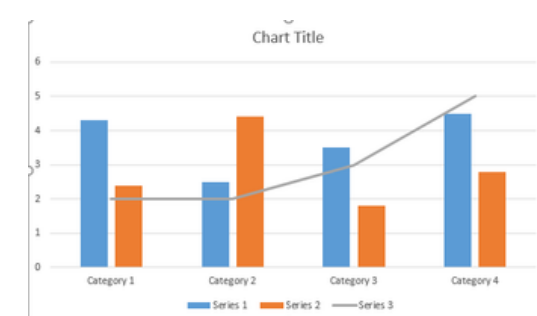
After that click on the chart tab, then you should get options of all the the designs you can use like line, bar and pie charts etc. Select the chart that suits you best an click ok.



Firstly you have to open a blank document on Microsoft word and click on the insert tab.

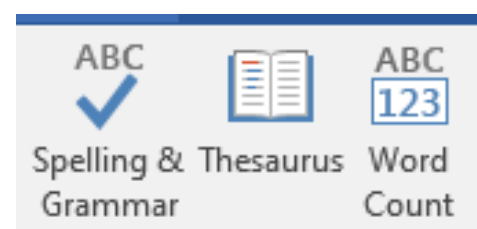
	A	B	C	D	E	F
1		Series 1	Series 2	Series 3		
2	Category 1	4.3	2.4	2		
3	Category 2	2.5	4.4	2		
4	Category 3	3.5	1.8	3		
5	Category 4	4.5	2.8	5		
6						
7						
8						

This shall insert the chart into your document, and it will open an Microsoft Excell spreadsheet where you can enter all information that you want in the chart.

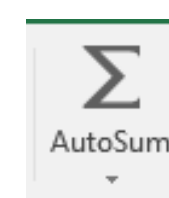


The information that you enter in the Microsoft Excell spreadsheet shall automatically tranfer over into the chart.

Font



As a student Microsoft word very useful to me because some of my university material was uploaded on Microsoft and I used Word for typing up work, notetaking etc Microsoft word also has many formatting tools like font, templates and styles. Word provides features for grammar checking, spell checking and also has thesaurus to make any written work look professional.



There is also another way to do this you go on to Microsoft Excel enter the information into the spreadsheet, then you can total the result by clicking on the auto sum feature. Then you automatically get a chart with the total result. Then you can copy and paste that data on to your word document