

Create a Chart in a Word Document.

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1 Introduction

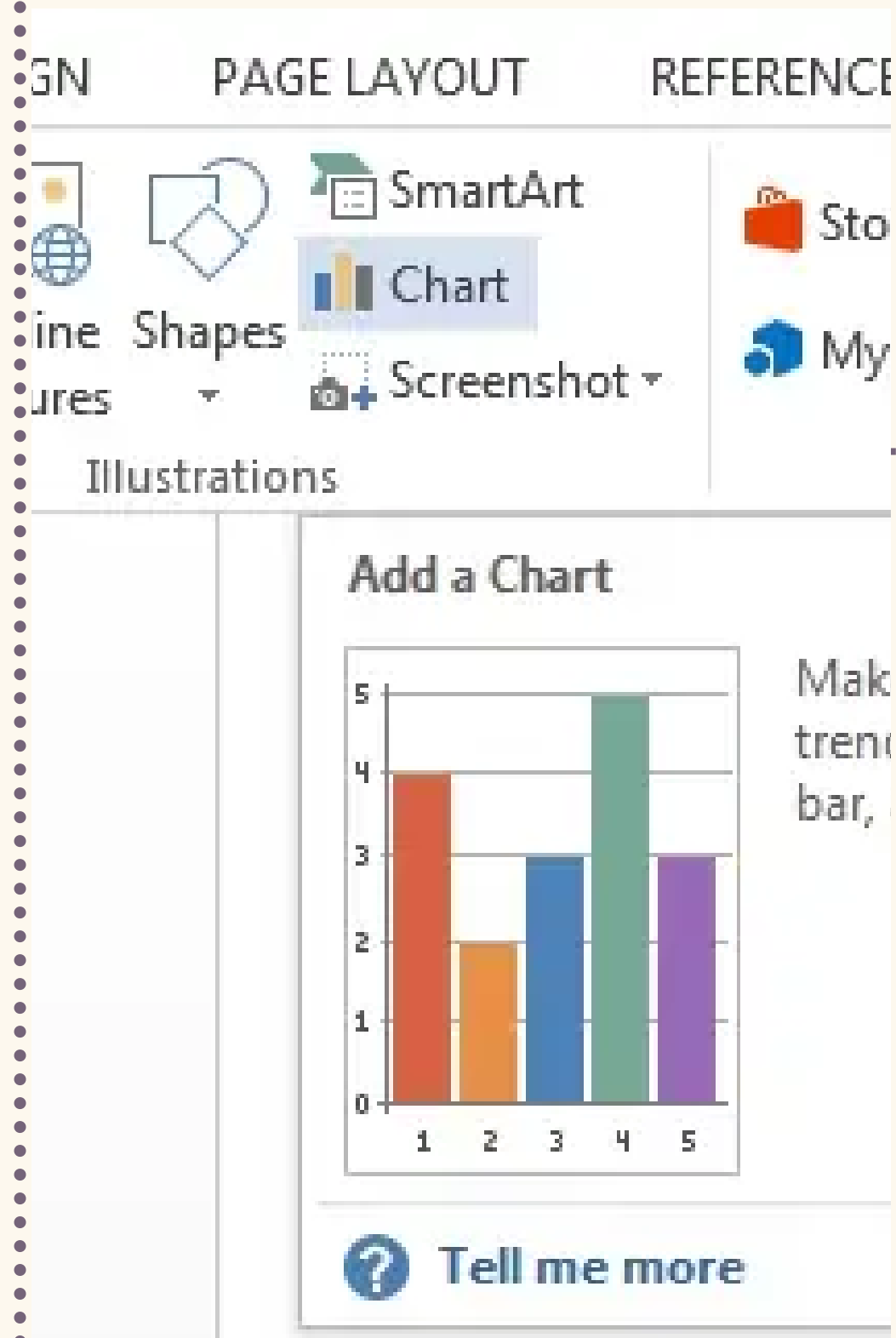
Microsoft word is a widely used word processing program that allows users to create, edit, and format o document.

4 Step Three

Click on all charts to select bar chart for an example and click Okay. A bar chart would appear.

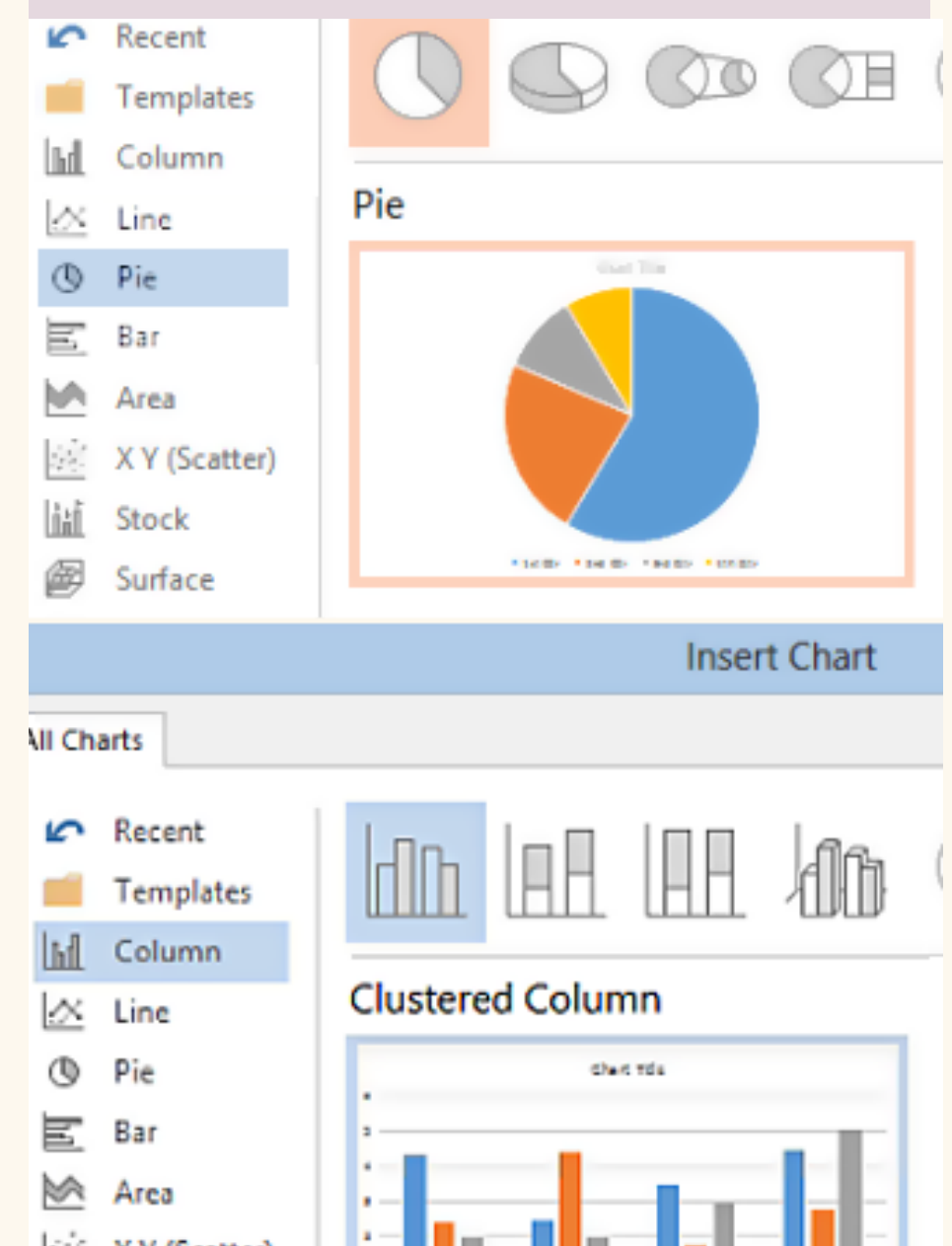
2 Step One

Click on insert button, click on chart icon to add chart.



3 Step Two

Click on add chart icon to choose the type of chart from all chart



Conclusion

My personal reflection is that using Microsoft office tools learnt in the course so far would be very helpful in managing my business in the future.

