

HOW TO CREATE A CHART IN A WORD DOCUMENT

Step-by-Step Instructions



1 >>>

Open Word document and place the cursor where you want the chart.

4 >>>

Enter data in the Excel sheet that opens.

2 >>>

Go to the "Insert" tab, then click "Chart".

	A	B	C	D	E
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 >>>

When done, close Excel.

3 >>>

Choose the chart type (e.g., Column, Pie), then click OK.

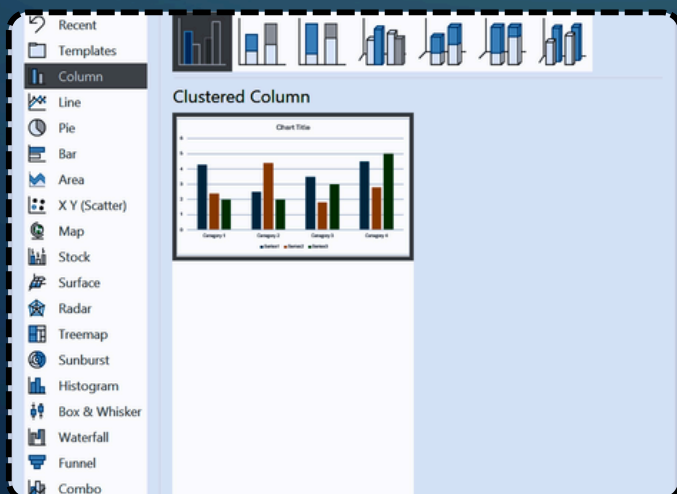
	A	B	C	D	E	F	G	H	I
1		Series 1	Series 2	Series 3					
2	Category 1	4.3	2.4	2					
3	Category 2	2.5	4.4	2					
4	Category 3	3.5	1.8	3					

6 >>>

Optionally, resize or move the chart.

7 >>>

Save the document.



Ps. If you struggle on any step, just go back and try again



Done! Your chart is in the Word document.