

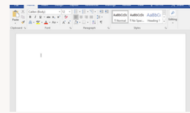
HOW TO CREATE A CHART IN A WORD DOCUMENT

STEP BY STEP GUIDE



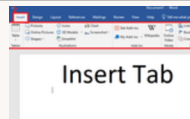
STEP 1

step 1 : get yourself a fully functional laptop and make sure its up to date to the latest windows this is to achieve the best results and to use the new updated version for word without any technical difficulties.



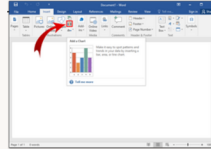
STEP 2

step 2 : load up your word app after completing step 1 if you have any problems please make sure to double check you have done everything correct in step 1. once you have opened word create a new document or open an existing one.



STEP 3

step 3 : place your cursor where you want the chart to be if your using a computer please use your mouse , following the top left corner you should have the option to "insert" please do the following and "insert" tab this has also been highlighted in red in the image.



STEP 4

step 4 : click on the "chart" button here it should show many different chat formats , select a chart type from insert chart box there will be different varieties (line,column) please click "OK" a spreadsheet will open whim you can now edit with your own analytics and word will automatically update it .



step 5

step 5 : once you have completed this your all set and can customize the chart to your own preferences their is various different charts you an use so feel free to explore, dont forget to save your work / progress by clicking "FILE" and "SAVE AS"