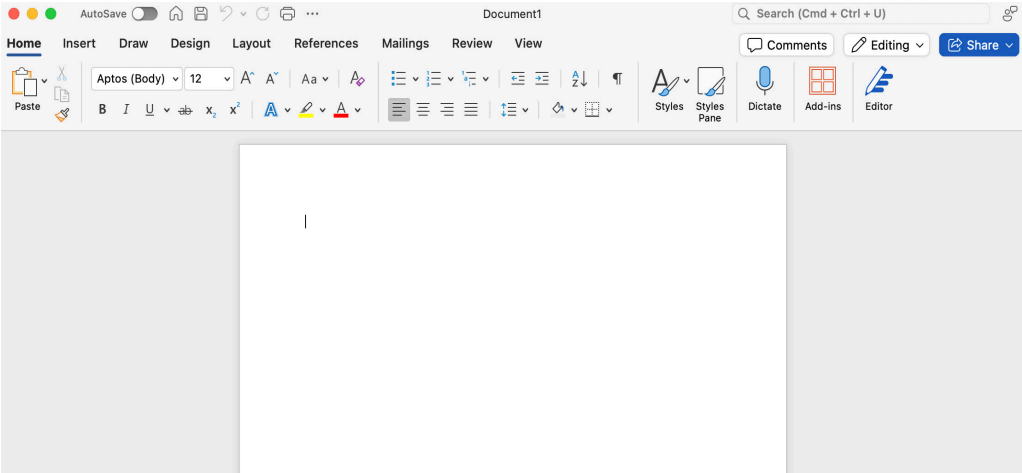


Creating a Chart in Word Document

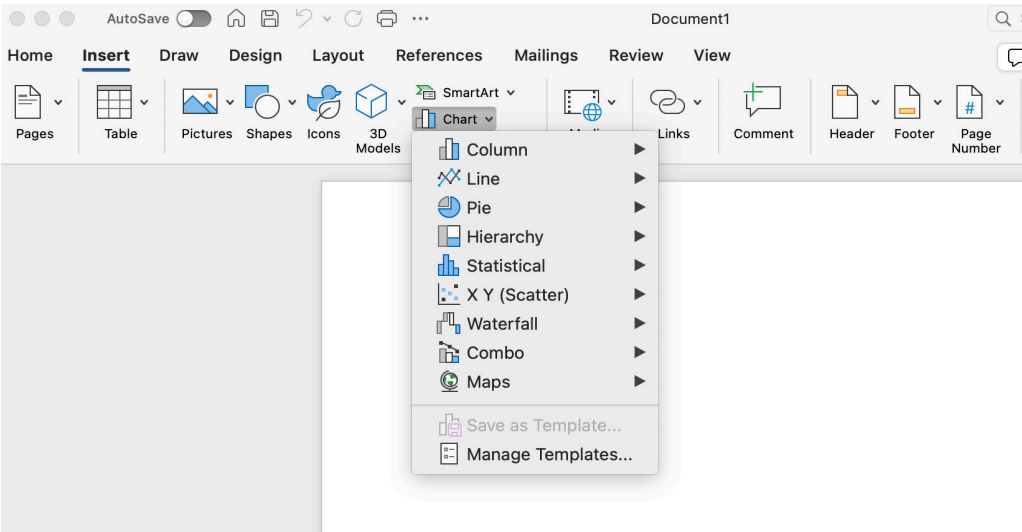
No matter what operating system we're using, we can easily make a graph in Microsoft Word. For both Mac and Windows, the procedure for creating the Microsoft Word graph or chart is the same. These actions will be taken in order to generate a graph:

1. To begin creating our graph, we will open the Word document.



1.

2. We will select the Chart button after clicking the Insert Tab and navigating to the Illustrations group. The Insert Chart dialogue box will appear, allowing us to choose from the various graph or chart types that are available, such as line, bar, and histogram. We select the graph that we will be working with.



2.

After selecting the Graph that we want, data from Microsoft Excel will be gathered, allowing us to merge the two together to be able to produce a graph with the right information.

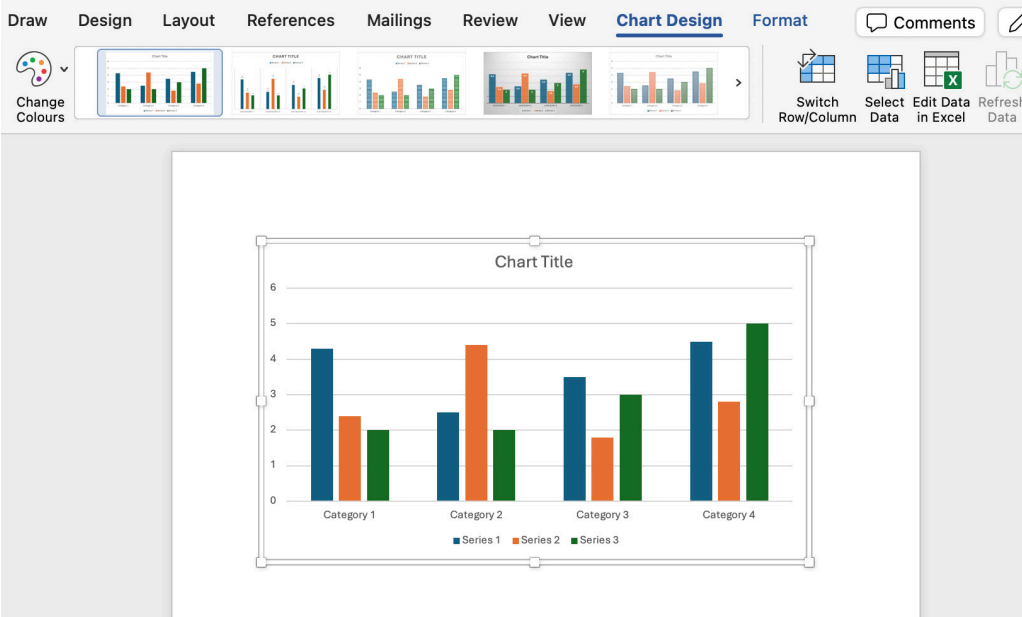
A screenshot of the Microsoft Excel application window. The spreadsheet contains data for a column chart. The data is organized into columns: 'Column1' (headers), 'Series 1', 'Series 2', and 'Series 3'. The rows represent categories from 1 to 4.

	Column1	Series 1	Series 2	Series 3
1	Column1			
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

3.

3. A Microsoft Excel Spreadsheet Window will appear with our graph in the Word document, allowing us to edit, add, or remove data. In this insatnce, I have selected the Column Option, but as mentioned above there are a range of options to pick from, as an example for this task.

The spreadsheet window will be closed once we have completed making changes to the data. This date can be altered at all times, by clocking the Edit Data Option, allowing for both applicatios to co-work together with the changed data is reflected on both Excel and Word.



3.

All 4 images are taken from my laptop as screenshots.