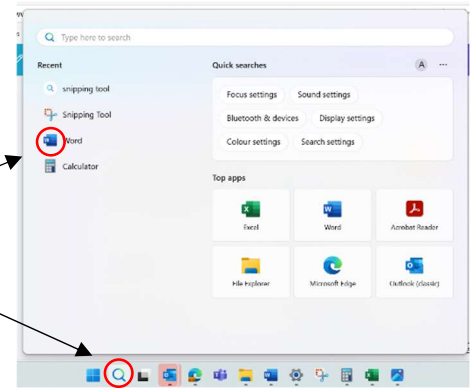


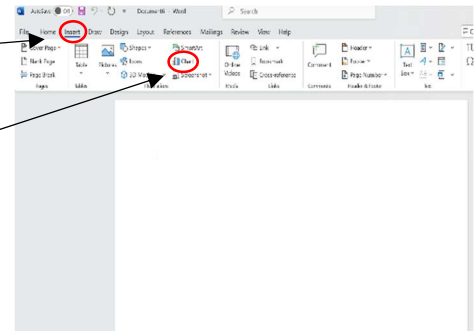
How To Insert Charts In MSWord- Angela Dhillon 2435731

Step 1: Click the search button at the bottom on the control bar and search for the word application. The word application is one of the many Microsoft 365 applications.

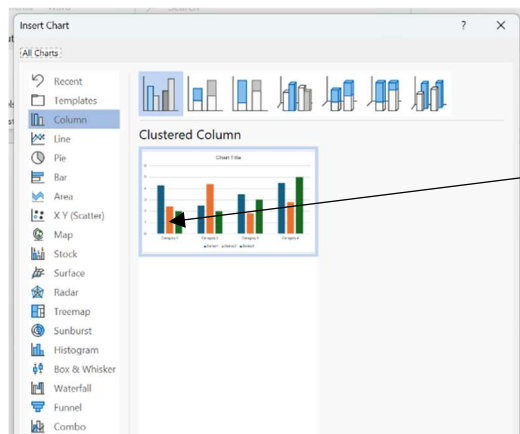
Step 2: Click onto the word icon, it will be a blue square with a white 'W'



Step 3: Once word has loaded a new blank document. Always ensure to save any new file by clicking file and save as. Next navigate to the top of the screen and click insert.



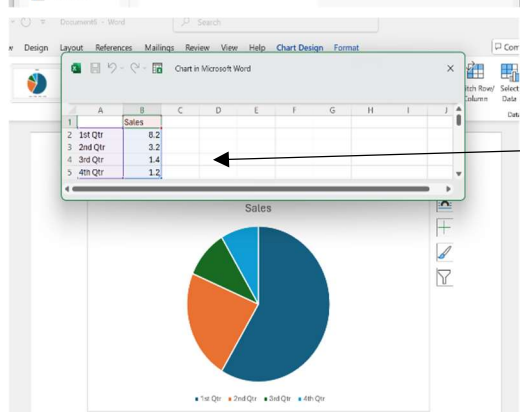
Step 4: Once the insert menu has loaded, navigate to the chart function and click the button.



Step 5: Choose the chart you would like to use depending on which design you would like. For example, pie chart this will allow you to display data for percentages.

Depending on what type of data you are trying to display the different charts will help display. For example, line graph this will allow to present data trends over time. Bar chart will allow you to compare data across various categories.

Step 6: Once you have chosen the chart you want to use it will then load. It will also load a data box which will allow you to input the data you wish to display. Depending on which chart you picked will be dependant on the data required.



Step 7: Once your chart has loaded you are able to customize it in multiple ways. You can change the colours, labels, size, and information. To open the customisation options for the chart, double click directly onto the chart and the customisation menu will appear on the top grey bar.

