

how to create a chart in word document

Step 1) Open your Word document: Start with the document you want to add the chart to.	step2) Go to the "Insert" tab: Click on the "Insert" tab in the Word ribbon.	Step 3) Click "Chart": In the "Illustrations" group, click the "Chart" button
Step 4) Choose your chart type: A dialog box will appear, allowing you to select the type of chart you want	step 5) Click "OK": After selecting your chart type, click "OK".	Step 6) Enter your data: A spreadsheet will open, where you can enter or paste your data
Step 7) Close the spreadsheet: Once you've entered your data, close the spreadsheet window	Step 8) Customise (optional): You can customise the chart's appearance using the Layout Options button.	ALL DONE 🥳

you are one in a melon!

