

Don't know how to insert CHART in Microsoft word?

THIS IS HOW

step 1

once you have opened word document you then drag the cursor toward the top left of the page where it says (insert)

step 2

after you have clicked the insert tab, you then drag the cursor toward the CHART tab and click once.

Chart

step 3

then you will have a page pop up like this. ■ ■ ■ ■ ■ ■ ■ ■

step 4

After pressing ok on the clustered column a word excel spreadsheet will open up.

TITLE

COLUM

Chart in Microsoft Word

	A	B	C	D	E	F	G	H
	Series 1	Series 2	Series 3					
Category 1	4.3	2.4	2					
Category 2	2.5	4.4	2					
Category 3	3.5	1.8	3					
Category 4	4.5	2.8	5					

step5

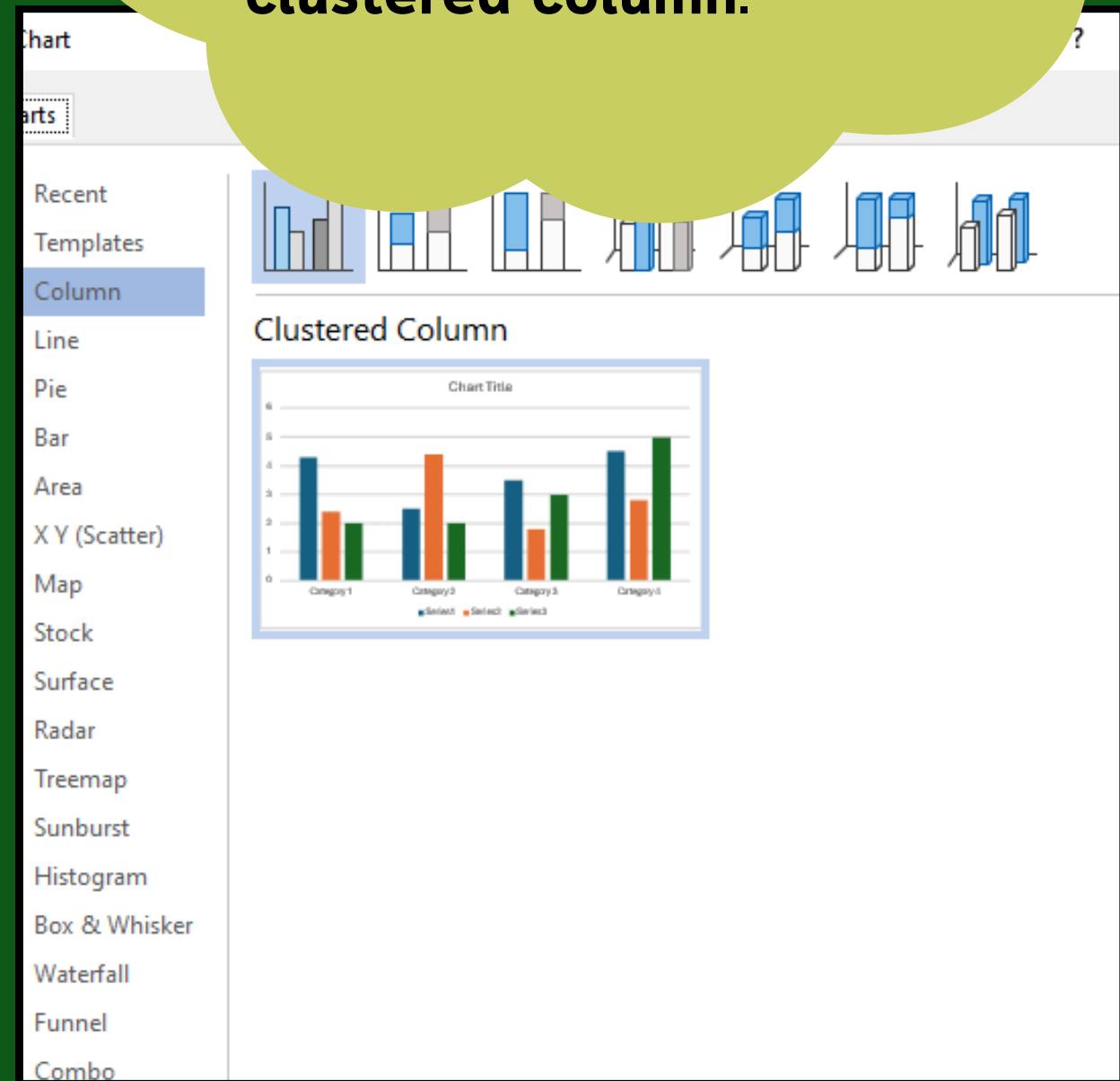
Finally you'll have to put your details into each element like:

- dates
- title
- lables

After pressing ok you have created a chart in word document.

TIP

There are multiple types of chart you can choose from but most common is **clustered column**.



The process of inserting charts in Microsoft Word document is actually straightforward, It help to improve and clarify data presentation. Following these 5 easy step people can easily create a professional chart direct into word document.