

6 Tips to help you Submitting a chart on Word Sheet

1 Open Microsoft Word

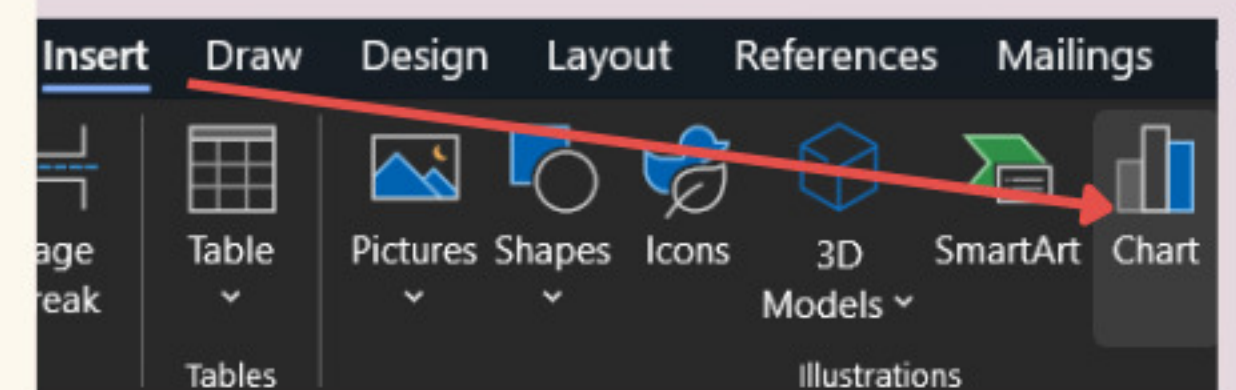


Launch Microsoft Word and open the document where you want to insert the chart. You can also start with a blank document if you're creating it from scratch.

2 Place the Cursor

Click on the spot in the document where you want the chart to appear. This helps Word know exactly where to insert your chart.

3 Insert a Chart



Go to the “Insert” tab in the ribbon. Click on “Chart,” then choose the chart type you want (e.g., Column, Pie, Line). Click OK to insert it.

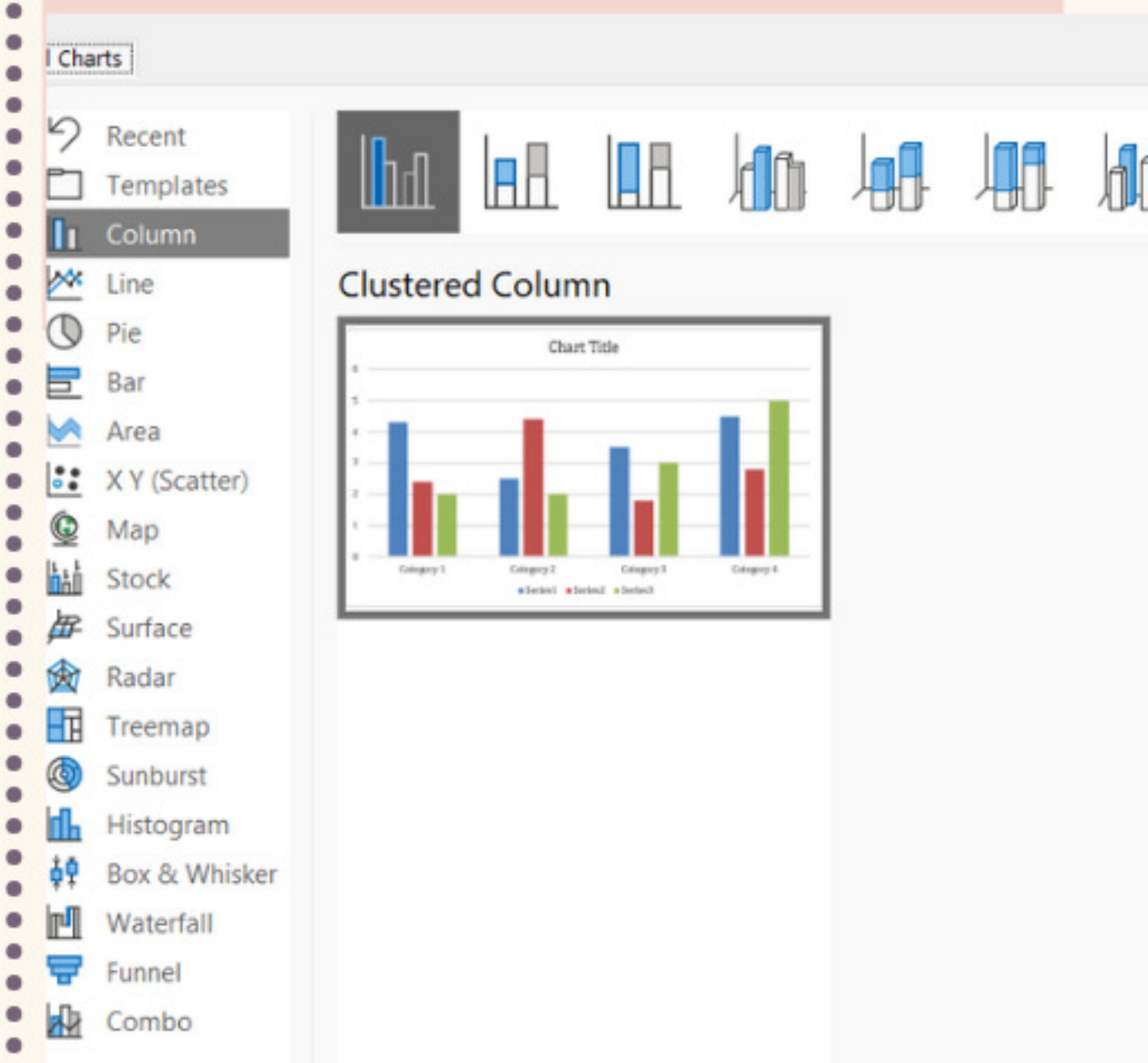


4 Enter Your Data

A spreadsheet will pop up alongside your Word document. Replace the sample data with your own values. The chart will update automatically as you type.

5 Customize the Chart

Use the Chart Tools (Design and Format tabs) to edit the chart style, colors, and layout. Add titles, labels, and legends to make it more readable.



6 Save Your Work

Once you're happy with your chart, save the Word document to keep your changes. You can also export it as a PDF if needed.

