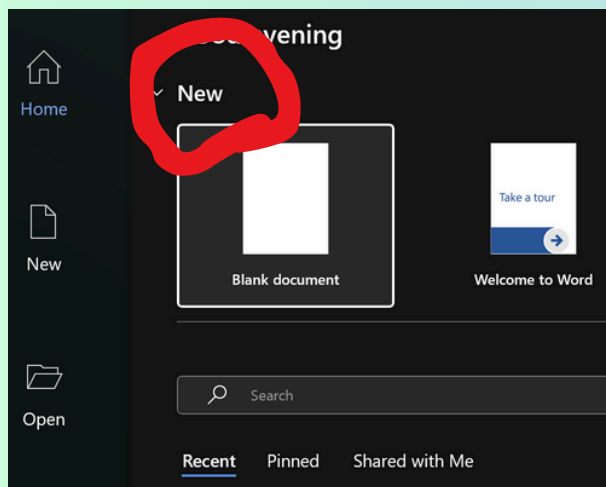


# How to create a chart in a Word document

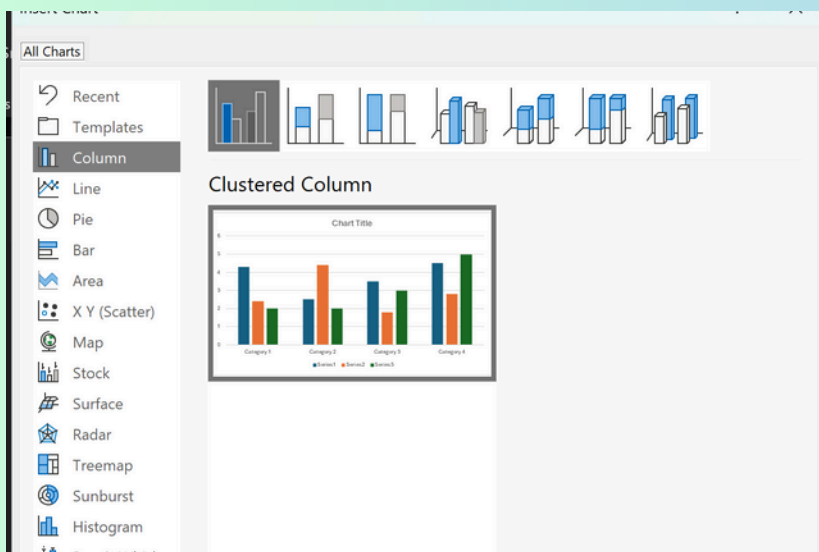
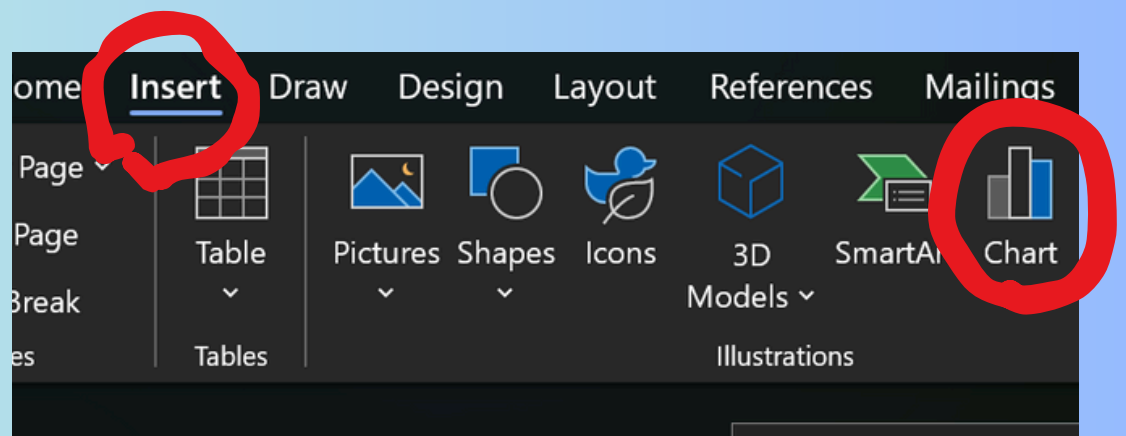


## STEP 1

Open Microsoft Word on your computer.  
Click on "File" in the top left corner. Select "New" from the dropdown menu.  
Choose "Blank Document" to open a fresh, empty workspace.

## STEP 2

Click on "Insert" in the top menu bar.  
Select "Chart" from the dropdown options.  
Browse through the chart types provided (e.g., Column, Line, Pie, Bar, etc.) and choose the one that best suits your needs.  
Click "OK" to insert the selected chart into your document.

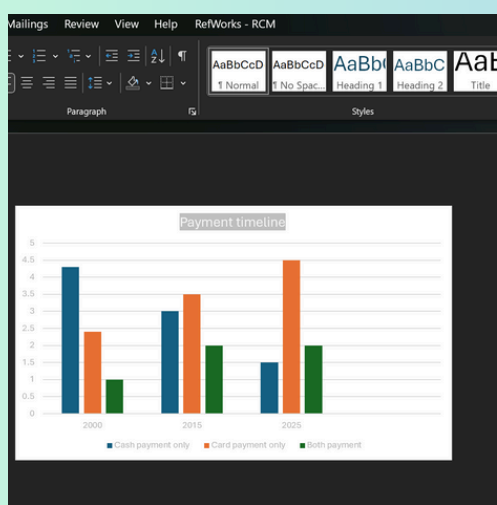
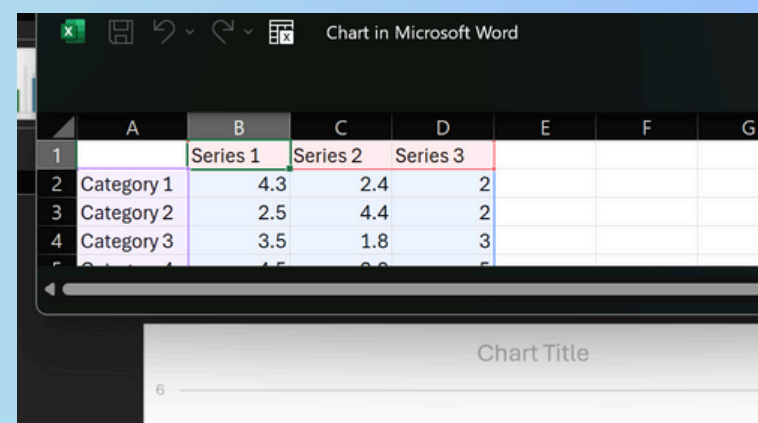


## STEP 3

From the chart options, select "Column" as the desired chart type.  
Click "OK" to insert the column chart into your document.

## STEP 4

After inserting the column chart into your document, a small Excel-like spreadsheet will appear alongside it.  
Enter your data directly into the spreadsheet by typing in the rows and columns that represent your values.  
Once you've filled in the data, the column chart will automatically update to reflect the values you've added.  
When you're finished, simply close the spreadsheet by clicking the "X" in the corner.



Done