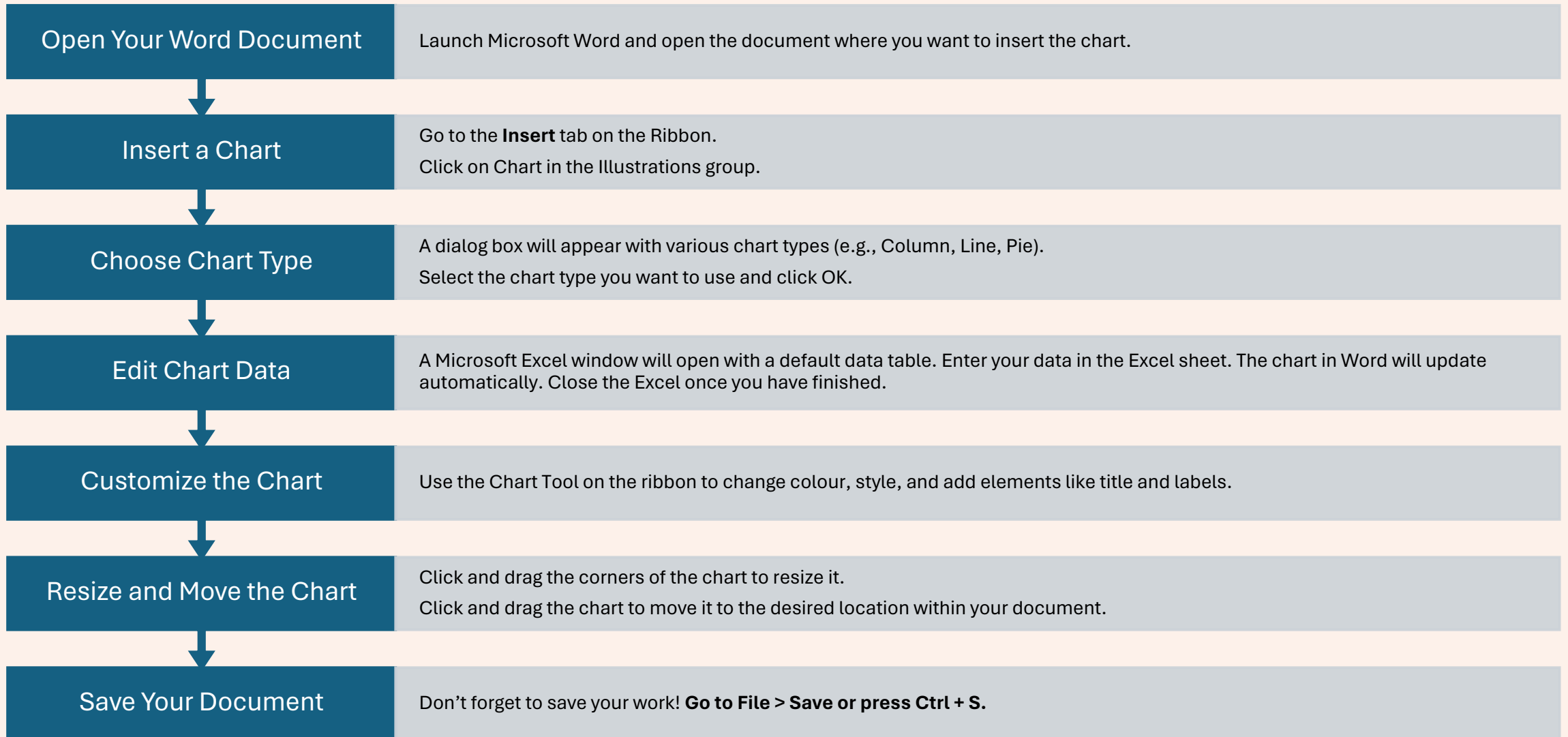
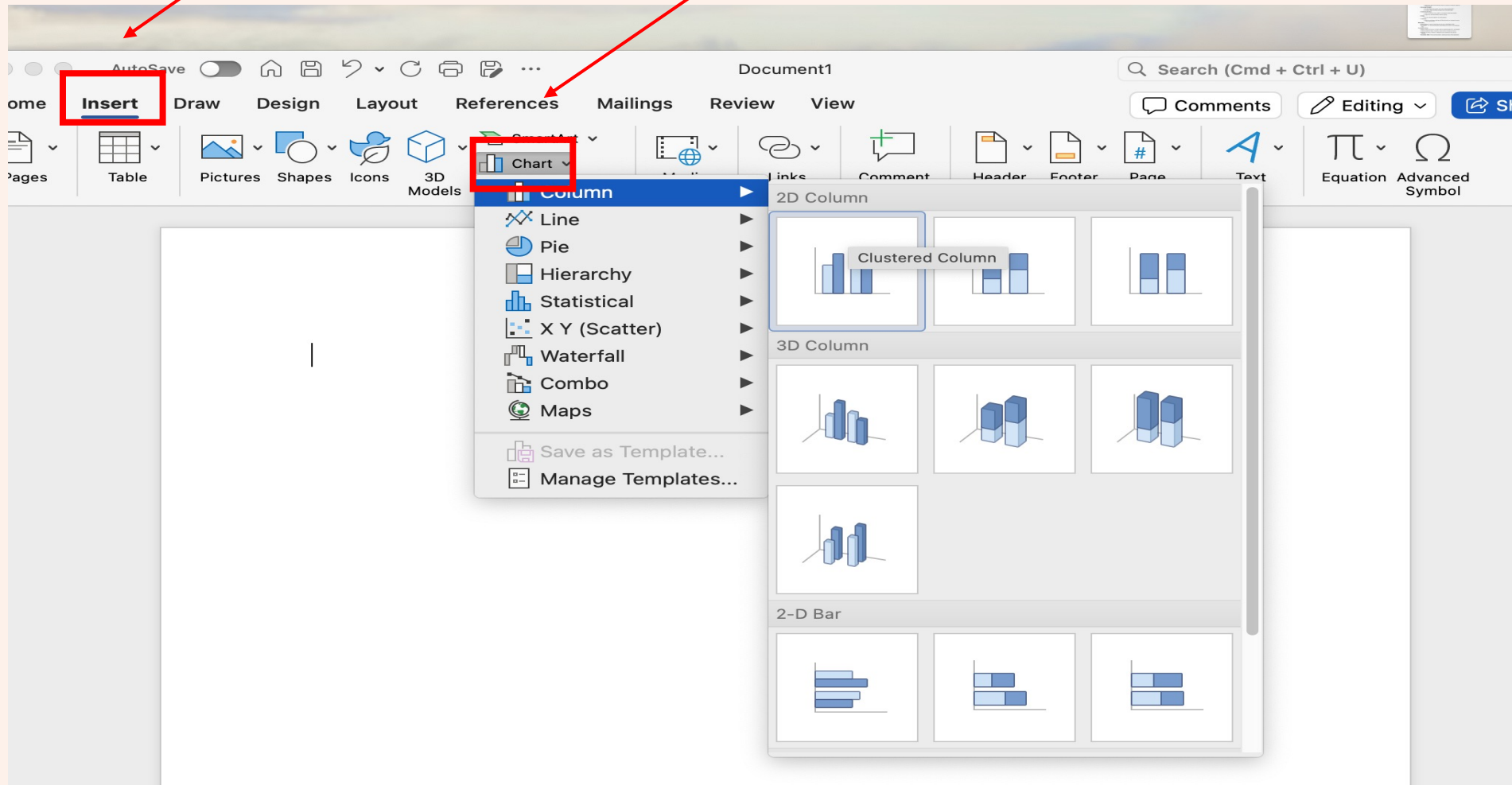


How to Create a Chart in a Word Document

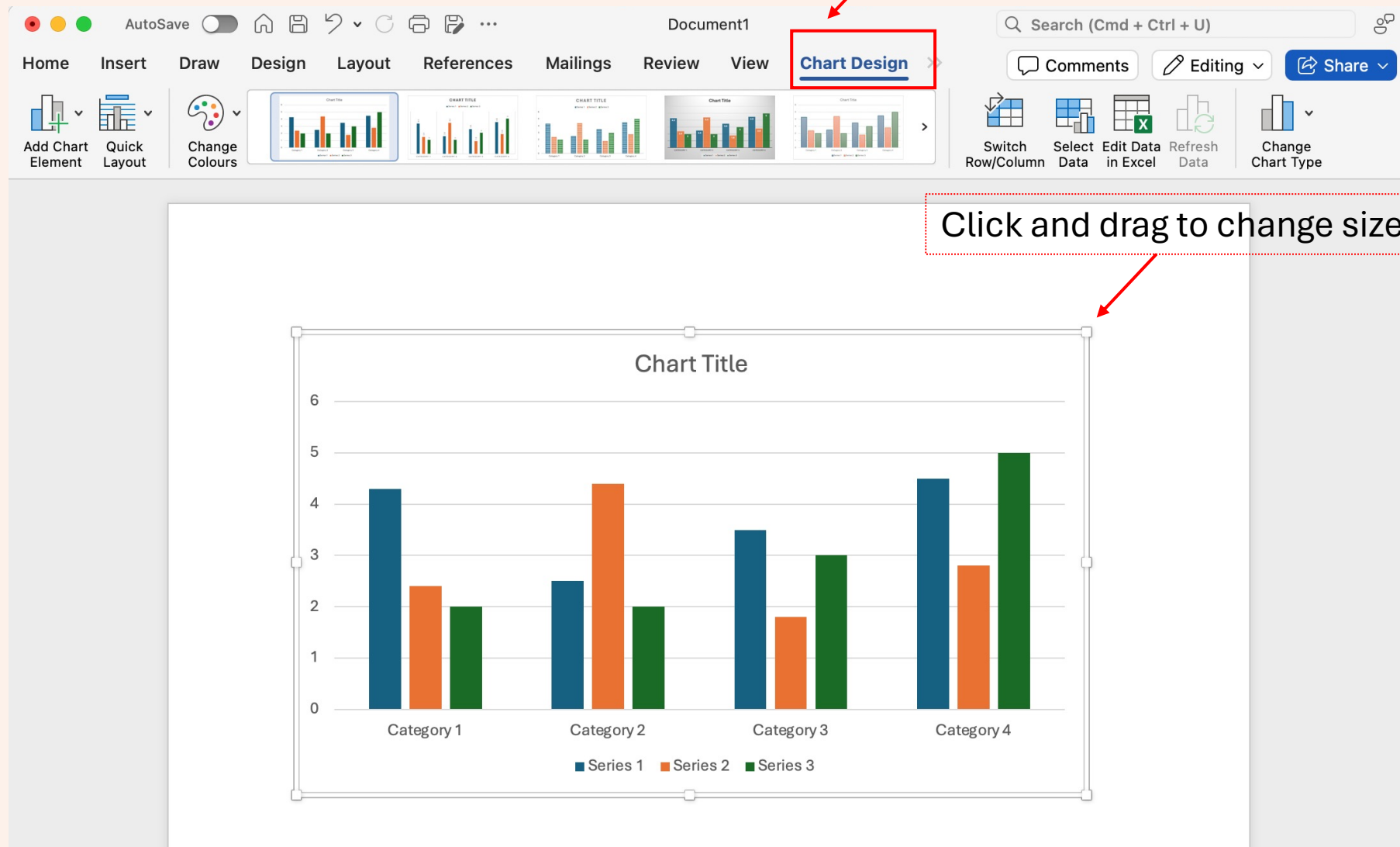


After opening the document, click on **Insert**

Then select Chart and choose the type of chart you would like to insert.
An Excel file with data will open separately



After inserting the chart, you can start editing



Click and drag to change size

Do not forget save your document! Go to **File** → **Save** or **Save as**

