

Programme: Higher Education, Business Skills for the Workplace

Module: Digital Skills

Module Code: (LCLM4002_LON)

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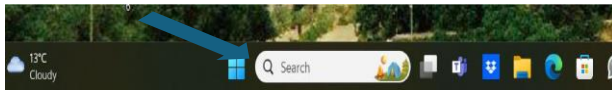
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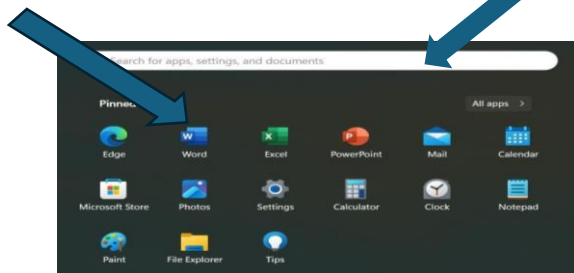


How to create a chart in a Word Document :The following guide will help you create a chart in a word document in 5 simple steps.

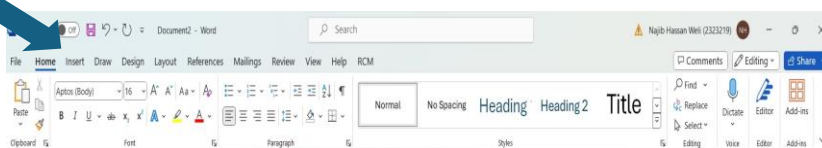
Step 1 – First open the Word Document application by clicking onto the ‘Windows’ tab at the bottom left-hand side of your screen.



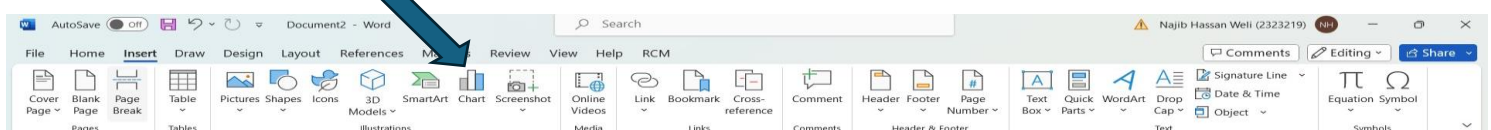
Step 2 – Then open the ‘Word Document’ application by typing ‘Word document’ into the search bar OR press the ‘Word’ Icon.



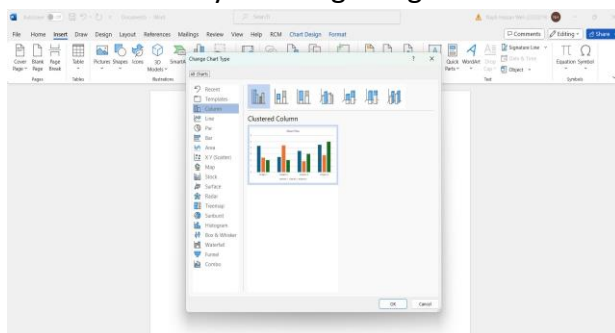
Step 3 – At the top of the page press the ‘Insert’ option and make sure you have a clear space on the page so the chart fits.



Step 4 – A list of should a appear with different options of what you can insert on to the document, press the ‘Chart’ option.



Step 5 – You can now pick what kind of chart you want in your Word document and customize it to your liking using the Excel sheet that pops up.



<https://www.howtogeek.com/769692/how-to-make-a-chart-in-microsoft-word/>

Reference: <https://www.howtogeek.com/769692/how-to-make-a-chart-in-microsoft-word/>