

HOW TO CREATE A CHART IN A WORD DOCUMENT

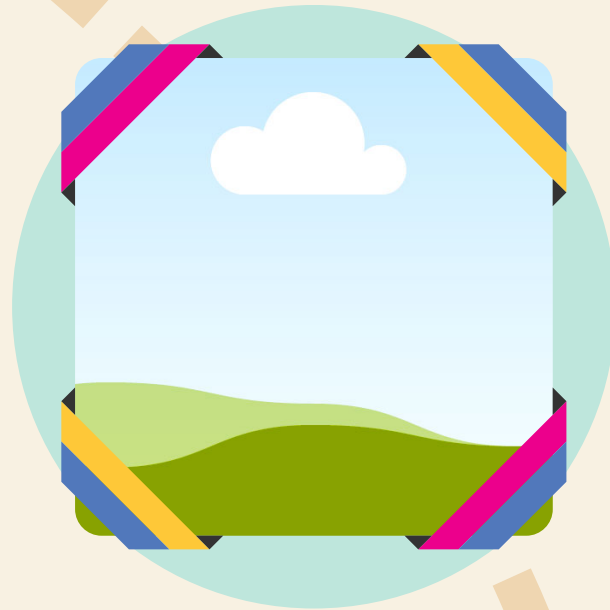
STEP 1

Create a new blank Word document at a place of your choosing.
One way to do it right click then select MS Office Word from the list of apps.



STEP 2

On the top side of the screen there is a multitude of options. The technical term used is **RIBBON**.



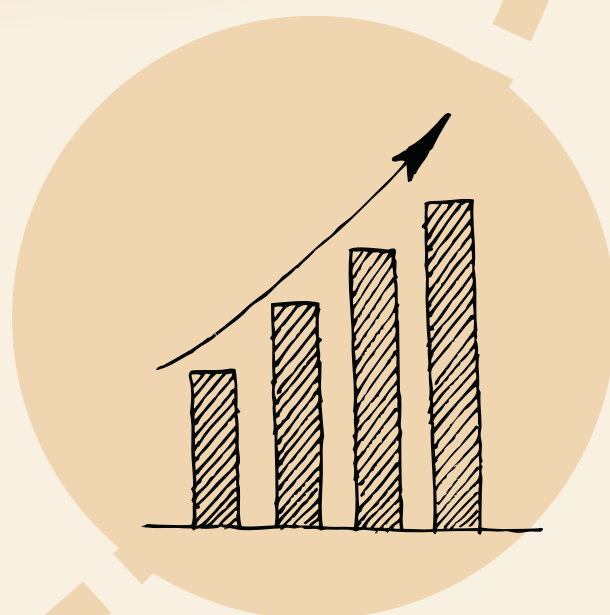
Step 3

From the tabs presented we have to identify the one named **INSERT**.



STEP 4

After selecting the **INSERT** tab a series of sub-tabs will appear. The one we need is the **CHART** one must be selected.



STEP 5

Observe and analyse the data using the **CHART** type diagram....

