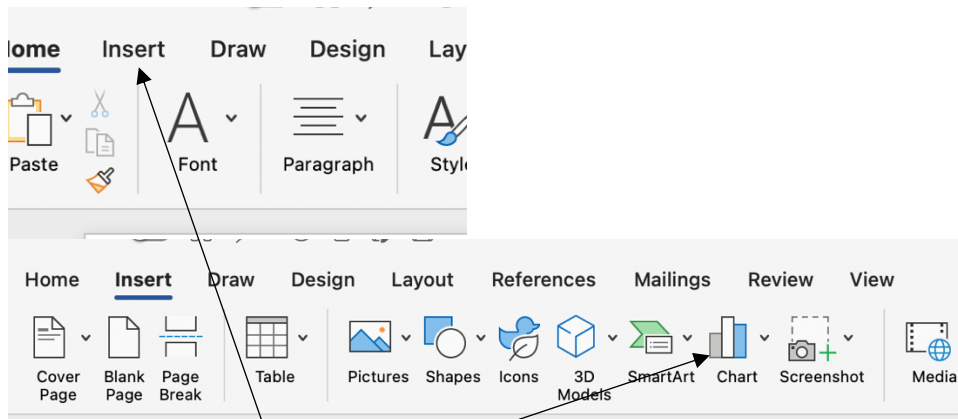
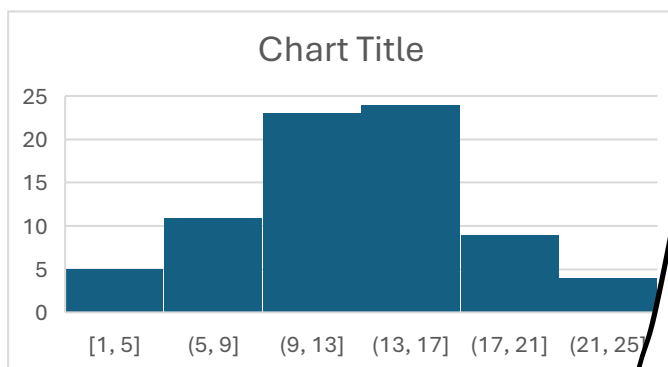
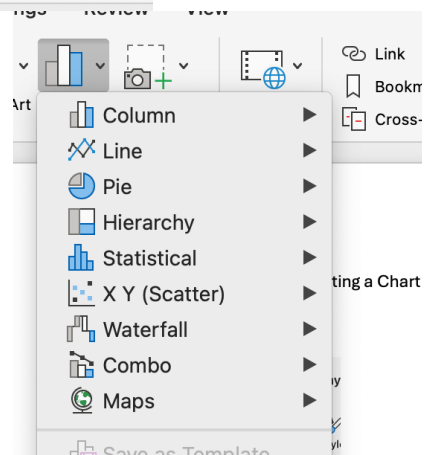


Creating a Chart in Word



On the top menu, click **Insert** and **Chart**.

A window will pop up with different chart styles. Select one and click which one you need.



For the Chart you will need data that can be modified at any time. You can also modify the chart in any way that you would like from colours to data and sizes. This is basic chart with no data on it. The data can be gathered in Excel and uploaded in Word for more in depth Charts.

