

LCLM4002 Digital Skills

Assignment Title: Digital Skills - Portfolio of tasks

Task 2 – Informative Poster

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MY PROFESSIONAL IDENTITY

How to Create a Chart in a Word Document.

Introduction:

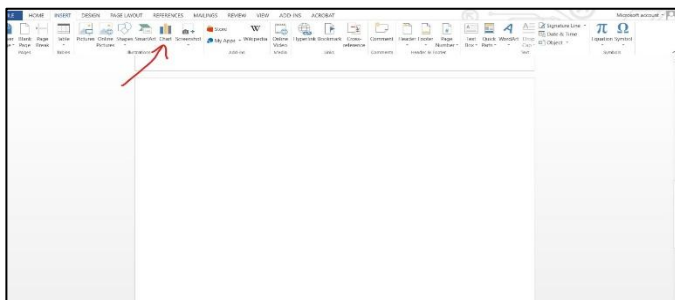
The Poster will teach how to create a chart in a Word document in an easily understandable and smart way. Follow the steps one after one to create a chart in your

Step One: Open Microsoft Word from your Computer



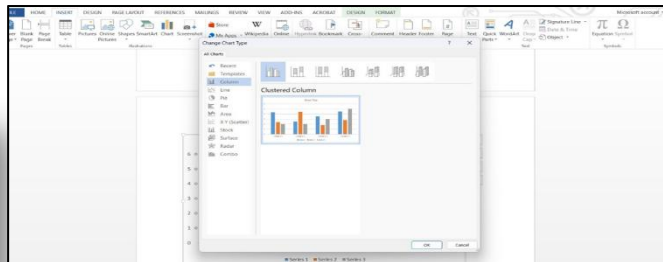
Step Two: Finding the Insert Tab

Find Insert Tab at the top of the document and click on “Chart” which will open the Dialogue Box.



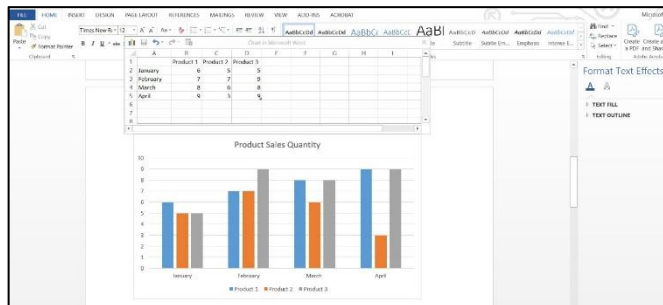
Step Three: Selecting the Chart Type

After your dialogue box is open, then click on the chart types. There are varieties of types of charts including Column charts, line charts, pie charts, and bar charts. As you can see, I have selected the column-type



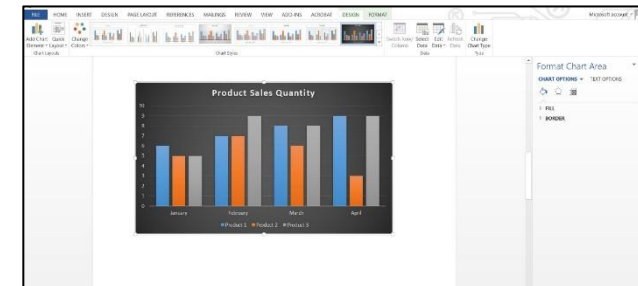
Step Four: Entering the Data and Information

This is one of the crucial steps in creating a chart. A Microsoft Excel spreadsheet will open in the word as shown in the picture. Now, replace the default data on your requirement. If you update the data, the chart will automatically update the data in time. After you fill in your information close the Excel sheet.



Step Five: Editing Chart Design

After you complete filling in the data, you can edit the design of your chart. Double-click on the chart, and it will show and suggest different designs of the chart. You can choose your own. You can add chart elements, edit, data, and select data and change the font or colour if you need to.



Step Six: Resizing and Positioning

As the chart is completed and in place, you can easily drag it to move around and place where you need to. You can also resize the chart and do a lot more edits on it.