

How to create Microsoft Word

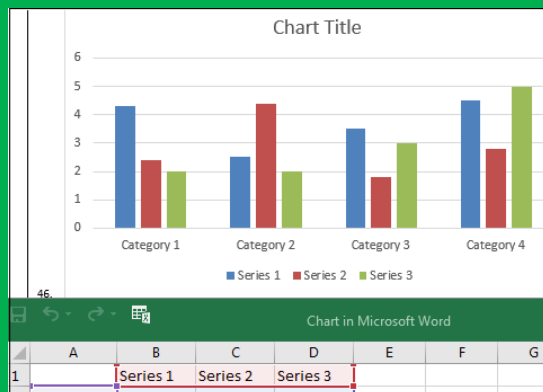
Alhaji Abubakar Bangura

2428995

Lecturer: Kazeem Oseni

Introduction

This poster highlights details break down of how to create a chart using word. Below are the detail steps to follow, there will be a brief explanation about the purpose of a chart, the types of charts, the benefits, customization and why and how it should be linked, there will be references on processes used to create this poster.



Purpose of Chart: Chart is a visual representation of data, making it easier for user to understand the trends, relationship and patterns that might be difficult to grasp from raw numbers alone.

Advantages of using Word: Familiar interface, seamless integration, easy formatting and positioning and quick and straight forward.

Disadvantages of using Word: can

Steps

- **Access Word and navigate to insert:** Open your Word document and click on "Insert" tab on the on the ribbon.
- **Select Chart:** in the "illusion" category, click on "Chart"
- **Choose Chart type:** A window will appear telling you to select the type of chart you want e.g. pie, column, and bar.
- **Enter Data:** after choosing the chart type, a spreadsheet will automatically open, where you can enter your data.
- **Customise:** after you enter your data, you can use Chart Elements, Chart Style and Chart Filters buttons to cus-

References

This poster was created using Microsoft Word software.

With the help of google I was able to get an actual image of what Data Chart looks like <https://www.google.com/url?sa=i&url=https%3A%2F%2Ffgcu.zendesk.com%2Fhc%2Fen-us%2Farticles%2F360049391071-Word-Using-Tables-Charts-Graphs-in-a-Documents&psig=AOv-Vaw3VPRAjt6tFi7Av8zNIBZHf&ust=1743672066220000&source=images&cd=vfe&opi=89978449&ved=0CBcQjhxqFwoTCJCEsuSCuYwDFQAAAAAdAAAAABAE>

This is a link to a short video that gives a detail breakdown of how to create a Chart using

Conclusion

I would end this poster by stating the clear steps stated above to create this poster, it is a benefiting process that I have educate myself from, and it was an amazing experience to firstly start by going through the whole Chart creation process, then discuss about the introduction, followed by stating the steps, purposes, advantages, disadvantages and a navigation around the references.