

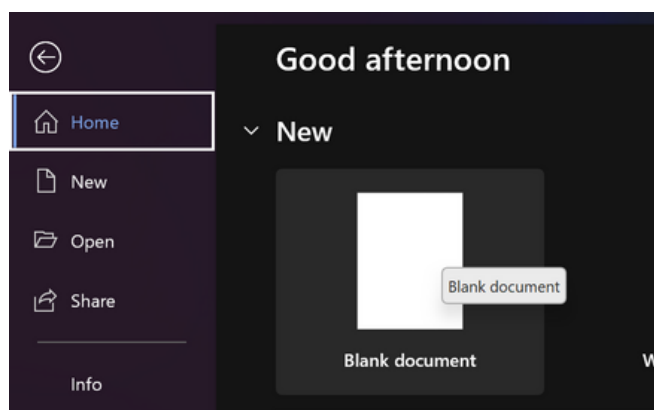
HOW TO CREATE A CHART IN A WORD DOCUMENT



1

starting word

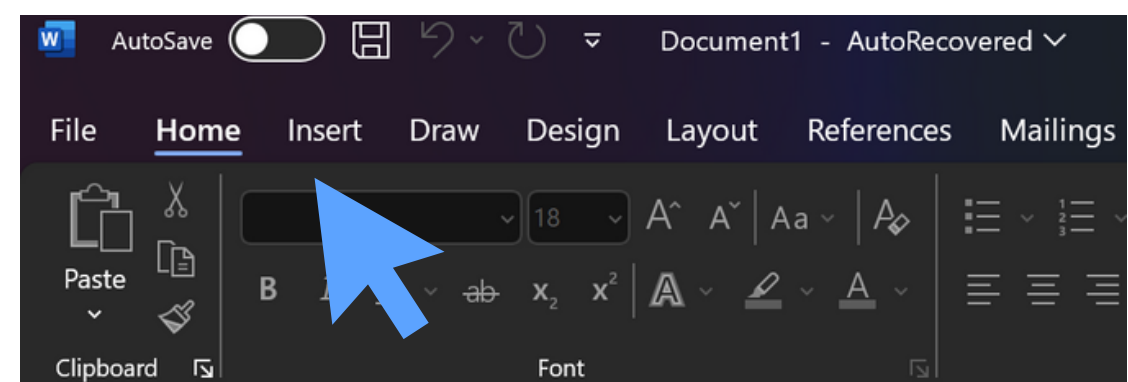
- start up laptop login and open word.
- once open select a blank document.



2

insert

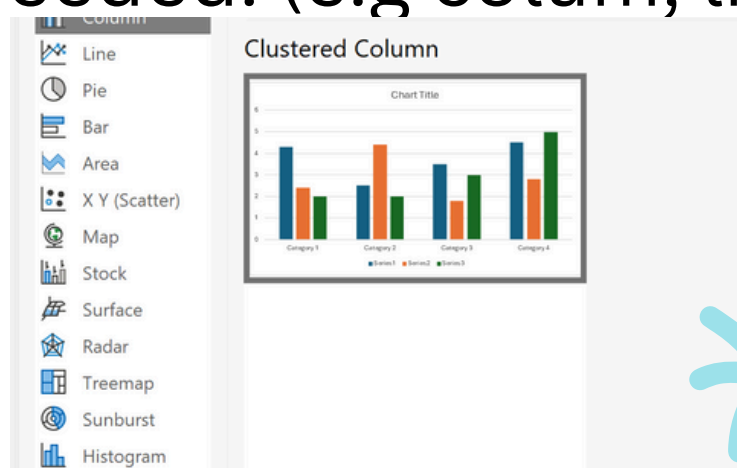
- look for the insert tab once found click on it.



3

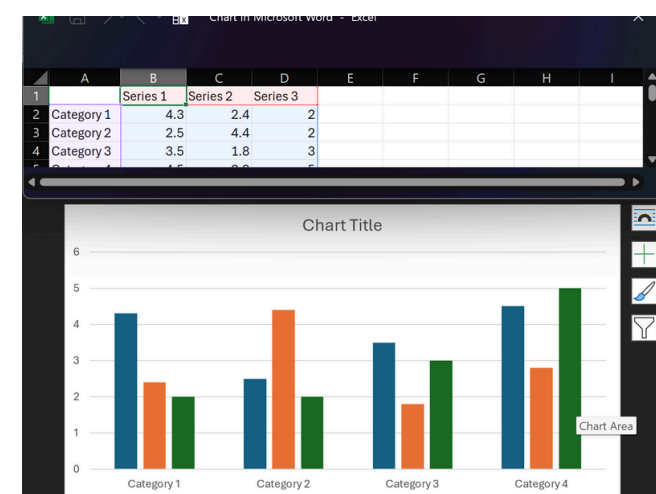
chart

- select chart then the type of chart needed. (e.g colum, line , pie)

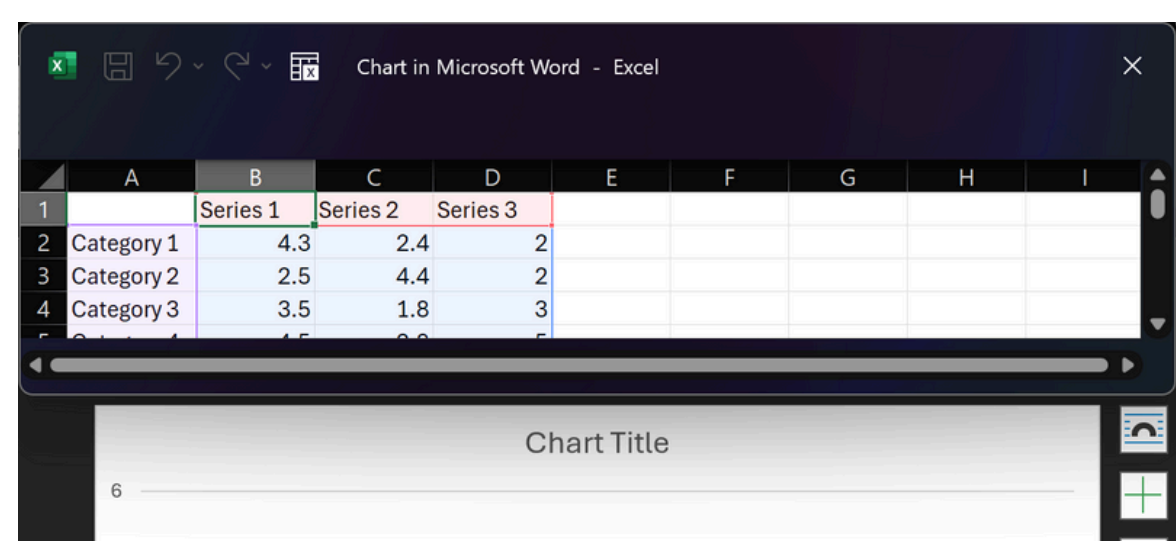


4

spreadsheet



- A spreadsheet will open alongside the selected chart.
- enter all necessary info then you will see ur chart change to accomidate the information.



5

finishing up

- close the spreadsheet and see the chart in word

