



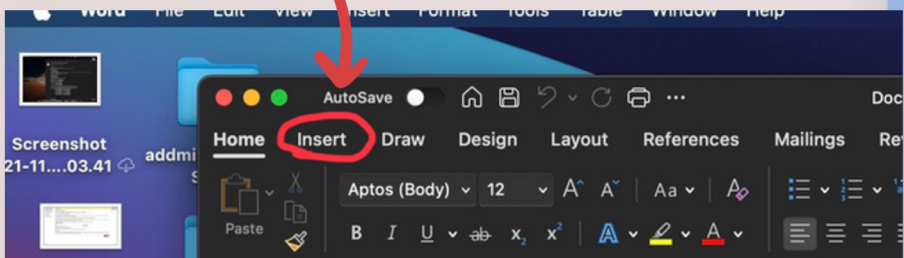
How to Create a Chart in a Word document

Step by step

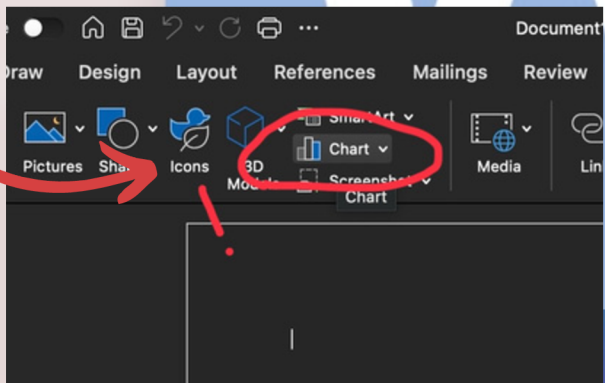
1. Start with opening a new Word document



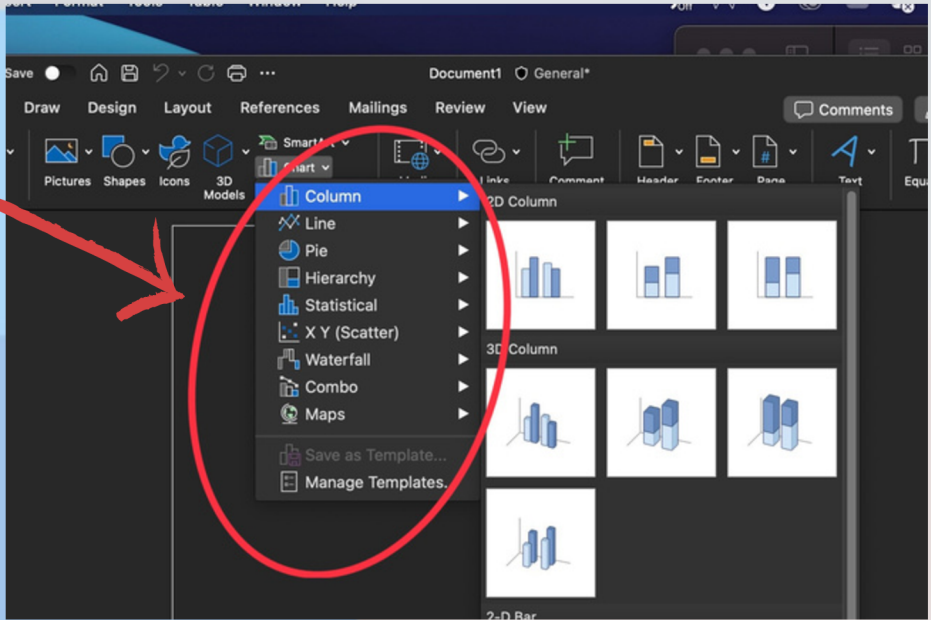
2. At the top of the Window, on the Ribbon, you can notice "Insert" tab, Access this tab.



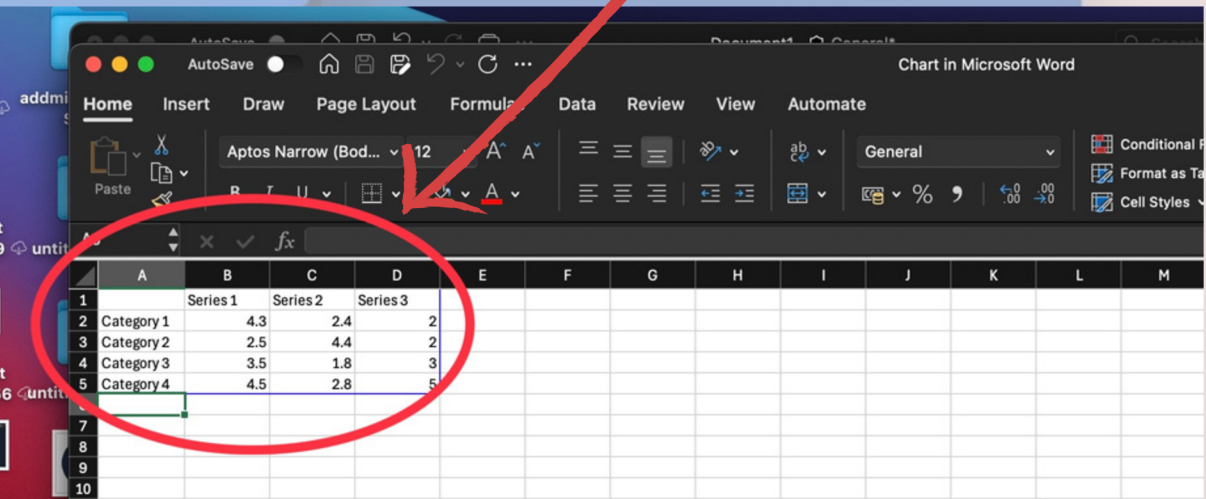
3. Click on "Chart" tab



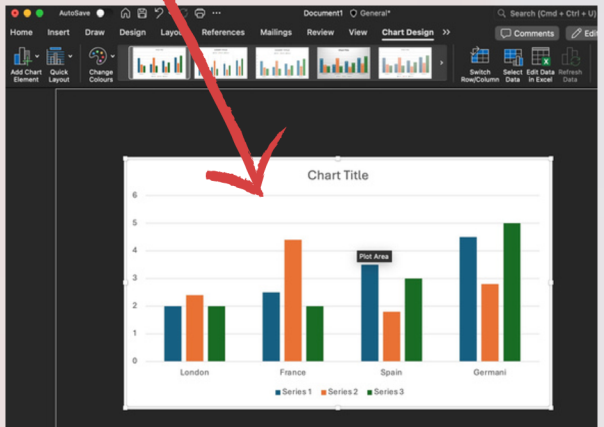
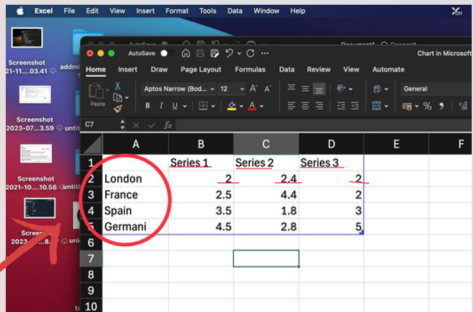
4. After that you will notice a new window where you can choose the chart type



5. After choosing chart type which you want, press Ok. A Excel Spreadsheet will appear on your screen.



6. Edit the table with data that you have, chart will automatically change the appearance



Good luck.