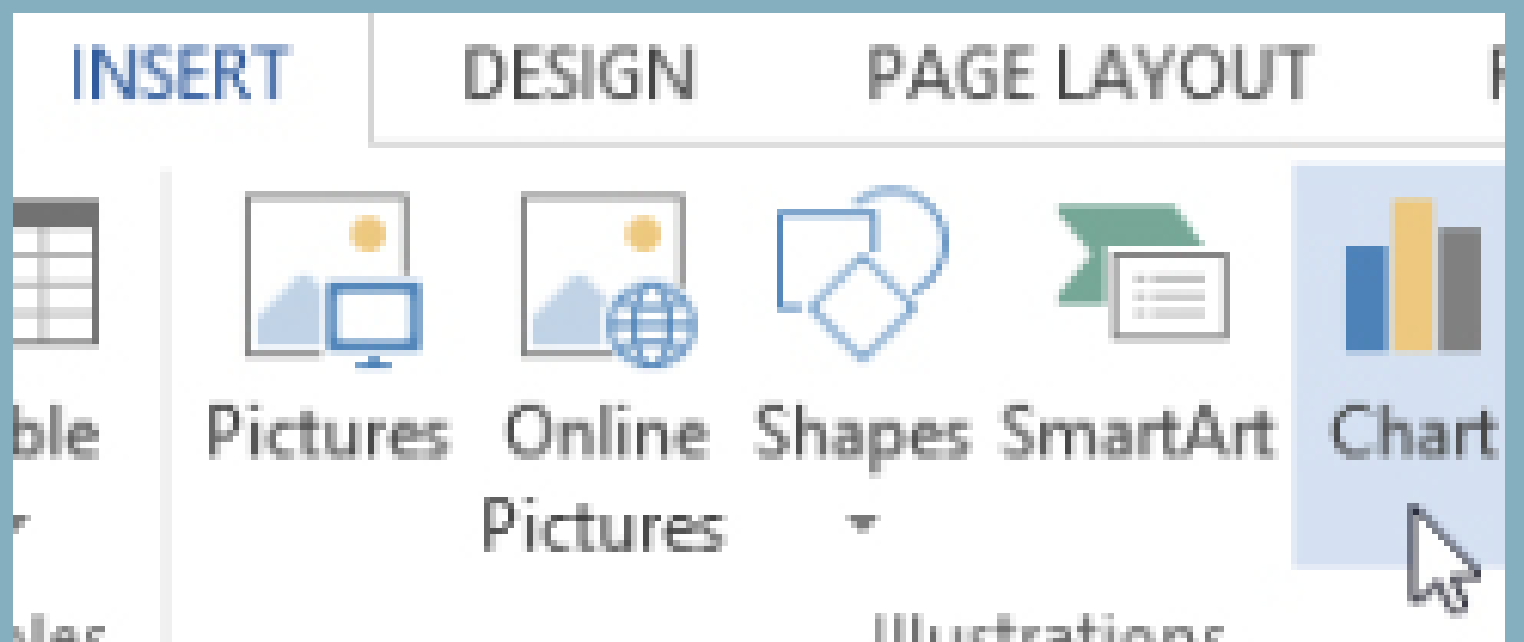


# How to create a chart in a Word document.

## Step-by-Step

**1°** Open up a new or existing document in Microsoft Word.

**2°** Go to the "Insert" tab and click on "Chart."



**3°** Edit the Chart Data and make sure your data is accurate and organized in a way that makes sense for the chart type you've chosen.

**4°** Customize the chart as needed using the Design and Format tabs. You can change the chart style, layout, colors, add chart elements like titles or labels, and more.

