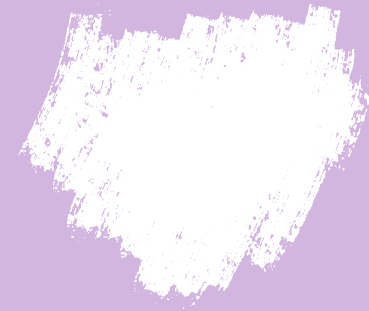


CHART IN A WORD DOCUMENT.



LINDA MICHEL CORREA VANEGAS

2337146

LCLM4002- Digital Skills

Timothy Hopkins

**Business Skills for the Workplace
(CERTHEBSWPCH-LI)**



REFERENCE

[https://www.binng.com/videos/riverview/relatedvideo?
q=insert+chart+in+word&mind=EF9BDB86BFC128D74F04EF9BDB86BFC128D74F04&FORM=VIRE](https://www.binng.com/videos/riverview/relatedvideo?q=insert+chart+in+word&mind=EF9BDB86BFC128D74F04EF9BDB86BFC128D74F04&FORM=VIRE)

CHART IN A WORD DOCUMENT.

1

Open New Document

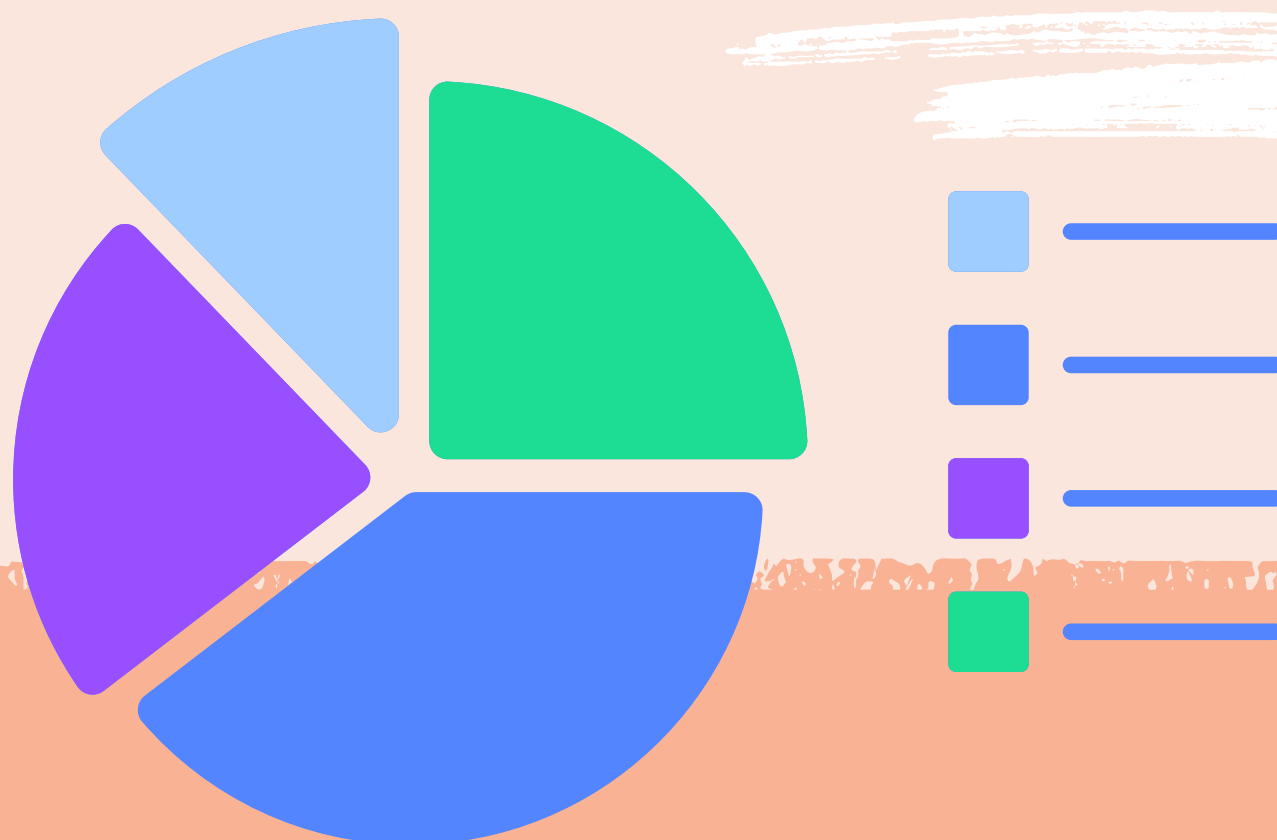
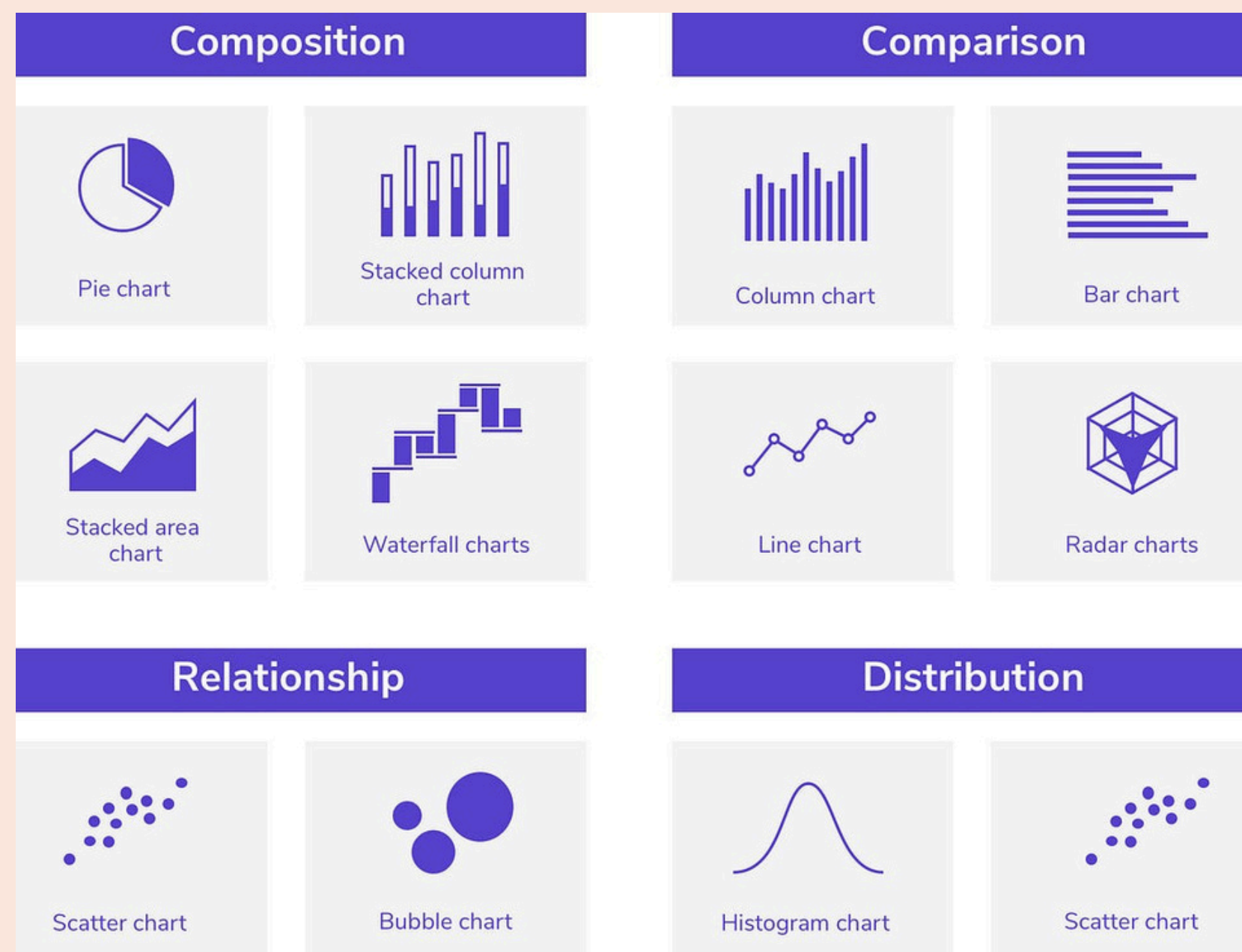
Use the Word app.



2

Insert The Chart

- Put the cursor in the place that you want the chart appear.
- Click the insert button.
- Choose the chart.



3

Choose The Chart Type.

Do you have many options (Pie, Columns, Lines, Bars)
Select one.

