

HOW TO CREATE A CHART USING MICROSOFT WORD

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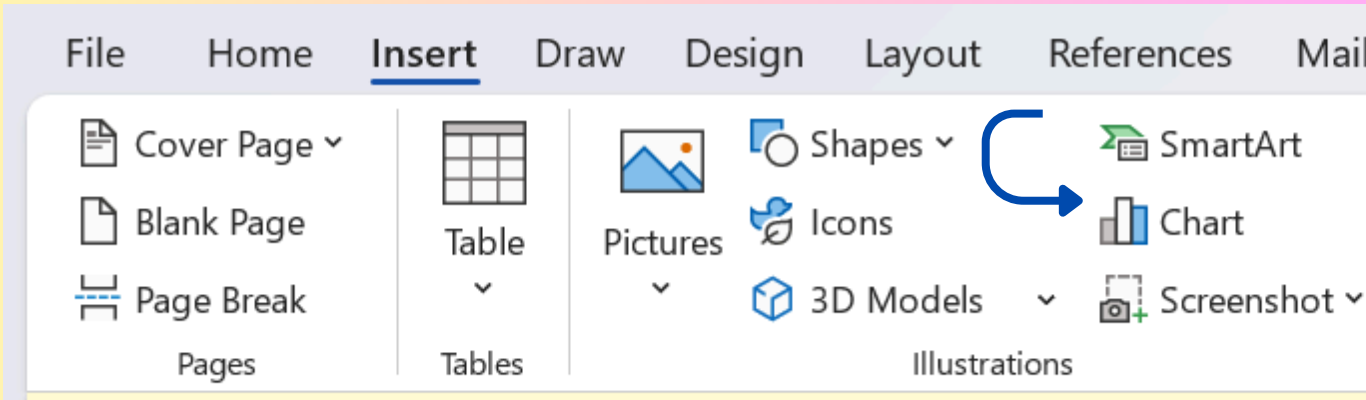
WHAT IS MICROSOFT WORD, AND WHAT ARE ITS PRIMARY USES?

Microsoft Word is a word-processor software created by Microsoft and was originally launched in 1983 by Software developers Richard Brodie and Charles Simonyi after the two were hired by founders Bill Gates and Paul Allen in 1981.

Microsoft Word gives you the ability to create or edit documents and provides powerful tools for designing charts, posters, contracts, reports and a range of other professional materials.

1

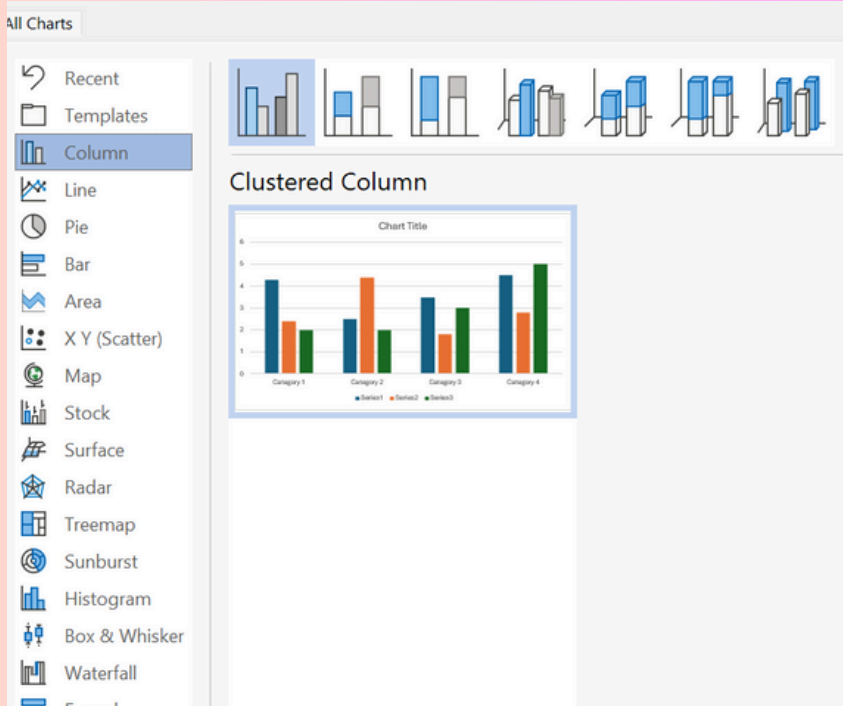
STEP 1 LAUNCH APP



Firstly, launch Microsoft Word then proceed to navigate the insert tab located in the toolbar and select the chart option.

2

STEP 2 SELECT CHART TYPE

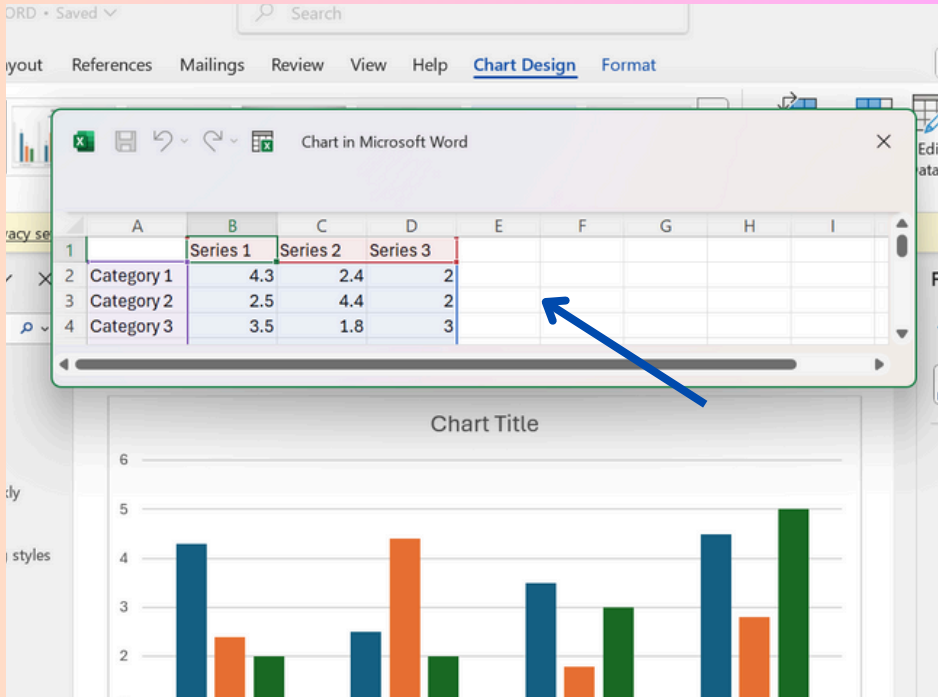


Proceed to select the desired chart type from “all charts” and customize the number of columns and lines needed, then continue to enter relevant data and press “OK”, your chart should then appear.

3

STEP 3 FINALIZE

When the chart opens, an Excel Spreadsheet will appear next to the chart. Replace/update the default data to reflect your information.



Once you have finalised your chart and confirmed by clicking ‘ok’, the chart will appear on your Word document as shown.

4

STEP 4 SAVE

To save your Word document, simply click on “FILE” located on the top left corner. Select “SAVE AS” and choose the location you wish to save the file.

SUMMARY

In conclusion , creating a chart using Microsoft Word is a simple process that involves just four easy steps:

1. Open word and position the cursor at desired chart location.
2. Navigate to **Insert > Chart**.
3. Enter relevant data into Excel. spreadsheet
4. Customise chart and select “OK”. and follow by Saving your Word document.

REFERENCES

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