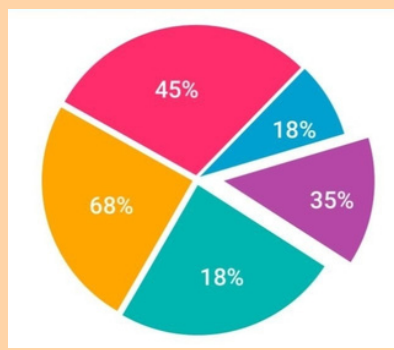
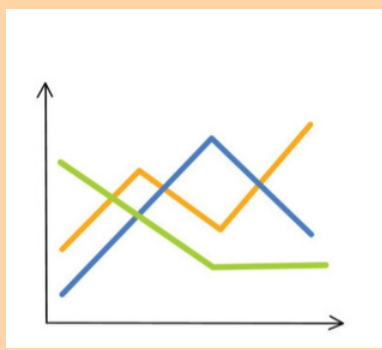


INFO POSTER BY JASON HOLMES ID: 2441865

This poster is designed to give the reader details of how to create a chart in a word document.

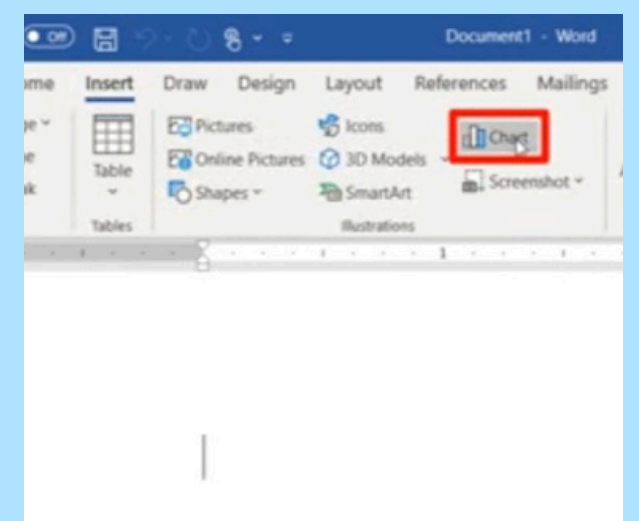
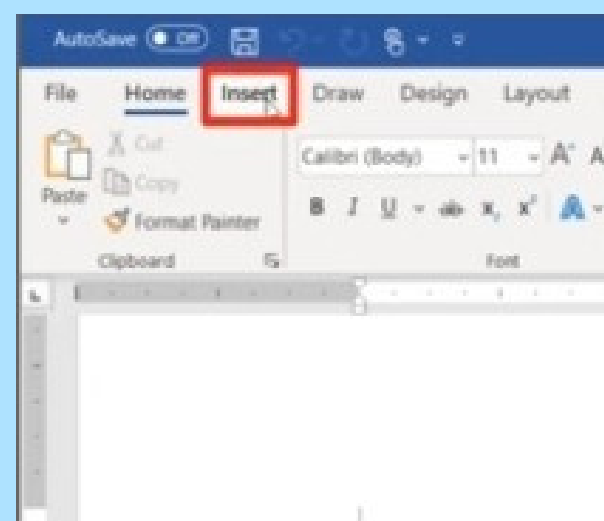
1. WHAT IS A CHART?

They are drawings presenting information in data or analysis form. There's several different types of graphs and charts to choose from, depending on the purpose and/or information you want to show people. Pie Charts, Bar Charts and line graphs are just some of those available.



2. INSERTING YOUR CHART

On the page where you want to insert your chart, click 'INSERT'. This is located in the top left-hand area of the ribbon (as pictured). From the list of options, select 'CHART'. There will be many to choose from such as Pie, Bar and column. Decide which image you want to use.

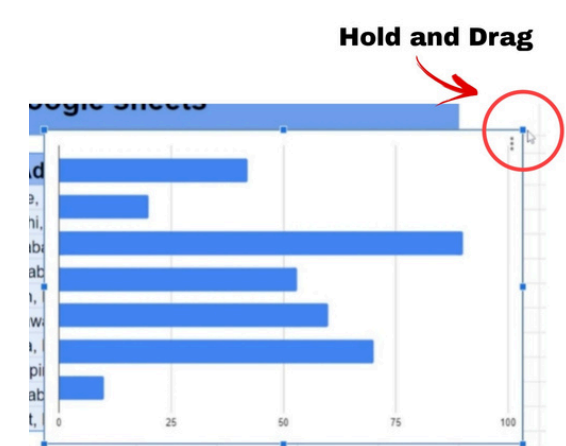


3. CHOOSING YOUR CHART

There will even be variations of the chart you want to use. All you have to do is 'CLICK' on the one you like. You might have a particular use for your chart and want it to stand out. There are even 3-D versions to choose from. So, click on your choice and press OK.

4. HOW TO RESIZE?

If your chart or graph is bigger/smaller than you need it to be, no problem. Changing the size is simple. Click on the chart then click again on the corner of the chart and hold - this will allow you to push or pull the handle until your image is the correct size.



5. THE FINAL STEPS

When your chart is the right size and in the right place, you can input your data. All you have to do, is overwrite the sample data in the spreadsheet. Add or delete whatever you like and input any information you want to. When you are happy with your chart and think it is complete, you can close it and it will automatically be saved.

