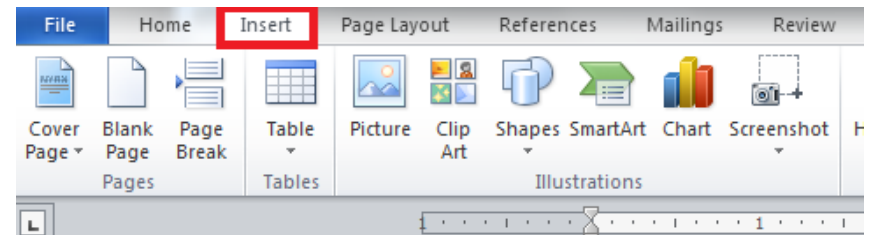
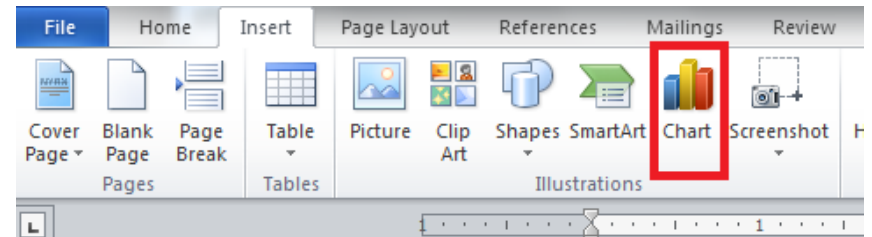


Inserting charts

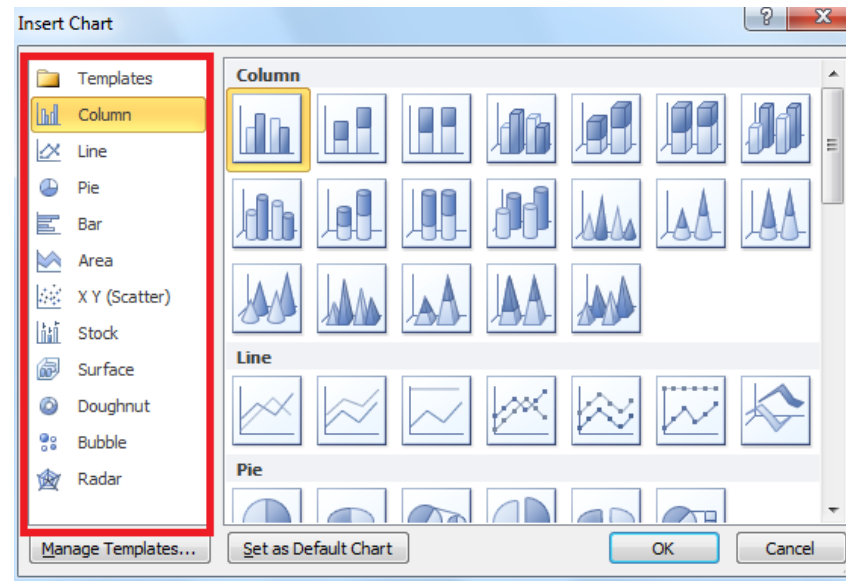
- To insert pictures locate the **insert** tab in word.



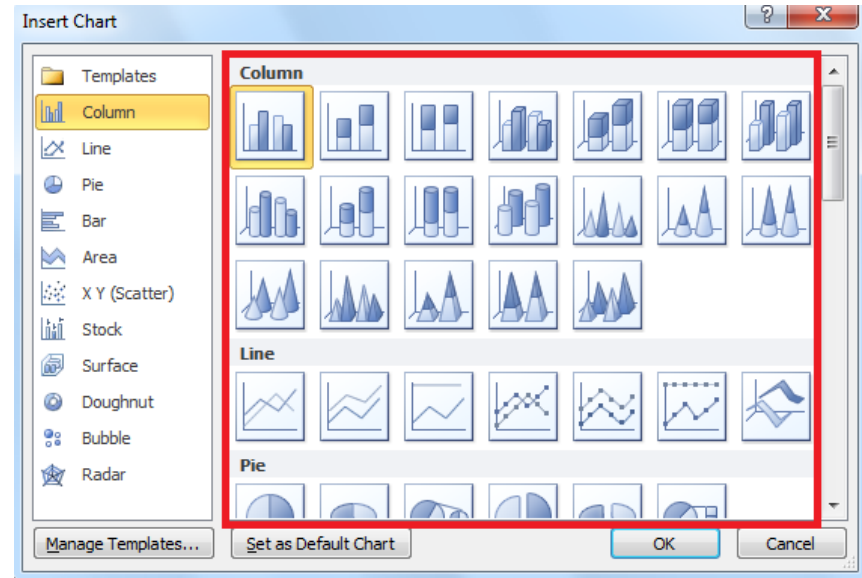
- Then, locate the **chart** icon and click on it.



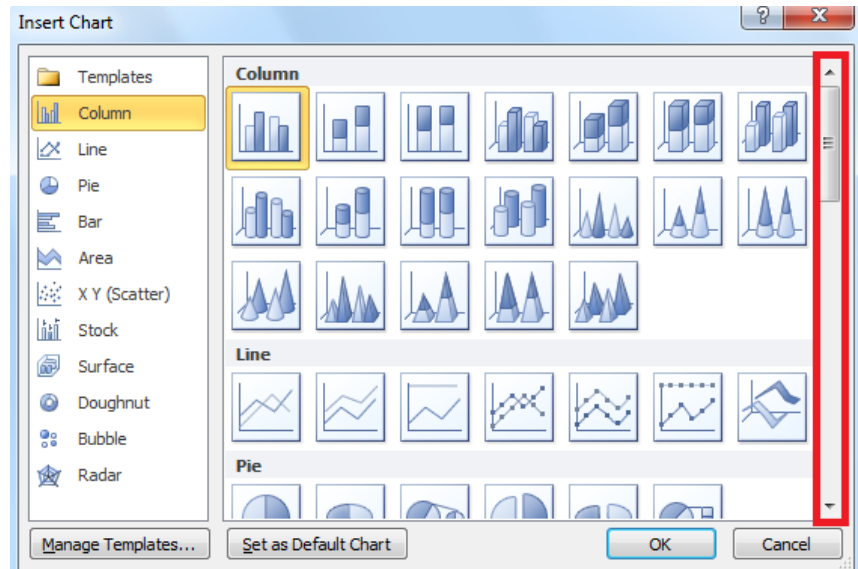
- A box will pop up.
- In the left hand column you can choose the type of chart you want.



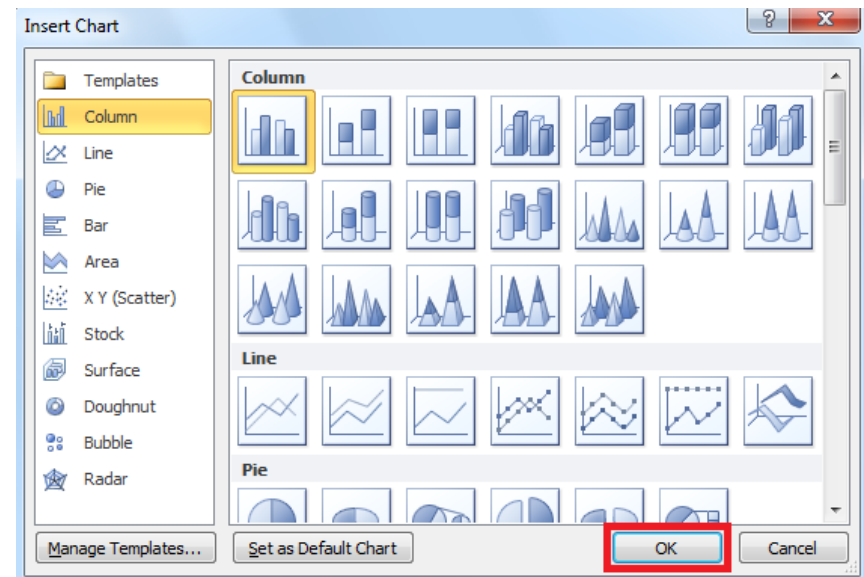
- In the center box you pick out the layout of the chart.



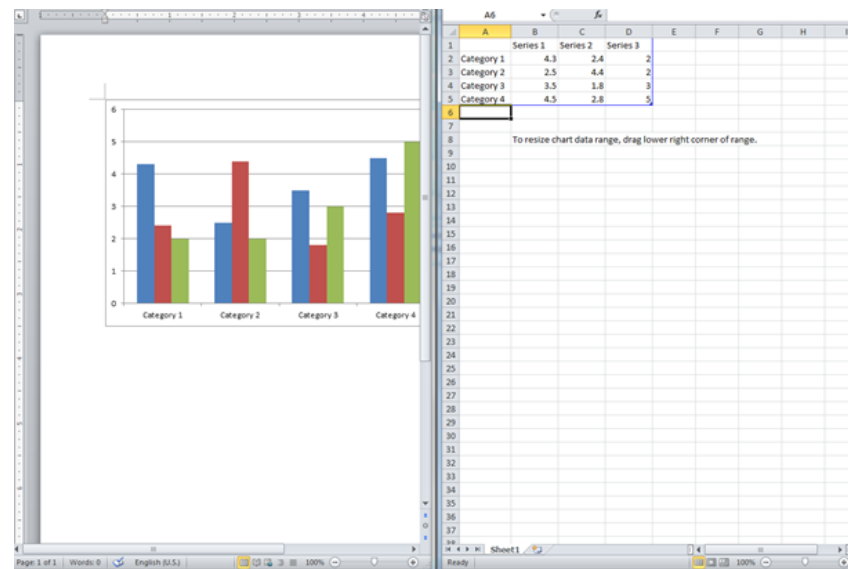
- You can scroll down by **left clicking** and holding the grey bar on the right.



- Then, once you have chosen the graph left click **OK**.



- The screen will now split in half.
- Half will be the Word document with the chart, the other half will be an excel spreadsheet.
- In the Excel spreadsheet you will enter your data.



- One side of the Excel spreadsheet has category and another had series.
- The category part of the spreadsheet pertains to whatever information is to go into the columns of the chart.
- The series part of the spreadsheet pertains to the information that goes into the rows of the chart.

A	B	C	D	E	F	G	H	I
	Series 1	Series 2	Series 3					
Category 1	4.3	2.4	2					
Category 2	2.5	4.4	2					
Category 3	3.5	1.8	3					
Category 4	4.5	2.8	5					

To resize chart data range, drag lower right corner of range.

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8							

To resize chart data range, drag lower right corner of range.

- To edit data on the chart use the information in the center by double left clicking the cells.

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8							

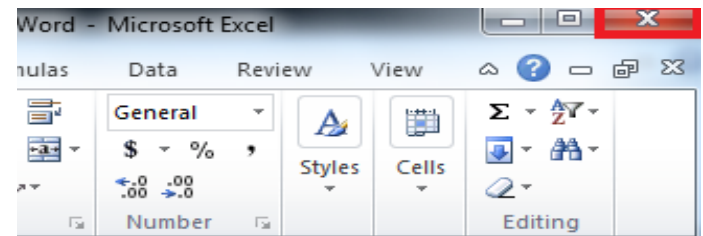
To resize chart data range, drag lower right corner of range.

- To make the chart bigger **left click** and drag the lower right corner of the blue box.

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Category 1	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							
7							
8							

To resize chart data range, drag lower right corner of range.

- When finished making the chart **left click** the red **x** in the upper right hand corner of Word.



- If you need to edit your chart again **right click** on the chart
- Then **left click** on **Edit Data**

