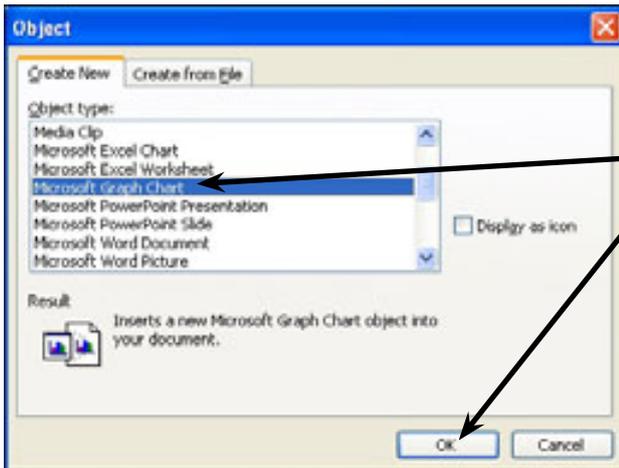


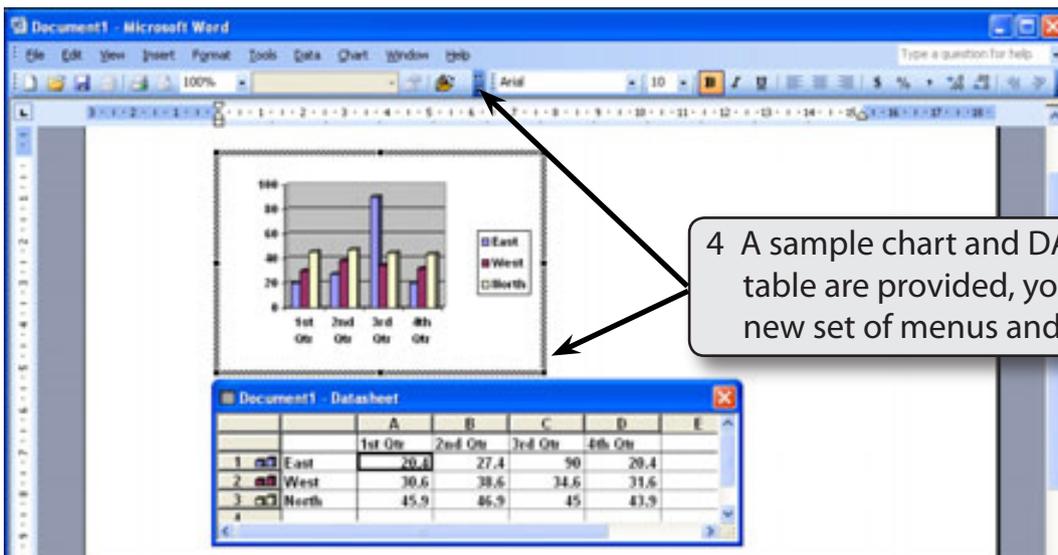
Adding Charts to Documents

Microsoft Word has a support application that allows you to create charts. Microsoft Graph is very similar to the charting section of Microsoft Excel. If you have used that section of Excel you should be able to easily use Microsoft Graph. You can also import charts or spreadsheets drawn in Microsoft Excel directly into Microsoft Word.

- 1 Close the current files and start a new BLANK DOCUMENT.
- 2 Display the INSERT menu and select OBJECT.



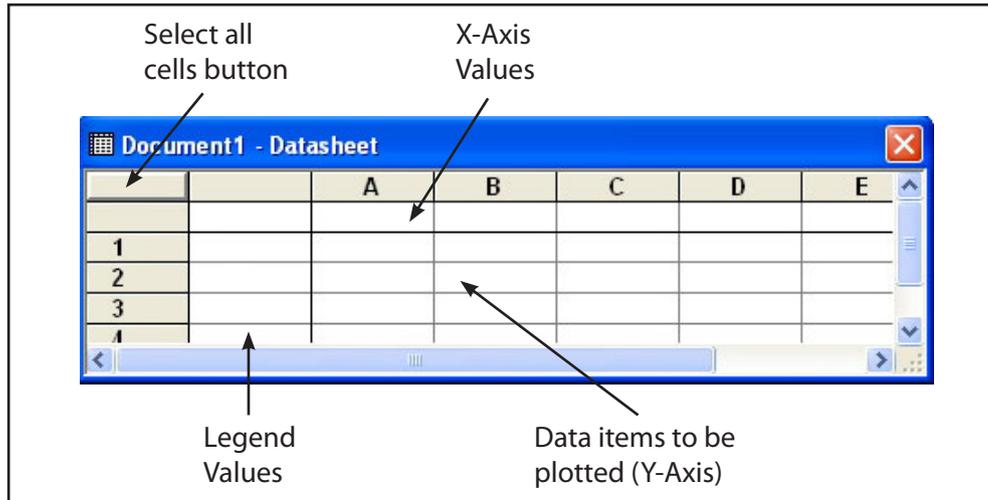
3 Click on MICROSOFT GRAPH CHART and select OK to open the CHART screen.



4 A sample chart and DATASHEET table are provided, you also have a new set of menus and a new Toolbar.

The Datasheet Table

The data to be plotted is entered into the DATASHEET table. When data is plotted by ROWS the following diagram indicates where the sections of the DATASHEET are placed on the graph.

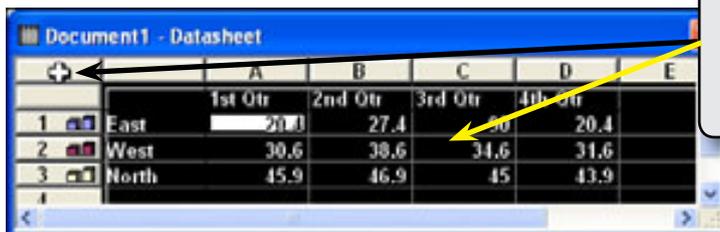


NOTE: You can move the DATASHEET table by dragging its Title Bar. By doing this you will be able to see the graph as you place values into the DATASHEET table.

Entering the Data

We will create a simple column chart of the office expenses incurred by a business over a three month period.

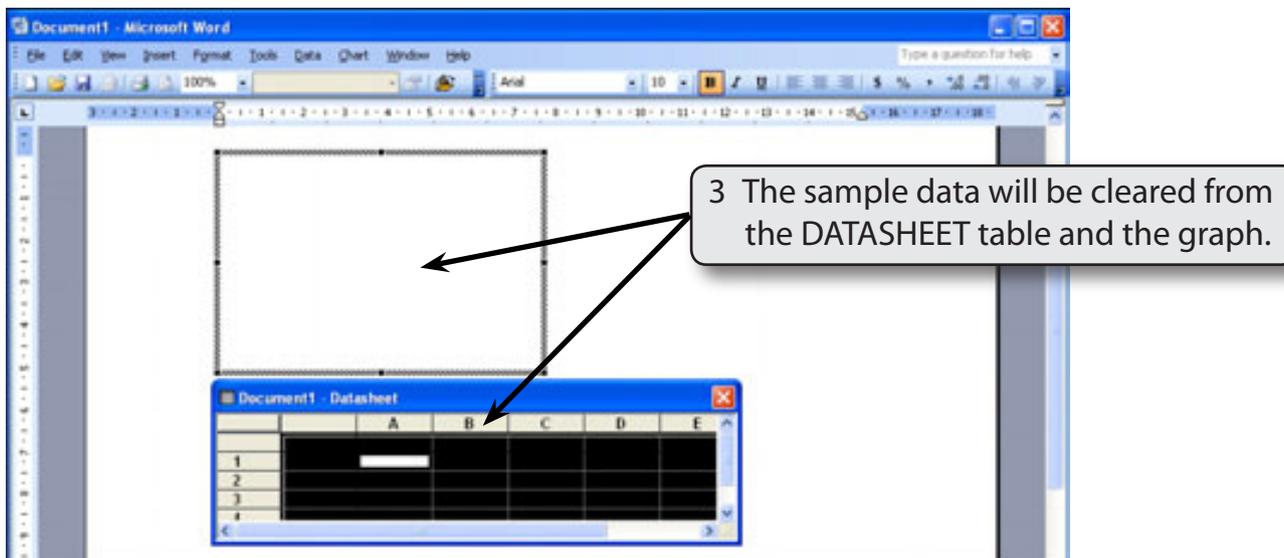
A Removing the Sample Data



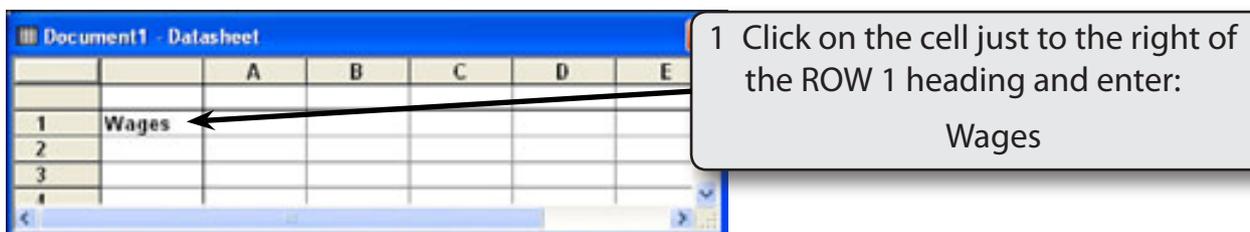
1 Click on the top left button of the DATASHEET table. This is the SELECT ALL CELLS button. All the cells should be highlighted.

NOTE: The blocks that intersect between the ROWS (1, 2, 3, etc.) and the COLUMNS (A, B, C, etc.) are called CELLS.

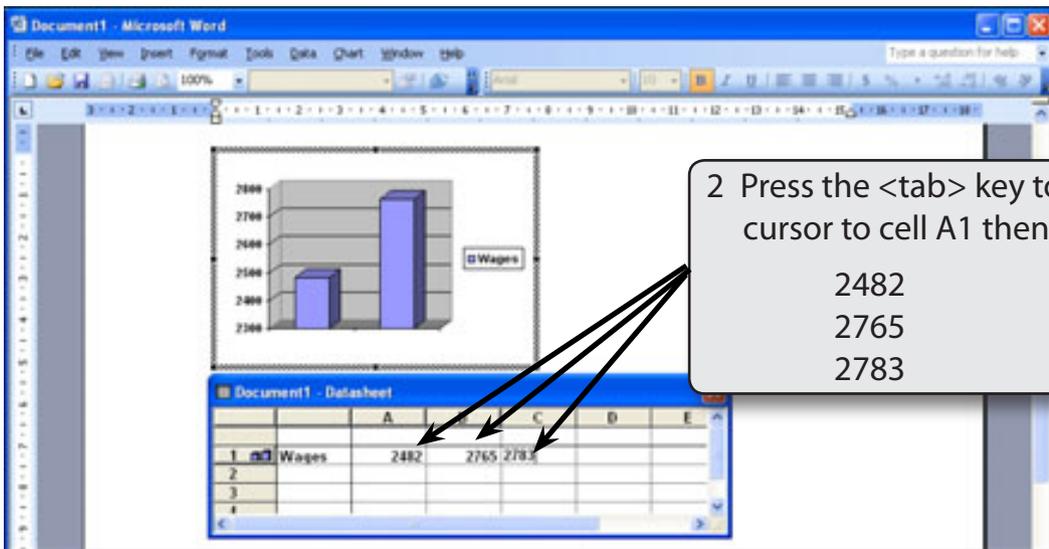
- 2 Display the EDIT menu, highlight CLEAR and select ALL.



B Entering the Data



NOTE: This is the first LEGEND item.



NOTE: The chart should adjust as you enter each value.

