

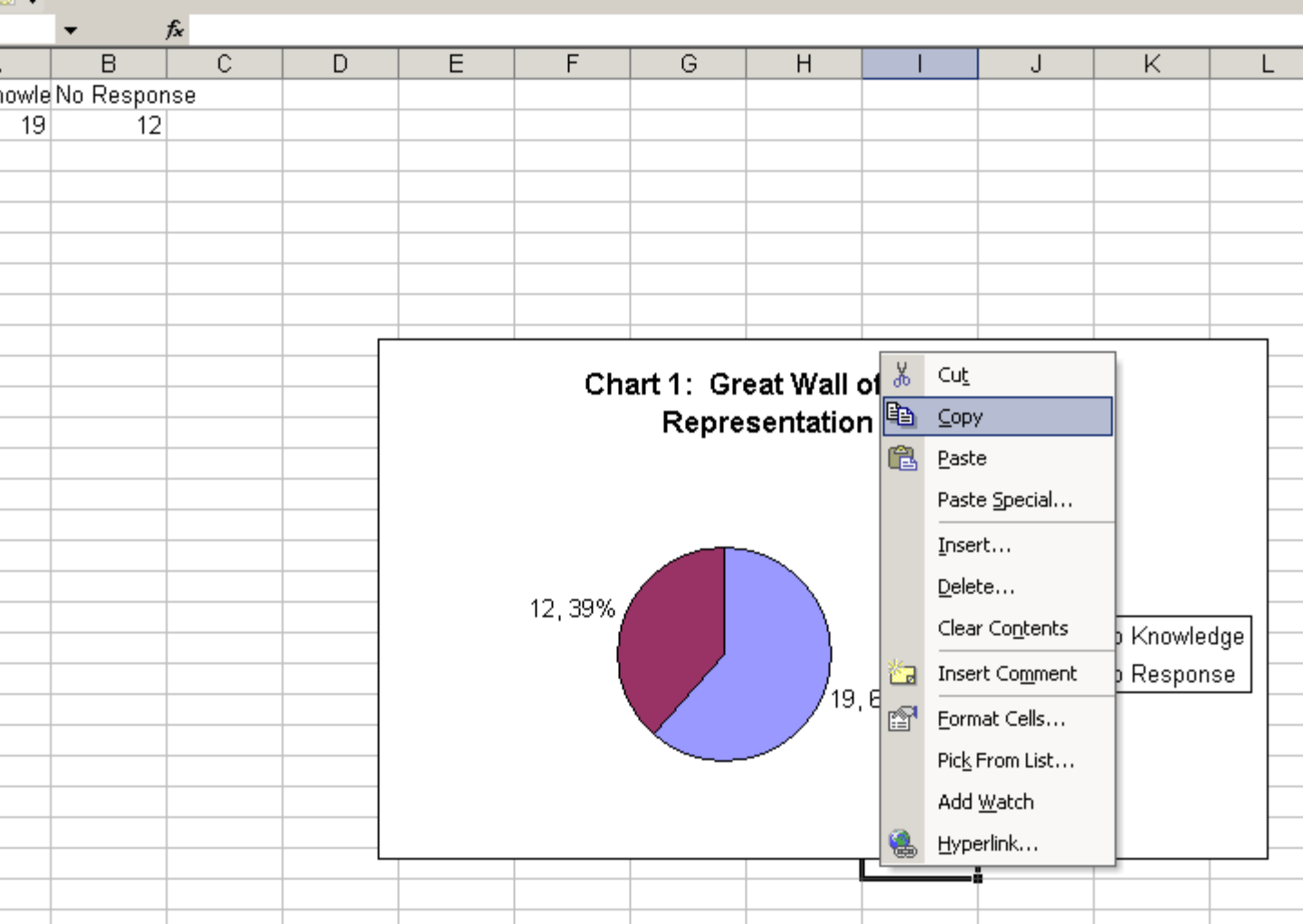
# How to Insert a Graph into a Word Document

Works for Clipart, Photos,  
or any other Visual You  
Have

**Most important note of all:  
Do not even bother  
inserting a chart (or other  
visuals) into a document  
until you have finished  
editing the text.**

**If you try to embed too  
early, you are simply  
fighting text and graphics  
moving around and up and  
down as you edit.**

**Not good!**



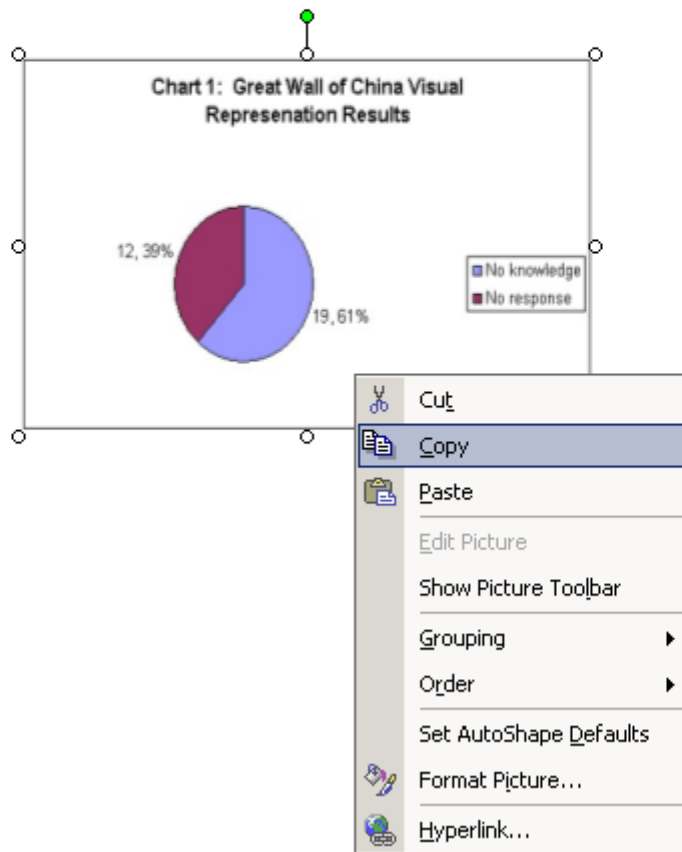
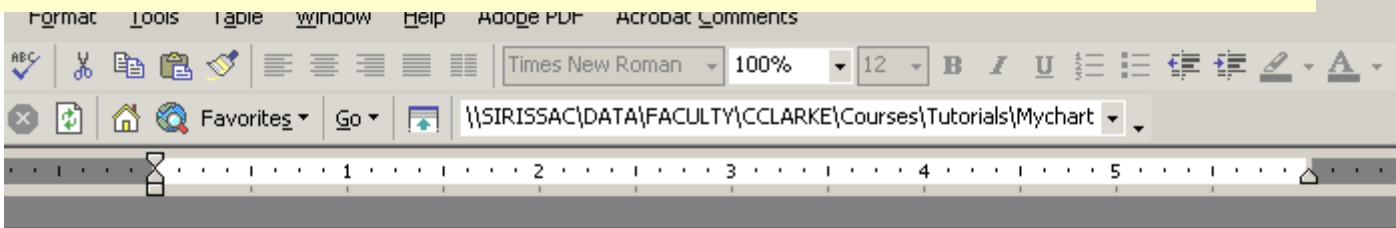
**First I locate my chart.**

**Option 1: I saved it to an Excel file.**

- a) Open the Excel File,**
- b) Click on the chart (see how it is outlined now?)**
- c) Right click and Select Copy**

## Option 2: I saved it to a Word file.

- a) **Open the Word Document,**
- b) **Click on the chart (see how it is outlined now?)**
- c) **Right click and Select Copy**



Student Name  
Step 2B, Anth 1XX  
Fall 2005  
Cynthia Clarke

Unquestionably, the Great Wall of China is a remarkable, awe-inspiring structure. The purpose of my field work was to determine if one's age, gender, or ethnicity had any influence on what knowledge they had about the Great Wall of China. I created a general knowledge survey and sought as much diverse participation as possible. I conducted my survey on the Everett Community College campus after gaining permission from the Vice President of Student Services. Within the allotted 2 hour time frame I procured 31 completed surveys.

Most notably, 19 of the 31 respondents made an allusion to their complete lack of knowledge about the Great Wall of China. (See Chart 1) Eleven of these nineteen literally said, "I'm stupid." However, when it came to the final question, which asked the respondent to identify the Great Wall of China from a series of four wall images, 29 of 31

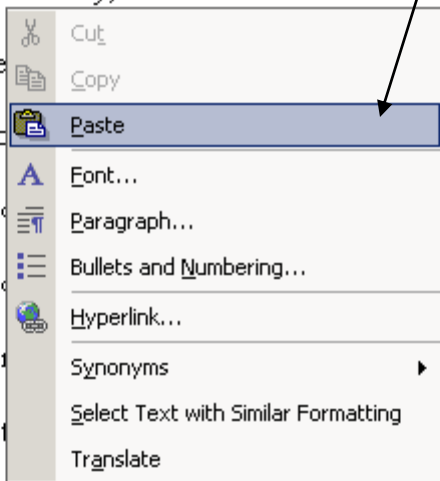
**Okay, Now I open my Word document.**

**I place my cursor on place on the page where I want my chart to be positioned.**

# Right click and select Paste

Student Name  
Step 2B, Anth 1XX  
Fall 2005  
Cynthia Clarke

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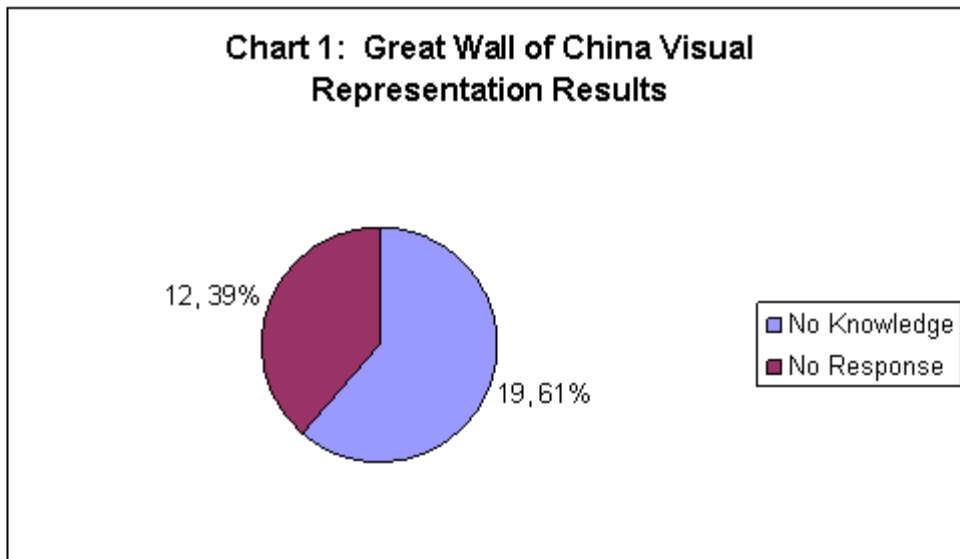


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Most notably, 19 of the 31 respondents made an allusion to their complete lack of knowledge about the Great Wall of China. (See Chart 1) Eleven of these nineteen literally said, “I’m stupid.” However, when it came to the final question, which asked the respondent to identify the Great Wall of China from a series of four wall images, 29 of 31 were successful.

This was surprising given the prevalence of their perceived ignorance. These



findings

**There the CG (or photo) is inserted**

**Go to the tutorial on how to word wrap next.**