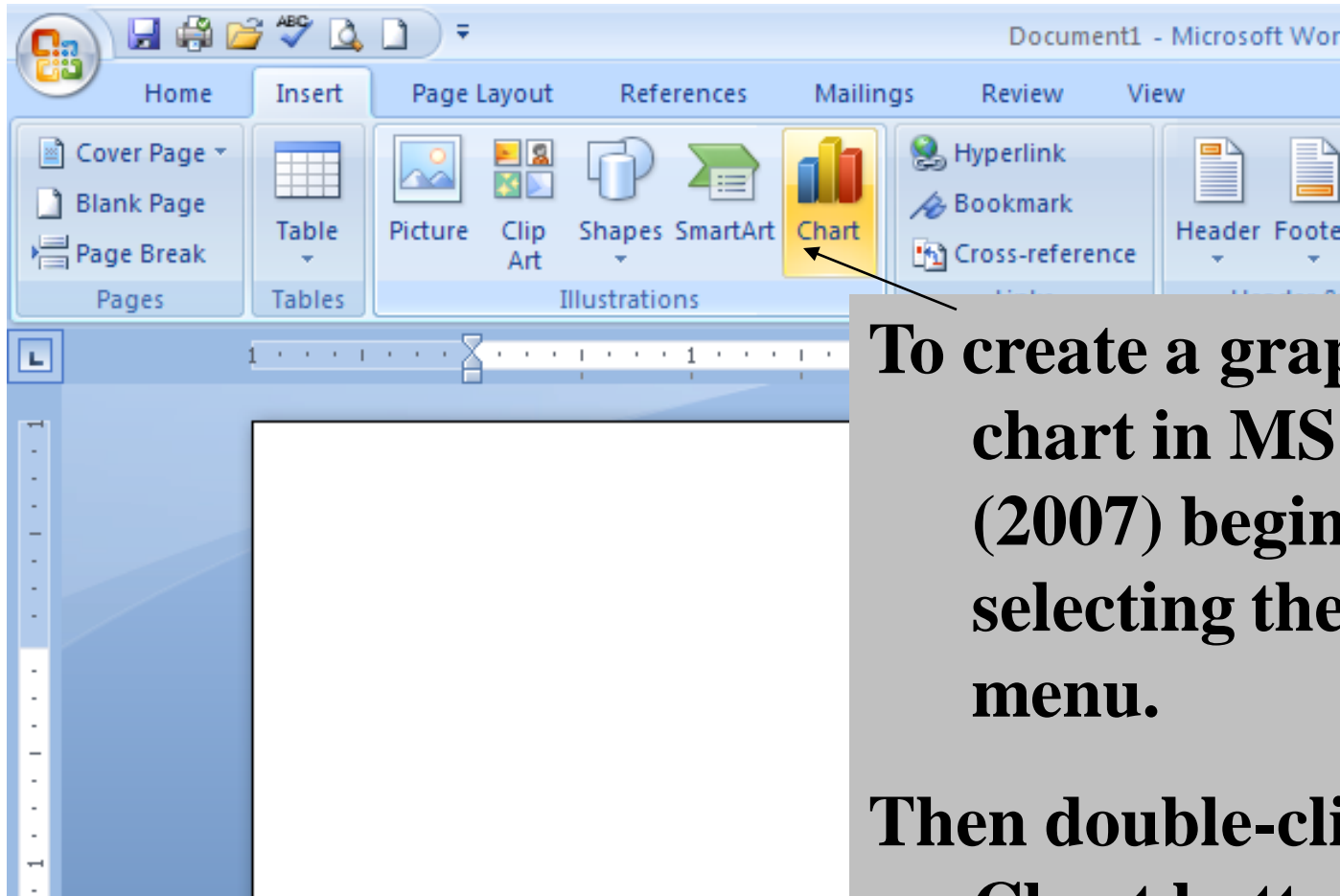


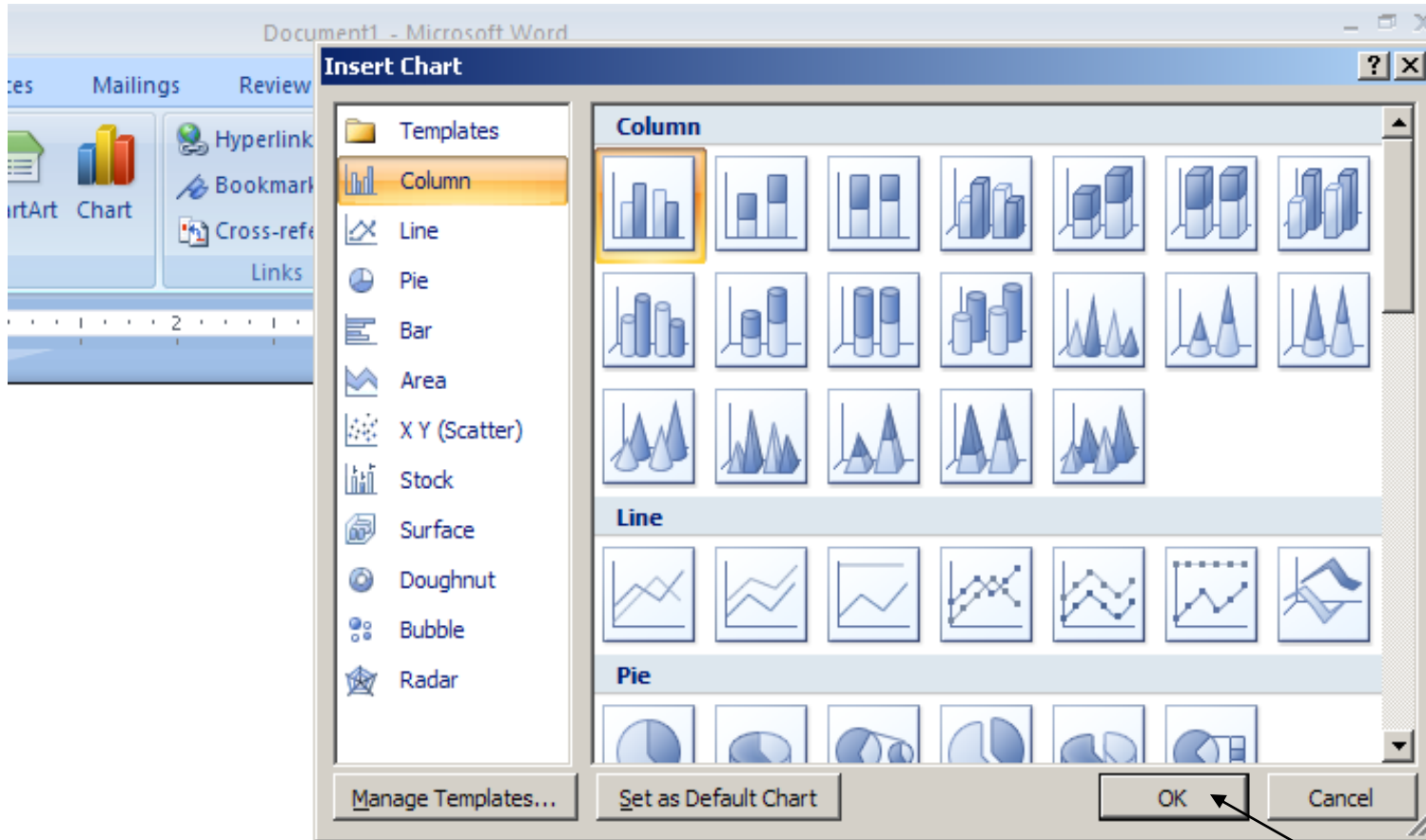
MS Word Office 2007

Chart Making

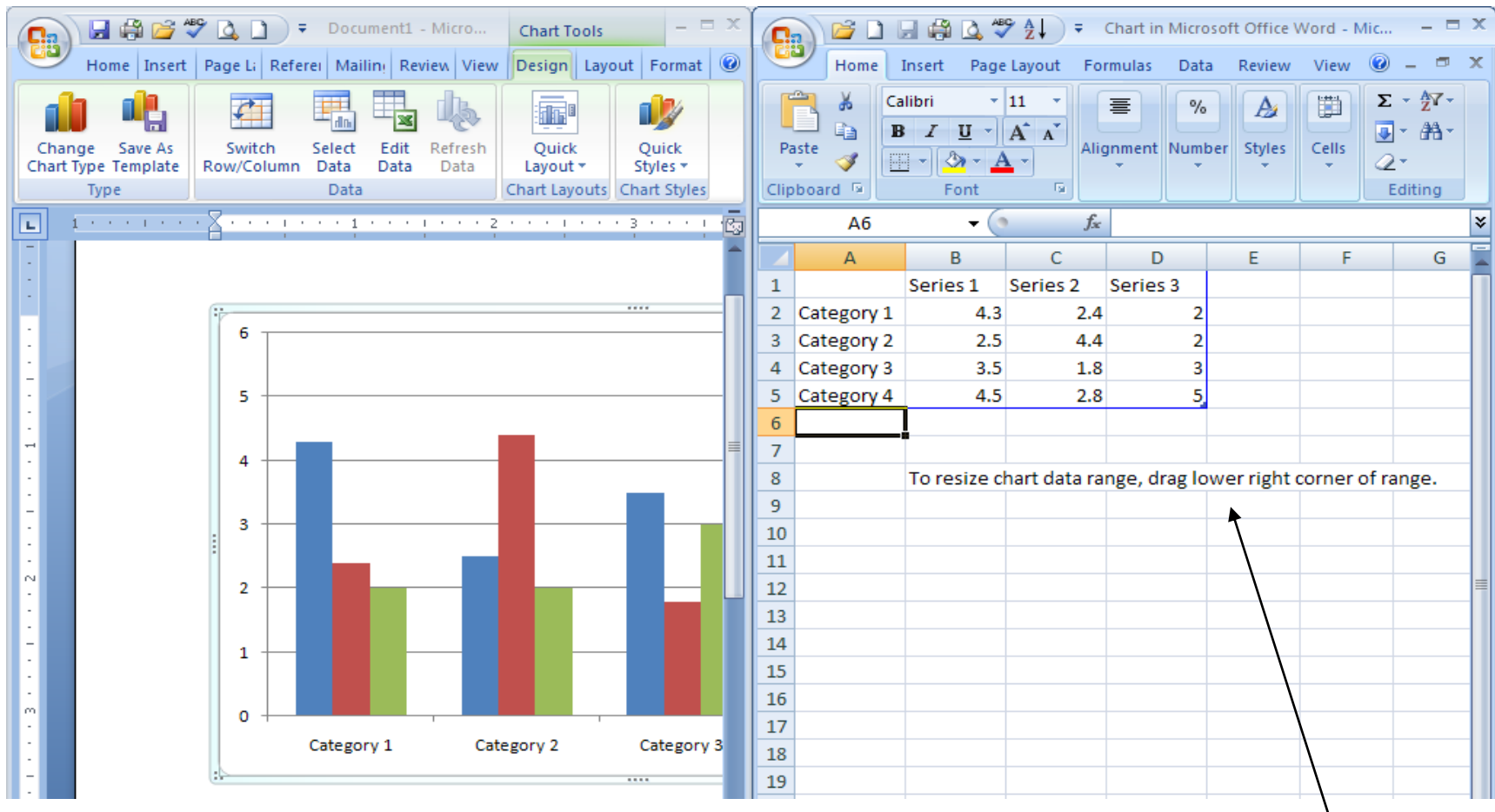


To create a graph or chart in MS Word (2007) begin by selecting the Insert menu.

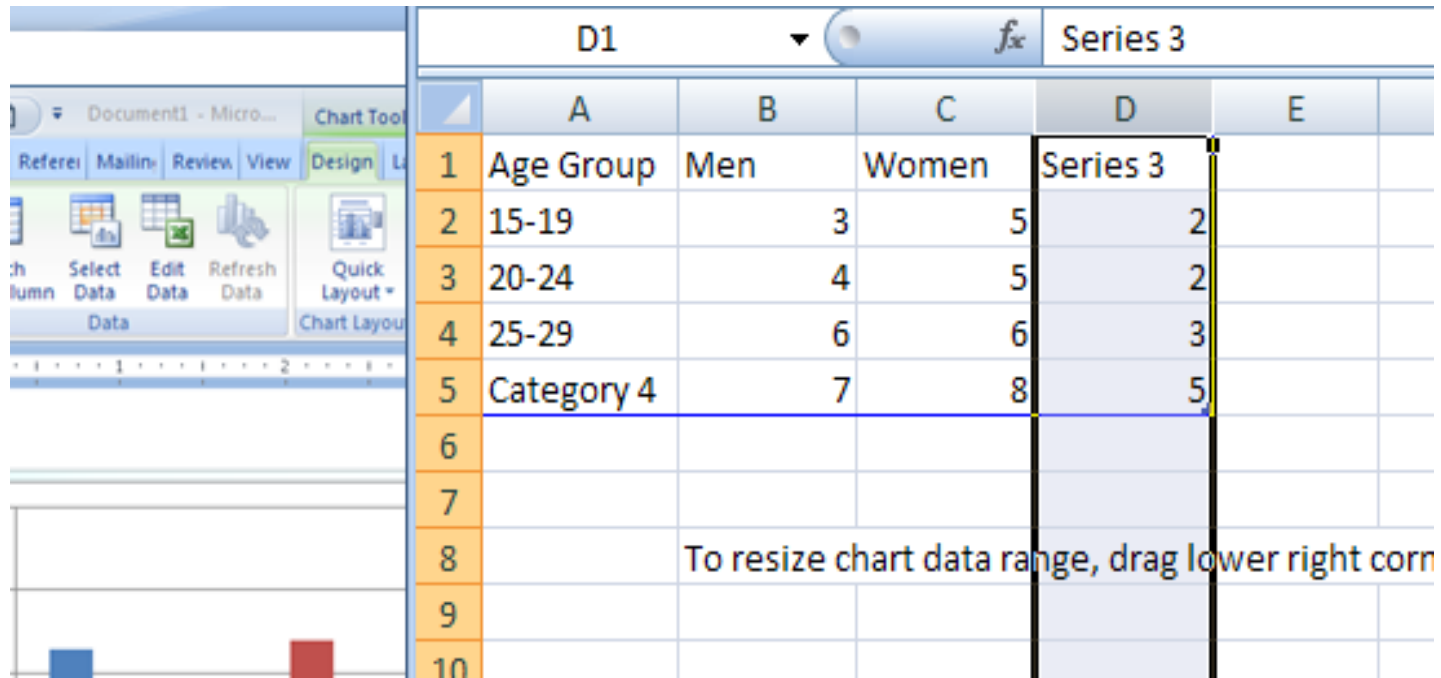
Then double-click on the Chart button.



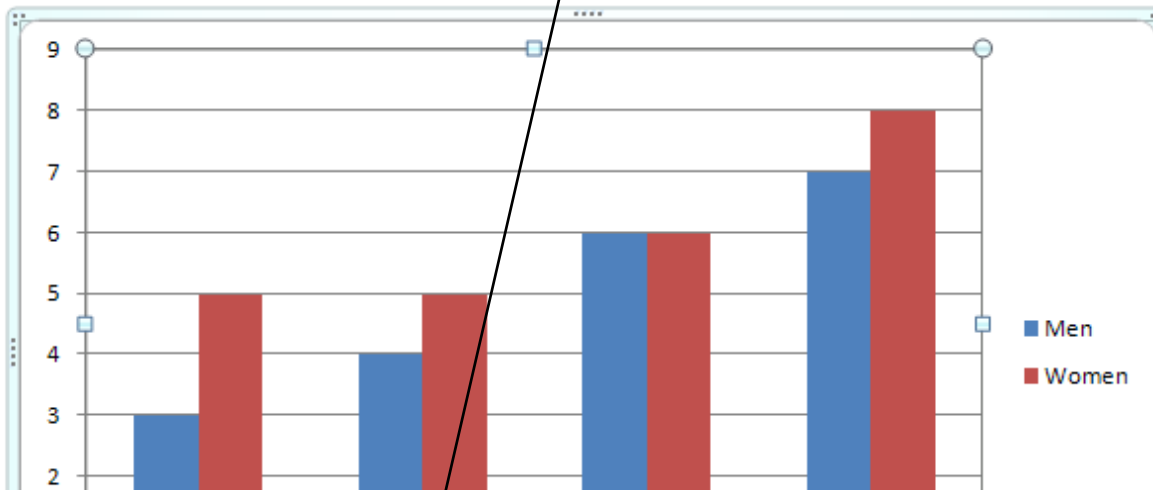
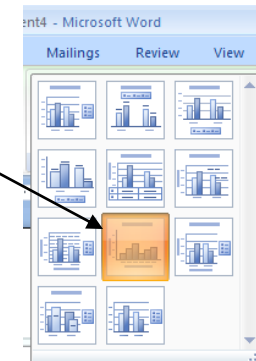
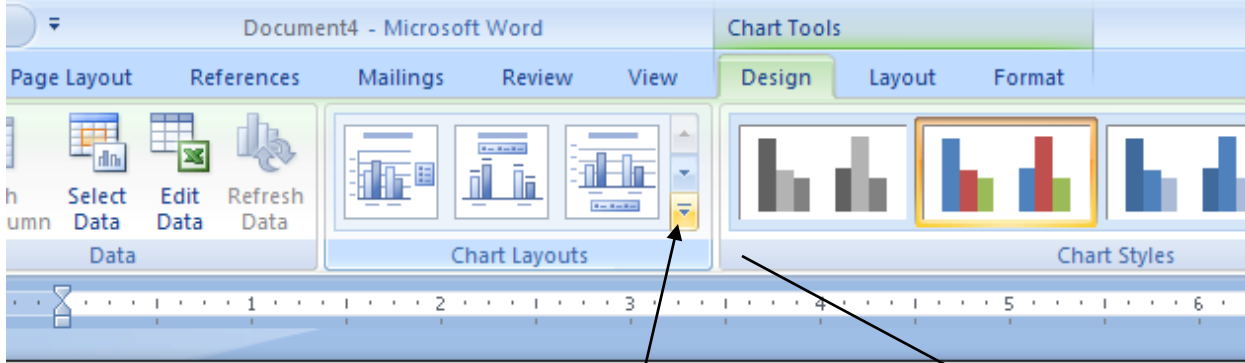
The dialog box will appear and it gives a wide selection of graph types from which to choose. I like the Column option so I clicked on OK.



**When you click OK, the double set of windows opens.
Note that you can add/change data in the Right window.**

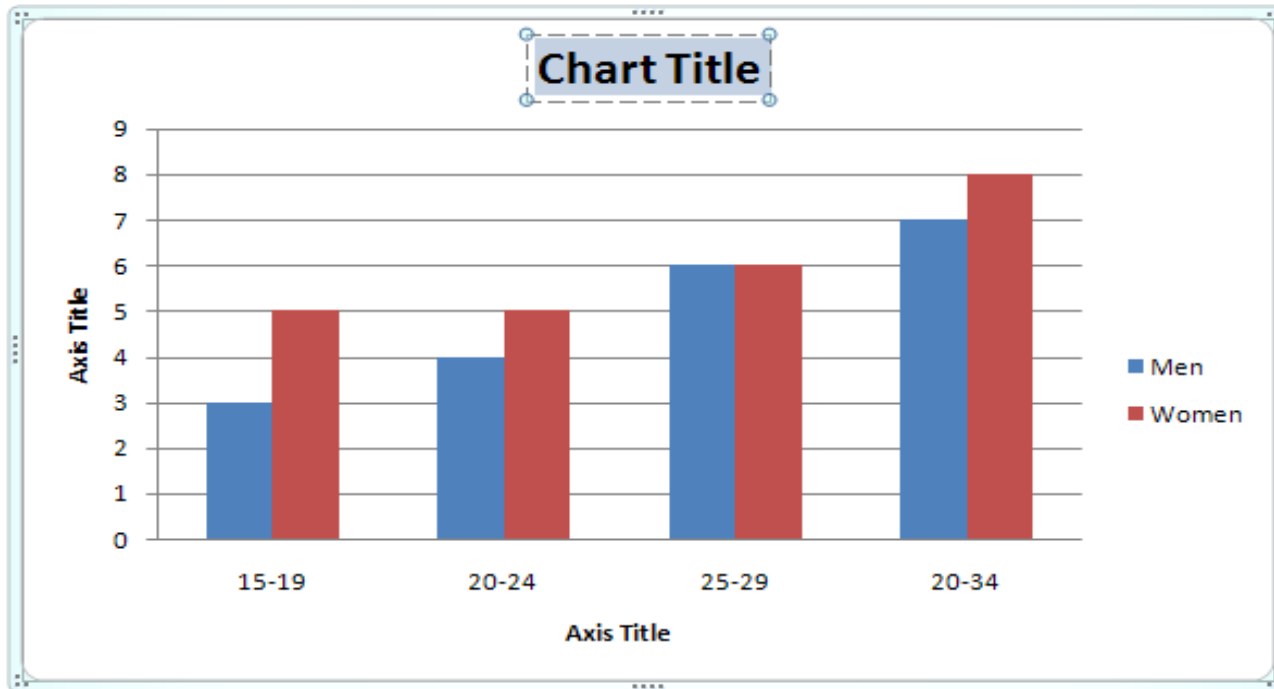


This slide shows me in the process of putting in my own data. Note the Series 3 column is highlighted. I did this as I am going to delete this column next.



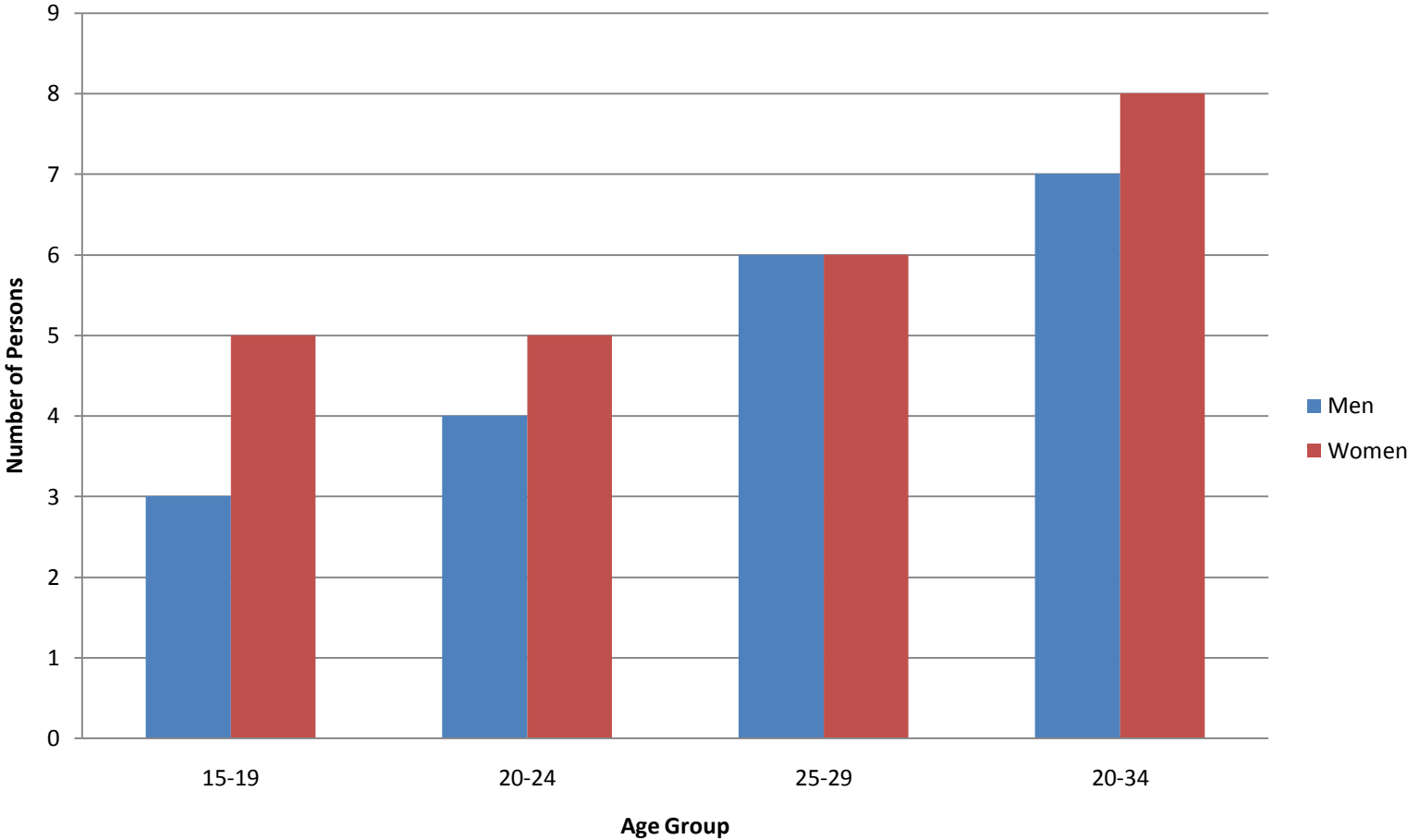
Now go to Design and click on the down arrow button under Chart Layouts.

You will select the 9th layout.



**I clicked on the Chart Title as I plan to type in the correct label
I will have to do the same for both the horizontal and vertical
Axis titles, too.**

Graph 1: Number of Persons for each Age Group by Gender



Done!