

Name \_\_\_\_\_ Date \_\_\_\_\_

### Microsoft Word Lesson 022 Creating Bar Graphs

1. Click where you want to insert the chart
2. Once you have created a Chart
3. Fill in the data
4. When all the data has been filled, right click and the chart or go to the chart menu and click on Chart Type
5. A Chart Type box should appear
6. Choose the bar graph chart for this project
7. Once you have chosen the bar graph, click ok

#### Project

Document3 - Datasheet					
		A	B	C	D
		Eat Well	Poor Hygen	Work Force	Education
1	Man	68.8	34.2	78.6	89.3
2	Woman	88.2	22.4	64.2	84.2
3	Boy	52.4	51.3	10.5	92.1
4	Girl	67.4	21.8	8.7	91.5
5					

