Lesson 3 Graphics Insert Charts and Screenshots

Inserting Charts

Adding charts to your word document can help readers visualize a relationship among sets of data. The following explains how to add Charts to you word document.

1.Click the **Insert** tab. 

2.In the *illustration* group, click on the **Chart** button (1)



1

3. The *Insert* Chart window will appear. Click on the chart you wish to use.(2)



2

Note: Hover your mouse over the picture of a graph for an enlarged preview of the chart.

4. Click the **OK** button.

5. The selected chart will be inserted into your document.

Editing your Chart

Once inserted into your Word document, your **Chart** can be edited and customized by accessing the **Chart Tools** tab. The following explains how to access the **Design and Format** tabs.

2. Click on your chart. The Chart Tools contextual tab will appear at the top of the screen (2)

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2

A To alter aspects of the Chart's design,click the **Design** tab.**(3)**


3

Note: The Chart Tools-Design tab contains tools that will allow you to alter the layout of the selected chart,change colours,select and edit your data,and select from preset styles.

B. To format aspects of the **SmartArt graphics**,click the **Format** tab.**(4)**


4

Note The Chart Tools - Format tab contains tools that will allow you to add preet styles to the shape and words,arrange and position your chart within your document, and format specific areas of your chart (e.g. Axis,chart title,values,legend,etc).

Inserting Screenshots

The screenshot feature in word will allow you to capture a designated window or area of your screen and insert it as a picture in your document. The following explains how to add screenshots to your word document.

To take a screenshot of an active window.

1. Open the program or website that you want to take a screenshot of(make sure the window is not minimized).
2. Click the **Insert** tab.

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3. In the *Illustration* group,click on **Screenshot** button.**(1)**



1

4. A dropdown window will appear. Under Available Windows, you will see a thumbnail preview of all open windows. **(2)**



2

5. Click the thumbnail preview to Insert the screenshot into your document.

To take a screenshot of a section of your screen.

1. Open the program or website you wish to take a screenshot of (make sure the window is not minimized.).
2. Click the **Insert** tab. 

3. In the *Illustration* group, click on the **Screenshot** button.**(3)**



3

4. A dropdown window will appear. Click on Screen Clipping (4)

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4 4

5. Your screen will turn grey and a black crosshair will appear +, Hold down the left mouse button and drag the crosshair over the area of your scree you wish to capture.

6. Release the left mouse button when you are finished capturing, Your screenshots will automatically be inserted into your document.

Questions

1. Explain how you insert a chart?

2. How do you edit a chart in your word document.?

3. Explain how you insert a screenshot?

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