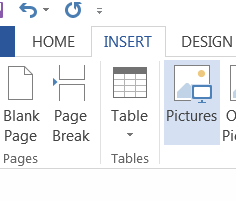
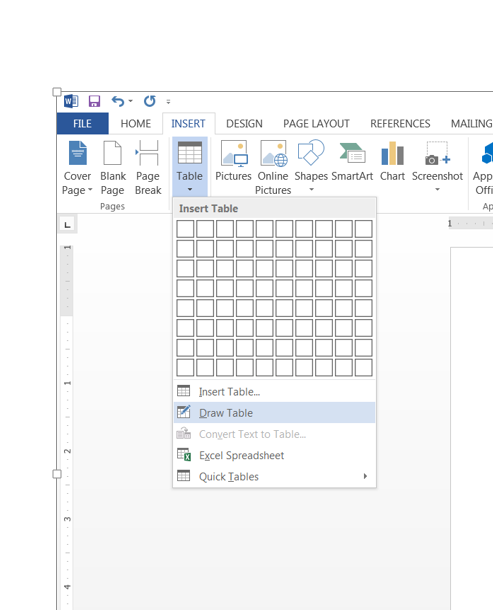
Creating a simple chart using Microsoft Word

**1.** **Click on Insert and select “Table”**



**2. Open the Table and highlight the number of columns and rows** 2.

**3. The table will be inserted according to the columns and rows highlighted. Click on the “borders” tab and select “All borders”**

