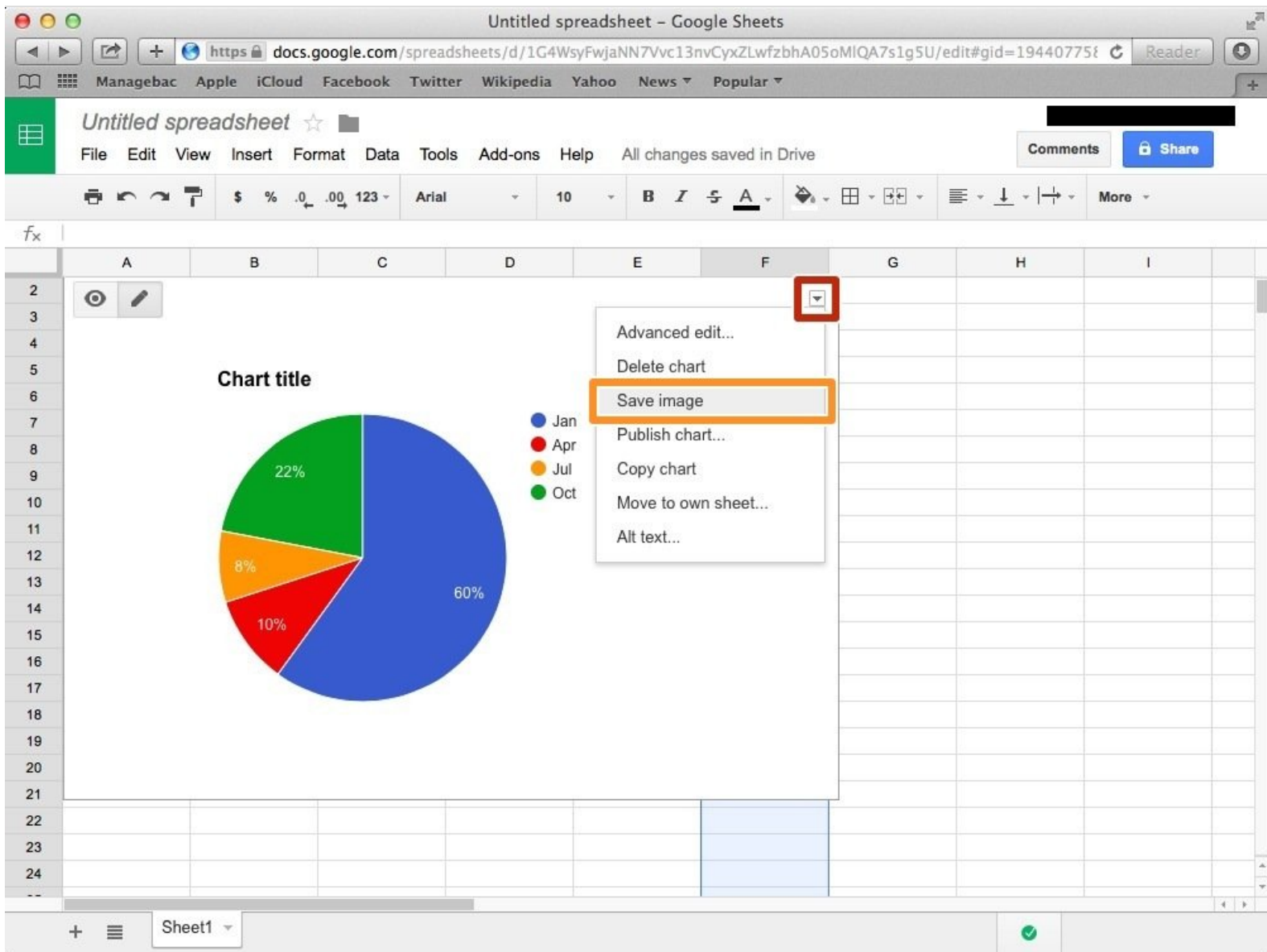


BIS Help Guides

How to Insert a Chart in Google Docs

Learn how to insert chart in google docs.

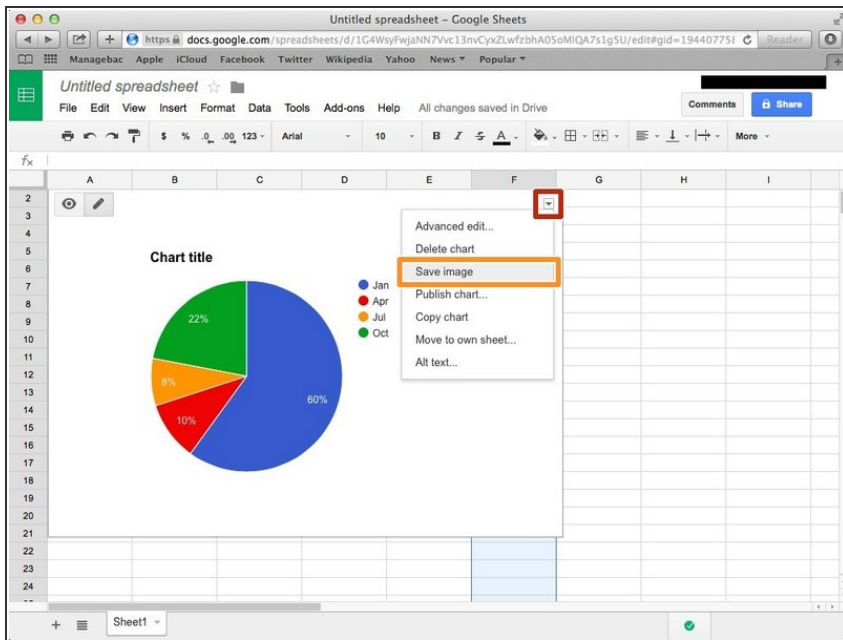
Written By: Mirai



INTRODUCTION

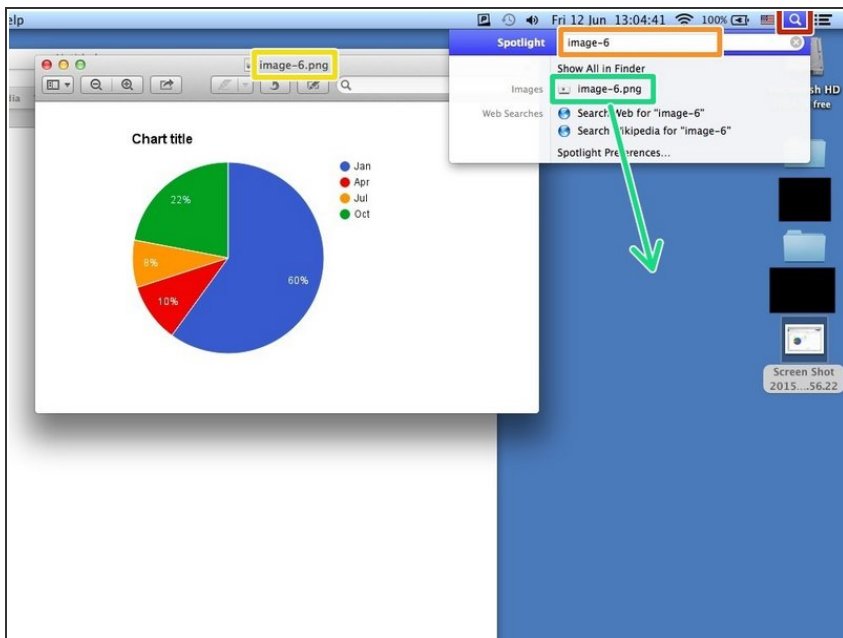
Learn how to insert chart in google docs.

Step 1 — Saving a Chart in Your Computer



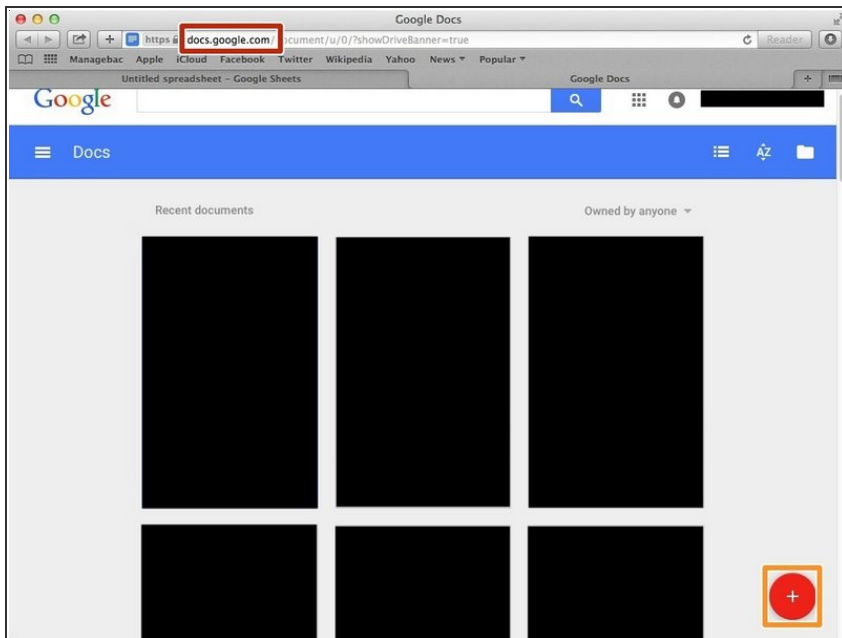
- After inserted the chart in the spreadsheet, click the down arrow.
- Click "Save image" to save the chart in your computer.
- ☑ If you don't know how to insert your chart in google sheet, visit <[How to Create a Chart](#)>

Step 2 — Putting the Image on the Desktop



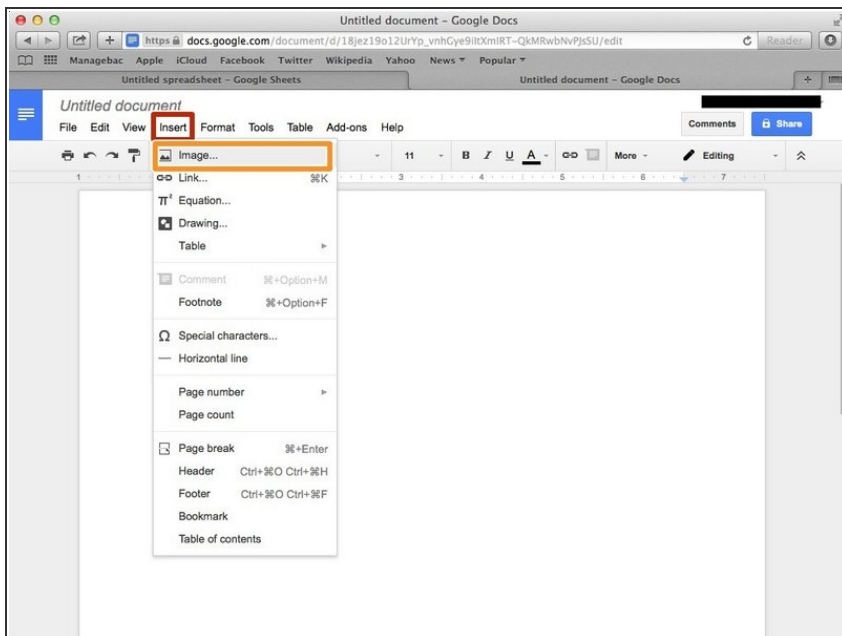
- Click this icon.
- Click the search box
- Type the name of the image (chart) in the Orange box.
- Drag the file to your desktop.
- ❗ It makes your work easier and faster.

Step 3 — Opening New Document in Google Docs



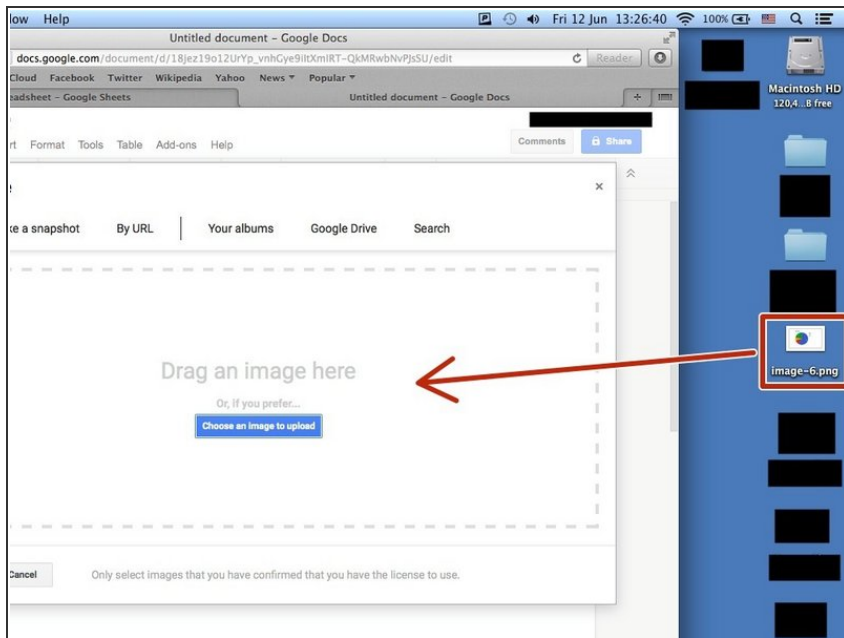
- Visit <<http://docs.google.com/>>
- Click "+" button to create a new document.
- ☑ If you don't know how to log in google account, visit <[How to Access the Google Docs](#)>

Step 4 — Inserting Image



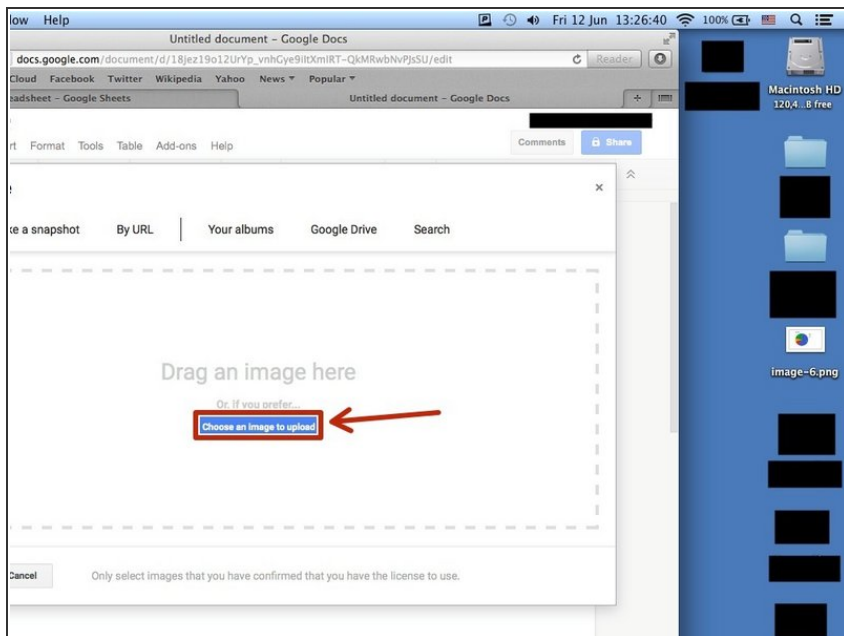
- Click "Insert"
- Click "Image..."

Step 5 — Choosing Image Part 1



- Drag the image into the dotted box.

Step 6 — Choosing Image Part 2



- Click the blue box(it said "Choose an image to upload") and choose a image from your folder.