

CREATE VISUALS

Does your report need visual aids? That depends on your topic. If your readers need to understand complicated material, compare figures, or keep geographical locations in mind, visual aids can help explain your points clearly.

Here are some graphic ideas:

- Graphs compare amounts or show how they change.
- Tables present facts in easy-to-read form.
- Charts illustrate information.
- Timelines show dates of events and important developments.
- Maps illustrate geographical location.

In some types of reports, you might want to add photos, diagrams, or drawings to help your readers understand your topic.

You can also use the Chart Wizard or Timeline Wizard to help you create graphs, charts, or timelines.

