

HOW TO INSERT CHART IN MICROSOFT WORD

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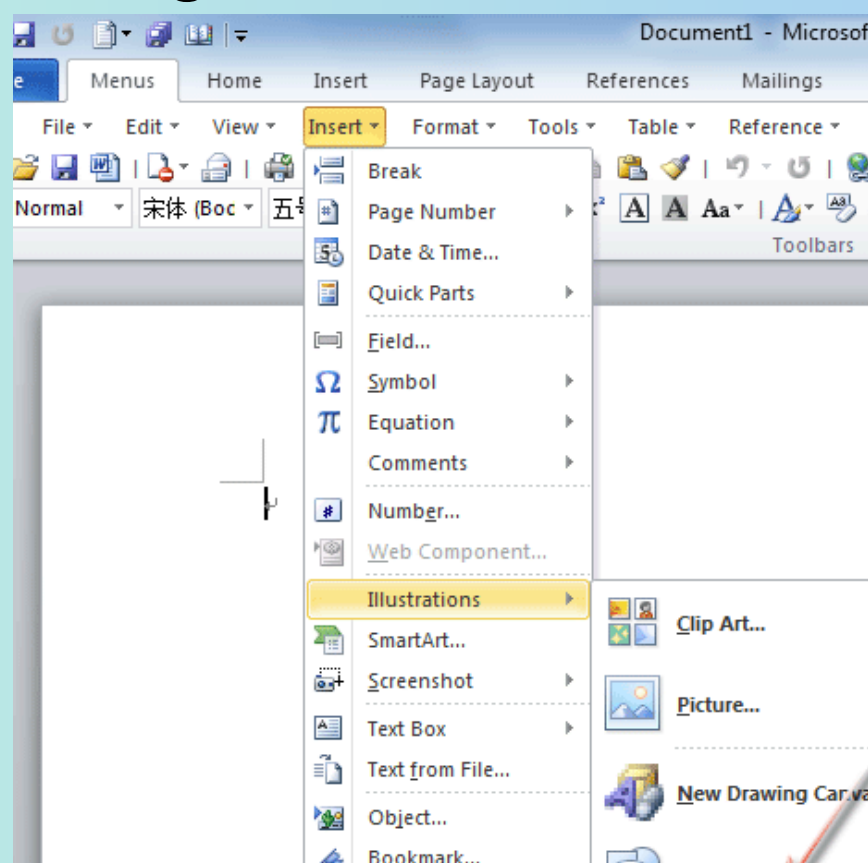
1 Open Microsoft word



Start by opening the Word document where you want to insert the chart.

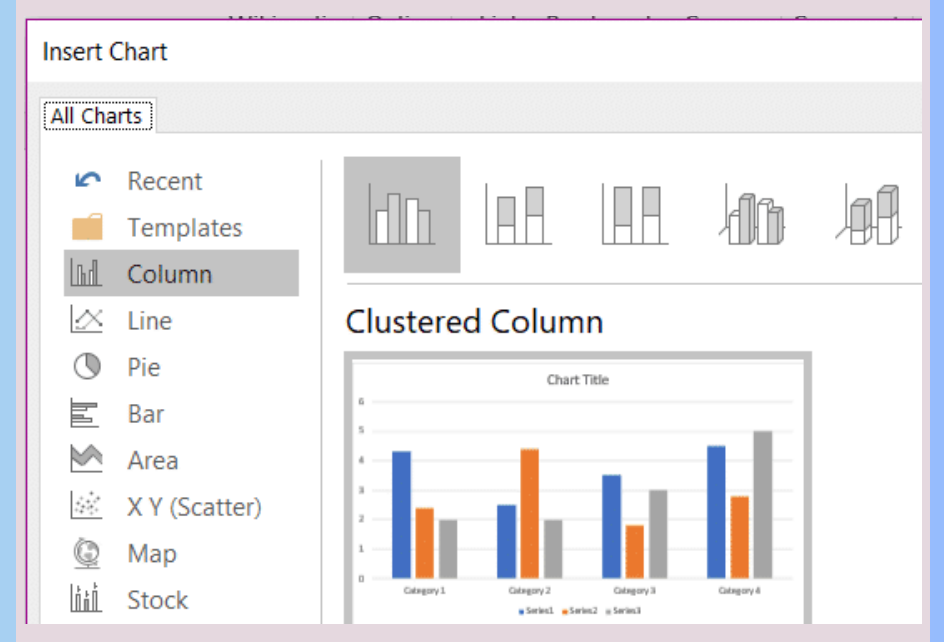
2 Insert a Chart

- Go to the Insert tab in the Ribbon.
- Click on Chart. This will open the Insert Chart dialog box.



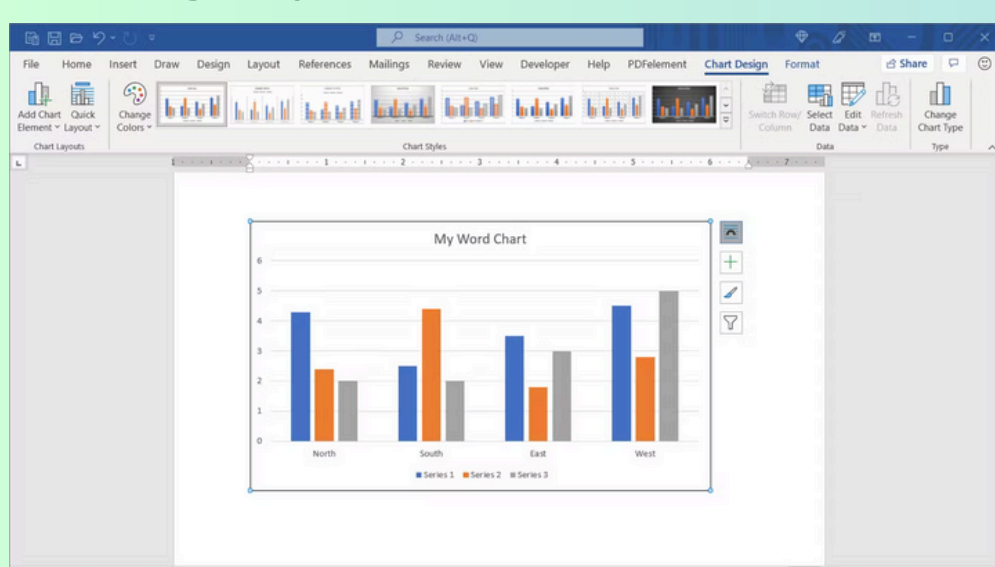
3 Choose a Chart Type

- In the dialog box, you'll see various types of charts (e.g., Column, Line, Pie, Bar, etc.). Select the type of chart that best suits your data.
- Click OK after selecting your desired chart type.



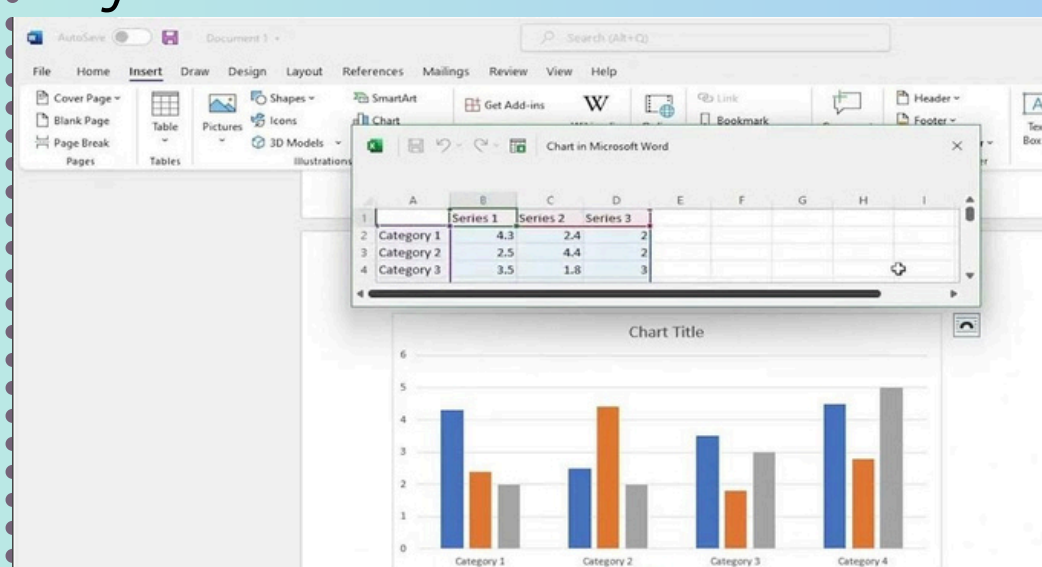
4 Enter Your Data

- A Microsoft Excel window will pop up, allowing you to input your data. The default data will be shown, which you can replace with your own.
- Adjust the data in the Excel sheet as needed. The chart in Word will update automatically based on the changes you make.



5 Format Your Chart

- Click on the chart in your Word document to select it. This will bring up the Chart Tools in the Ribbon, where you can access the Design and Format tabs.
- Use these tabs to customize your chart's style, colors, and layout.



6 Save Your Document

Once you have entered your data and formatted the chart to your liking, you can close the Excel window. Your chart will remain in your Word document.

Don't forget to save your document to keep your changes.



References : conartistvids , March 2023
Link : <https://youtu.bef/4zLq2luaVFo?>