CREATING A CHART IN MICROSOFT WORD

01 INTRODUCTION

Good charts will change those boring tables into attractive visual summaries of the trends, patterns and connections in your data. Microsoft Word also allows you to create charts very easily by editing and formatting using charts already within your document and no longer need to use a different application to create charts. With the help of these stepwise explanations, you will understand how to properly prepare your information, correctly choose the type of chart, and fill in the integrated data sheet, design and style such aspects as the color scheme, labels, and gridlines, and complete your chart creation with your professional look.

02 STEP 1: PREPARE YOUR DATA

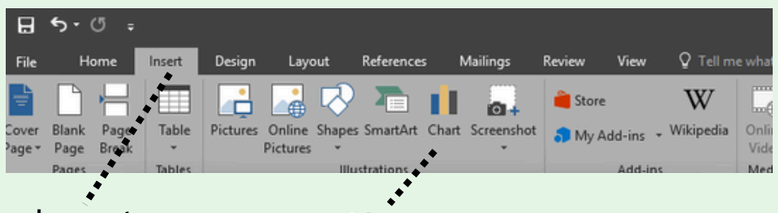
1. Place your cursor where the chart will go.
2. Insert a table matching your data's dimensions.
3. Label headers like "Month" and "Sales," then enter accurate values.

Headers

Month
January
February
March
April
May

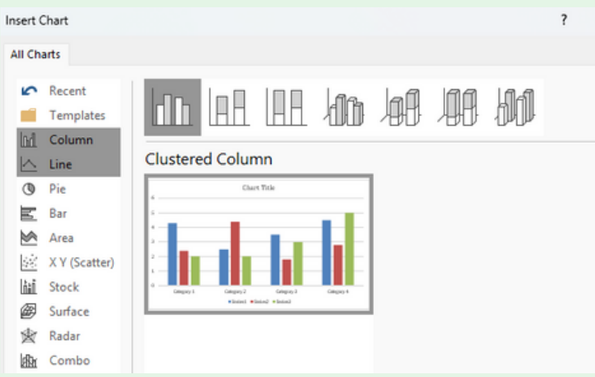
03 STEP 2: INSERT THE CHART

1. Go to the Insert tab on the Ribbon and click Chart.
2. In the dialog, choose a chart type—Column, Line, Pie, Bar, etc.
3. Click OK to embed the placeholder chart.



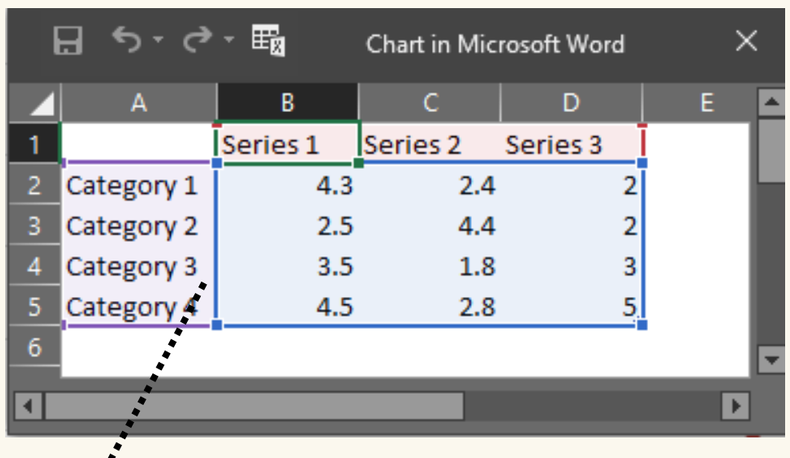
Insert

Chart



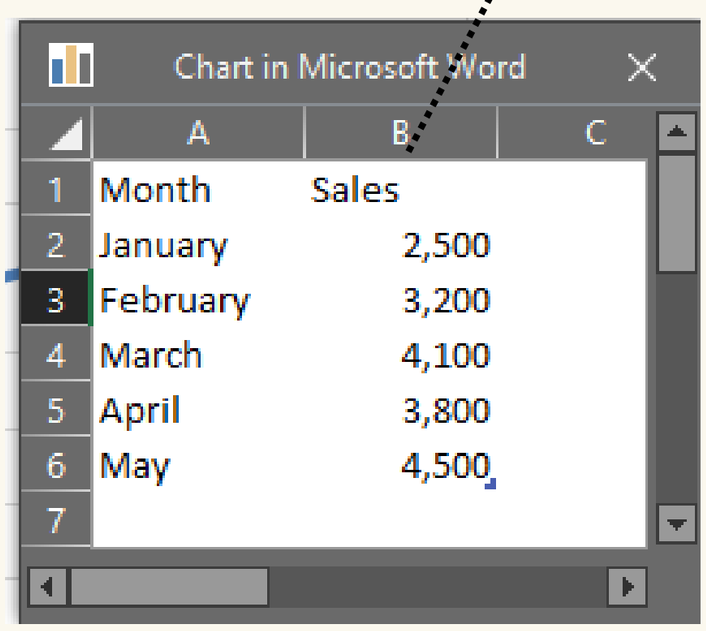
04 STEP 3: EDIT CHART DATA

1. An Excel–style spreadsheet opens automatically.
2. Replace the sample values with your table data.
3. Close the spreadsheet and the chart will update instantly.



Default Data

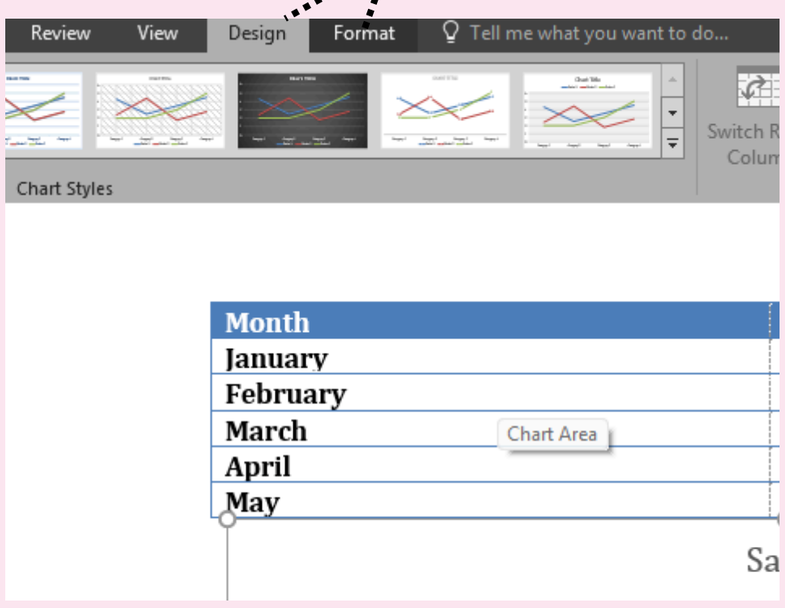
Replaced Data



05 CUSTOMIZE YOUR CHART

1. Use the Chart Design and Format tabs to:
- Apply a style or color theme.
- Add or edit axis titles and data labels.
- Adjust legend placement and gridline visibility.

Design and Format Tab

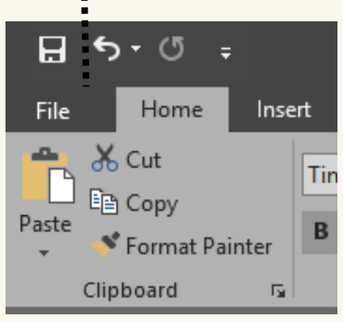


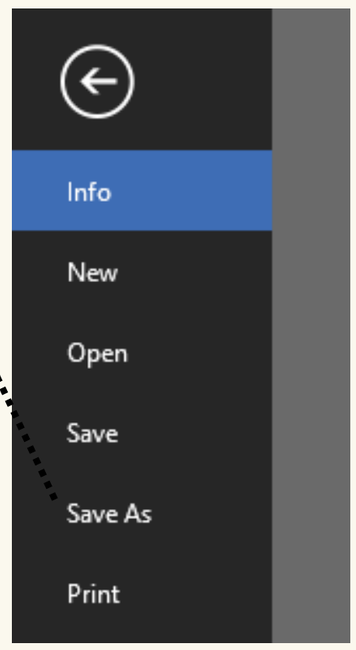
06 STEP 5: FINALIZE AND SAVE

1. Click outside the chart to deselect it.
2. Drag the corner handles to resize or reposition.
3. Save your document (Ctrl + S) to preserve changes.
4. Or click on File, then save as, to save a new document file

File tab

Save as





07 QUICK TIPS

1. Keep tables uncomplicated– stay away from merged or empty cells.
2. Chart elements right click to have more formatting options.
3. Make use of contrasting colors to ensure that several series are visible.
4. Delete the extra grid lines or legends to decrease the clutter.
5. Check the Print Layout and Web Layout views for alignment.
6. Rapidly switch the type of change chart by a Right click Change Chart Type.