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HOW TO CREATE A CHART IN A MICROSOFT WORD

CREATING A CHART IN MICROSOFT WORD CAN HELP YOU VISUALLY REPRESENT DATA, MAKING IT EASIER TO UNDERSTAND TRENDS AND COMPARISONS. FOLLOW THESE STEPS TO CREATE YOUR OWN CHART SEAMLESSLY.



STEP 1

OPEN MICROSOFT WORD

BEGIN BY LAUNCHING MICROSOFT WORD ON YOUR DEVICE. YOU CAN EITHER CREATE A NEW DOCUMENT BY SELECTING "BLANK DOCUMENT" OR OPEN AN EXISTING ONE WHERE YOU WISH TO ADD A CHART.

STEP 2

INSERT A CHART

NAVIGATE TO THE INSERT TAB ON THE RIBBON AT THE TOP OF THE SCREEN.
- CLICK ON THE CHART ICON IN THE ILLUSTRATIONS GROUP. THIS WILL OPEN THE INSERT CHART DIALOG BOX, DISPLAYING A VARIETY OF CHART TYPES.

STEP 3

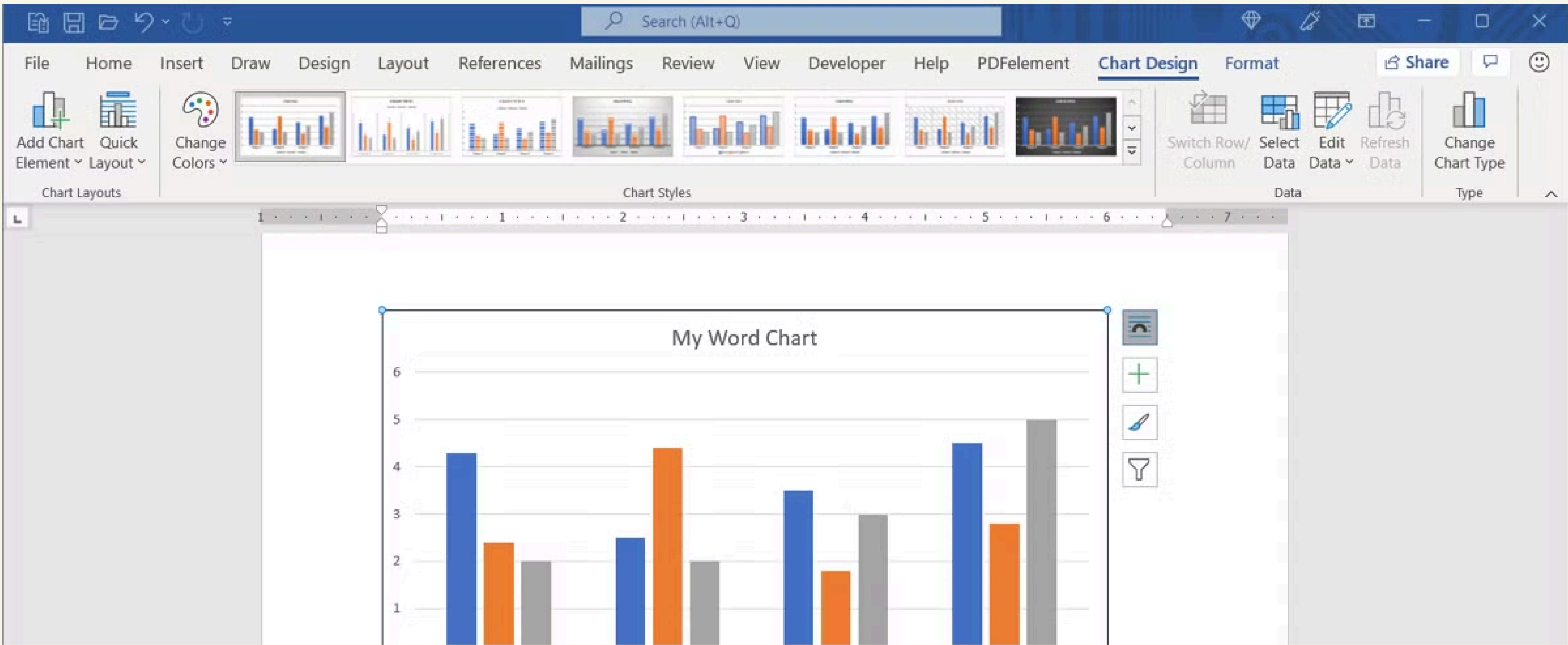
CHOOSE CHART TYPE

EXPLORE THE OPTIONS AVAILABLE INCLUDING COLUMN, LINE, PIE, BAR, AREA, AND MORE.
CLICK ON THE CHART TYPE THAT BEST FITS YOUR DATA REPRESENTATION NEEDS AND THEN PRESS OK.

STEP 4

ENTER DATA

- UPON INSERTING THE CHART, A MICROSOFT EXCEL SHEET WILL POP UP, ALLOWING YOU TO ENTER YOUR OWN DATA.
- REPLACE THE PLACEHOLDER DATA WITH YOUR SPECIFIC DATA. YOU CAN ALSO MODIFY THE SIZE OF THE DATA TABLE ACCORDING TO YOUR DATASET BY DRAGGING THE CORNER OF THE EXCEL SHEET.



[HTTPS://WWW.HOWTOGEEK.COM/769692/HOW-TO-MAKE-A-CHART-IN-MICROSOFT-WORD/](https://www.howtogeek.com/769692/how-to-make-a-chart-in-microsoft-word/)

STEP 5

CUSTOMIZE YOUR CHART

CLICK ON THE CHAT TO ACTIVATE THE CHART TOOLS IN THE RIBBON, WHICH INCLUDES THE DESIGN AND FORMAT TABS.
USE THE DESIGN TAB TO ALTER THE CHART STYLE, COLORS, AND LAYOUTS. YOU CAN ADD LABELS, A TITLE, AND GRIDLINES TO ENHANCE CLARITY.
THE FORMAT TAB ALLOWS FURTHER CUSTOMIZATION, INCLUDING FONT ADJUSTMENTS, TEXT STYLES, AND CHART AREA STYLES

STEP 6

RESIZE AND POSITION YOUR CHART
RESIZE YOUR CHART BY CLICKING AND DRAGGING FROM THE CORNERS.
DRAG THE CHART TO POSITION IT WHERE IT FITS BEST WITHIN YOUR DOCUMENT.

STEP 7

SAVE YOUR DOCUMENT
DON'T FORGET TO SAVE YOUR WORK! GO TO FILE > SAVE AS AND CHOOSE YOUR DESIRED LOCATION.

CHARTS

