

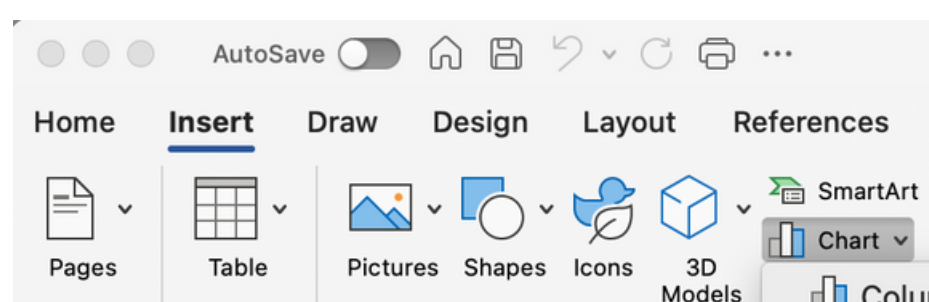
How to create
a chart in

WORD

DOCUMENT

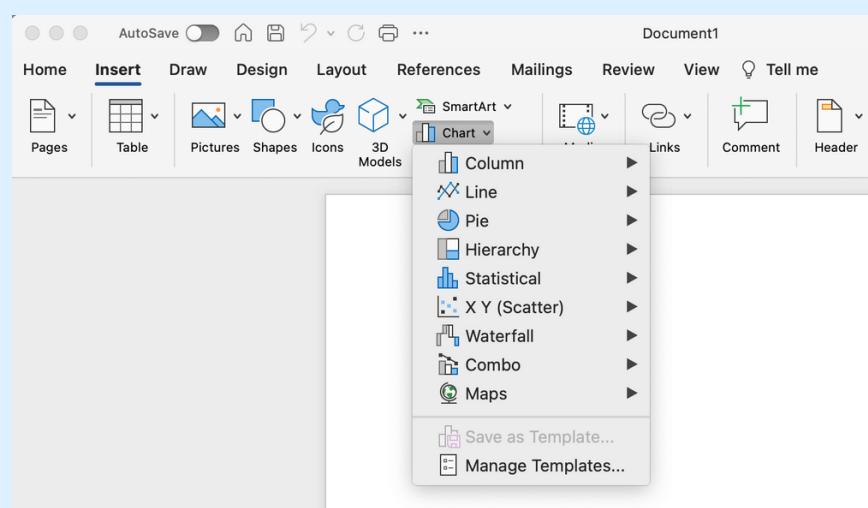
W

1



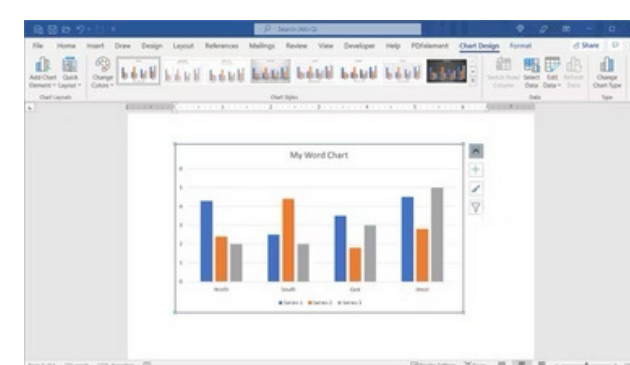
If you are looking to create a chart for your company reports, business proposals, or college essays to the next level with data-filled visuals, you have just to follow these step. Open a new file in word then in the toolbar
Clic Insert > Chart

2



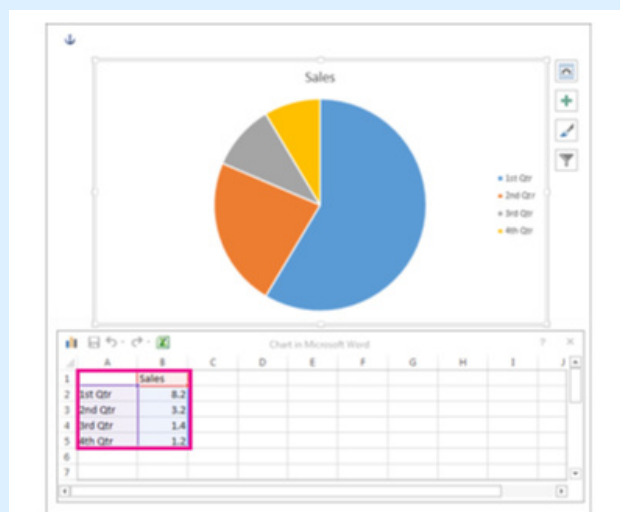
Click on chart icon then **double-click** the type you want to use on your document **(e.g, Bar, Line, pie, etc.)**

3



To truly make your charts stand out and convey your data effectively. You need to master the art of **chart design** .by choosing these style you can take your charts from basic to brilliant in no time.

4



Enter your data value into the provided spreadsheet or improve data from an external source.

5

Customize the chart's appearance and labels to suit your document's style and message, By following these steps, you can effortlessly create charts that effectively communicate complex information at a glance.

6



Great job! You successfully create a chart on word, Don't forget to save your progress before you move to the next task.

Referencing

Microsoft (2024) *add a chart to your document in word* Available at : URL <https://support.microsoft.com/en-gb/office/add-a-chart-to-your-document-in-word-ff48e3eb-5e04-4368-a39e-20df7c798932> (Accessed 10 April 2024)