

HOW TO CREATE A CHART IN A WORD DOCUMENT

Word charts present complex data visually, making it easy to understand. They highlight key trends and comparisons, improving clarity. Using charts helps communicate your findings effectively and adds a professional touch, making your documents more engaging and credible.

Tips:

- Use relevant titles and labels for clarity.
- Ensure accuracy and importance of data.
- Experiment with different chart types for the best presentation.

1. Open your Word Doc.

Launch Microsoft Word and open the document where the chart will be added

2. Insert a Chart

Go to **Insert** tab on the ribbon
Click on **Chart** in the **Illustrations** group

3. Choose Chart Type

Click on the type of the chart you want to insert
Click **OK** to insert the chart

4. Enter Data

A spreadsheet will appear
Enter your data in the spreadsheet

5. Customize Chart

Click on chart to activate the **Chart Tools** tabs (**Design** and **Format**)
You can change the colors, styles etc.

6. Edit Data

Click on the chart and select **Edit Data** from the **Chart Tools** tab
Update the spreadsheet

7. Save your Document

Once you are happy with your chart, save it by clicking on **File > Save**.

