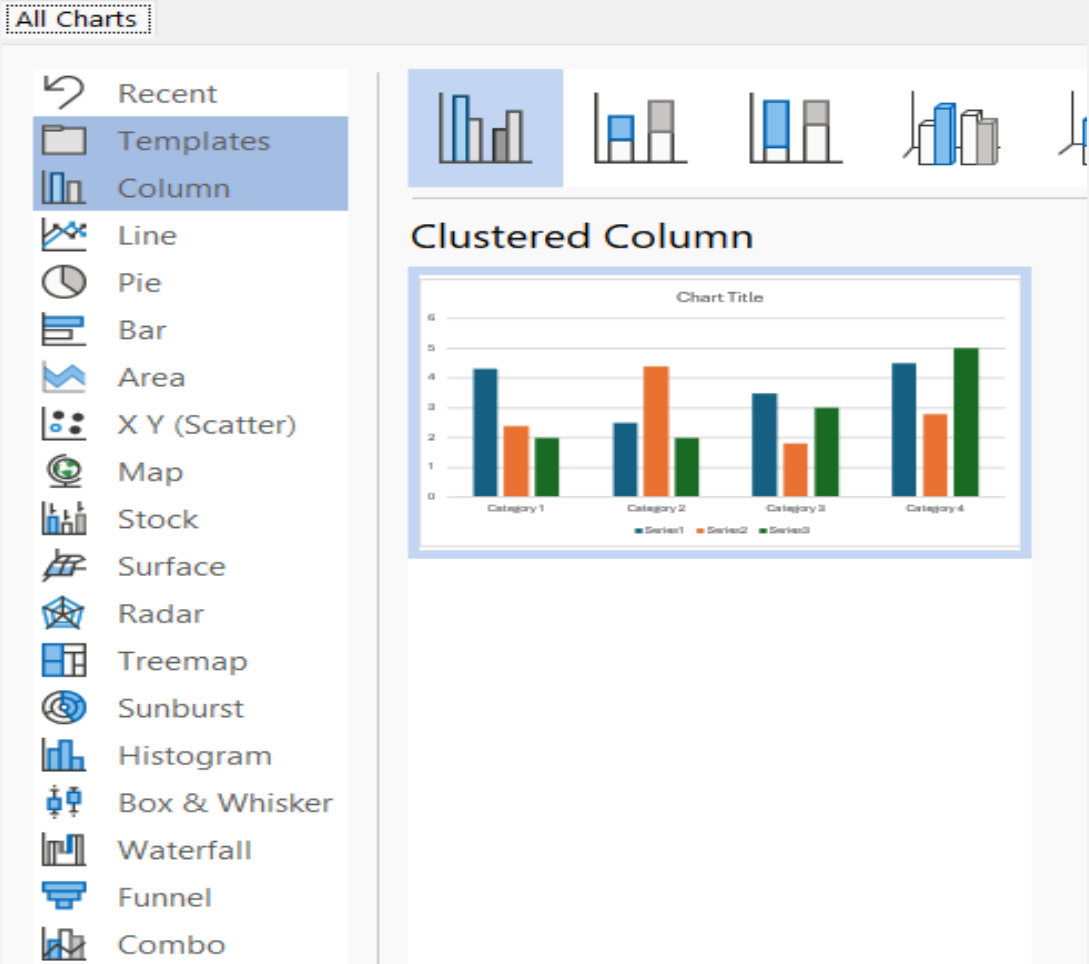


How to Create a Chart in Word

Why do you need charts?

- Make numbers into vivid pictures (Microsoft, 2024)
- Make decisions faster at a glance (Nielsen, 2020)
- Make reports and presentations more powerful (Tufte, 2006)

Step 4: Select from the left side the appropriate chart



Step 1: Open Word



Step 2: Select from the top bar “Insert”



Step 3:Select “Chart” Icon



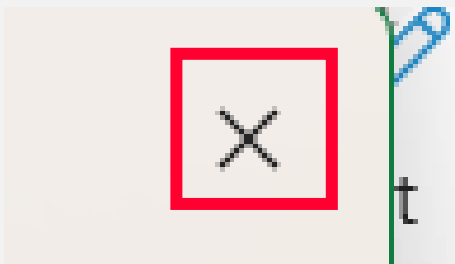
Step 5: Input the relevant data into the table opened

	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8	5	

References:

- Microsoft (2024) ‘Insert a chart in Word’. Microsoft 365 Support, 14 May. Available at: <https://support.microsoft.com/> (Accessed 29 June 2025).
- Nielsen, J. (2020) *Usability heuristics for user interface design*. NN Group. Available at: <https://www.nngroup.com/> (Accessed 29 June 2025).
- Tufte, E.R. (2006) *The Visual Display of Quantitative Information*. 2nd edn. Cheshire, CT: Graphics Press.
- W3C (2018) *Web Content Accessibility Guidelines 2.1*. Available at: <https://www.w3.org/TR/WCAG21/> (Accessed 29 June 2025).

Step 6: Click the “X” button to close the table



Top Tips

Match your data type to a chart. Line charts for trends, pie charts for proportions, bar charts for comparisons. For visual descriptions, right-click your chart and choose "Edit Alt Text". It helps screen readers interpret your message. Use clear labels, 4–5 hues, and prevent clutter on your chart. Simplicity aids quick comprehension.