

How To Create A Chart In A Word Document.

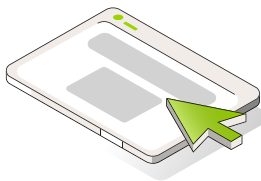
1



Create a chart directly in Word.

Best for: Simple Bar, Pie, Line Charts etc, created from scratch in Word. Go to insert-Chart, Choose a chart, column, pie, line, click OK. An Excel-like spreadsheet will open and enter your data there. Close the Spreadsheet-Word automatically updates the chart.

2



Copy A Chart From Excel.

1. In Excel, select the chart.
2. Press Ctrl + C (or right-click > Copy).
3. In Word, place the cursor where you want the chart and press Ctrl + V to paste.
Tip: Right-click the pasted chart to choose "Link & Keep Source Formatting" if you want the chart to update automatically when the Excel file changes.

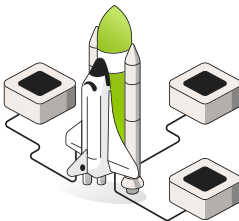
3



Insert as an Image.

- Take a screenshot of the chart (e.g., using Snipping Tool or Snip & Sketch).
- In Word, go to Insert > Pictures > From This Device.
- Select and insert the image.

4



Embed an Excel Spreadsheet.

1. Go to Insert > Object > Create from File.
2. Browse to your Excel file and select Insert.
3. Check Link to file if you want it to stay updated.
4. Double-click the embedded object to edit the spreadsheet (including charts) within Word.

5



Use SmartArt (for Simple Diagrams).

- Go to Insert > SmartArt.
- Pick a layout like Hierarchy, Cycle, or Process.
- Enter your info in the text pane.