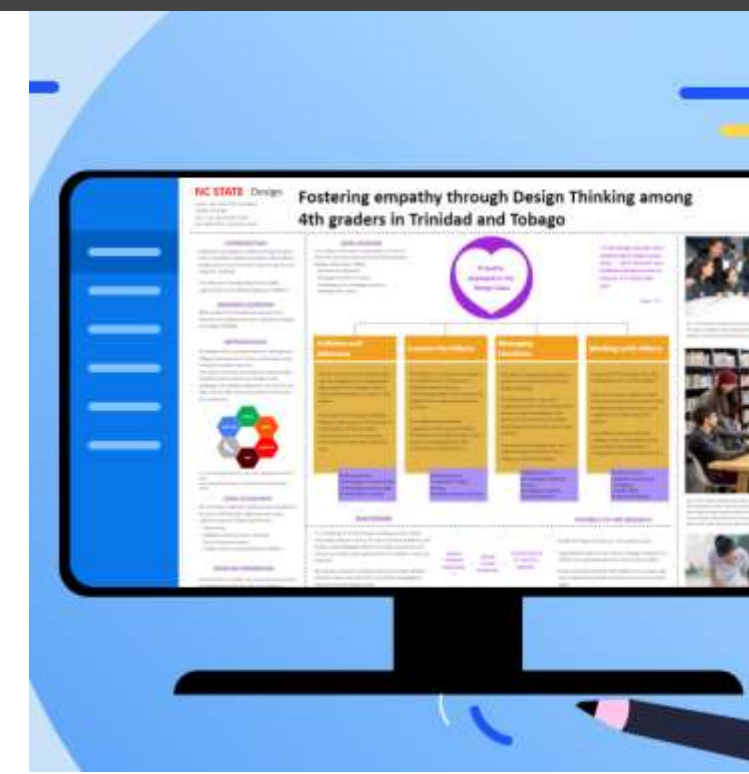




Create a Chart

In a Word Document

NAME : JIGNASABEN VIKRAMKUMAR PATEL

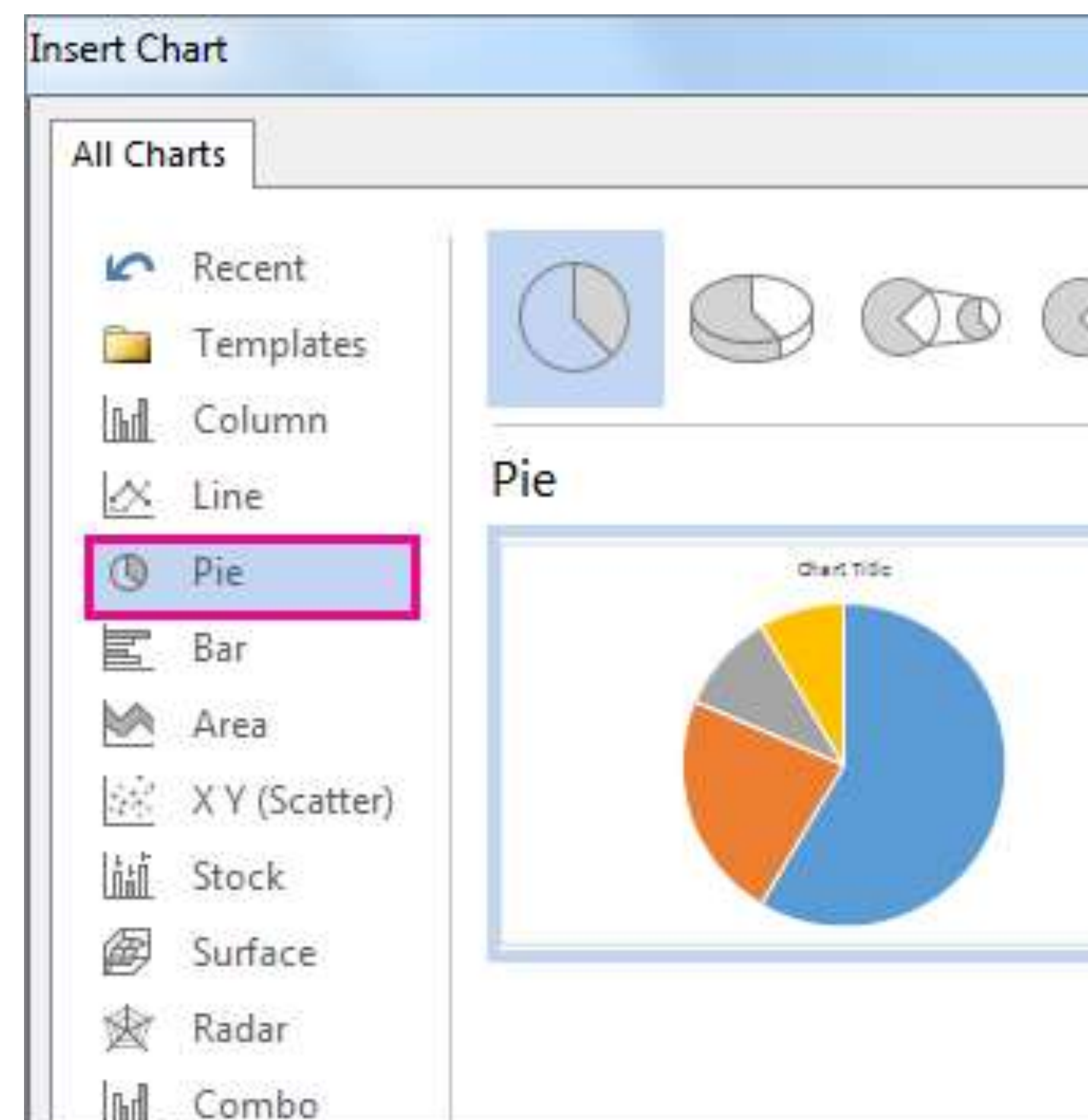
ID NO : 2316533 GROUP : 2

MODULE NAME : DIGITAL SKILLS MODUL CODE : LCLM4002

Chart in MSWord

One way to visually convey information is via a chart. Graphical representations of numerical data, such as comparisons and trends, may greatly enhance the readability and comprehension of the content. To create and update chart data, Word mimics Excel's spreadsheet feature by opening a new spreadsheet window.

Types of chart



Ways to create a chart

- Select the desired location for the chart's insertion point.
- Select the Chart option from the Illustrations category on the Insert tab.
- A dialogue box will show up. Navigate the available charts on the right side of the screen after selecting a chart type in the left pane.
- Pick the chart you want, and then hit the OK button.
- A spreadsheet and chart window will pop up. You are need to substitute your own source data with the text that is provided in the worksheet. Word uses the original data to generate the chart.
- Fill up the spreadsheet using your source data.
- Within the blue box, you will find the data that will be shown in the chart. To manually adjust the data range, click and drag the blue box's bottom right corner as needed (Gcfglobal, 2024).

Ways to create a chart

One visual tool for analyzing data is the business graph. Graphs and charts may make it much simpler to compare different sets of data, as patterns and correlations are often more apparent. Additionally, they aid in presenting the material to the audience in a manner that is both comprehensible and memorable.

Benefits of creating a chart

With the use of charts, one can easily compare different sets of data graphically. Visual aids like charts can enhance data comprehension and memorization. Images often convey meaning more rapidly than long passages of text. The argument will be more engaging and presentation more credible with the assistance of an eye-catching graphic (Divecha, Tullu and Karande, 2023)

Conclusion

Graphical representations of data series, such as charts, make it simpler to grasp both the magnitude of the data and the interrelationships among the many data sets. There is almost always a chart, and usually more than one, in a corporate presentation. For good reason: entrepreneurs may benefit greatly from charts as they facilitate the rapid transmission of large amounts of information, aid in the retention of that data, and facilitate the taking of immediate, well-informed action.

References

- Divecha, C., Tullu, M. and Karande, S. (2023). Utilizing tables, figures, charts and graphs to enhance the readability of a research paper. *Journal of Postgraduate Medicine*, [online] 69(3), pp.125–131. doi:https://doi.org/10.4103/jpgm.jpgm_387_23.
- Gcfglobal (2024). *Word: Charts*. [online] GCFGlobal.org. Available at: <https://edu.gcfglobal.org/en/word/charts/1/>.