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How to create a chart in Word document

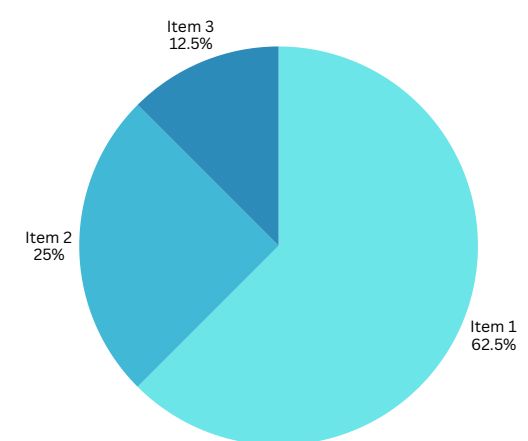
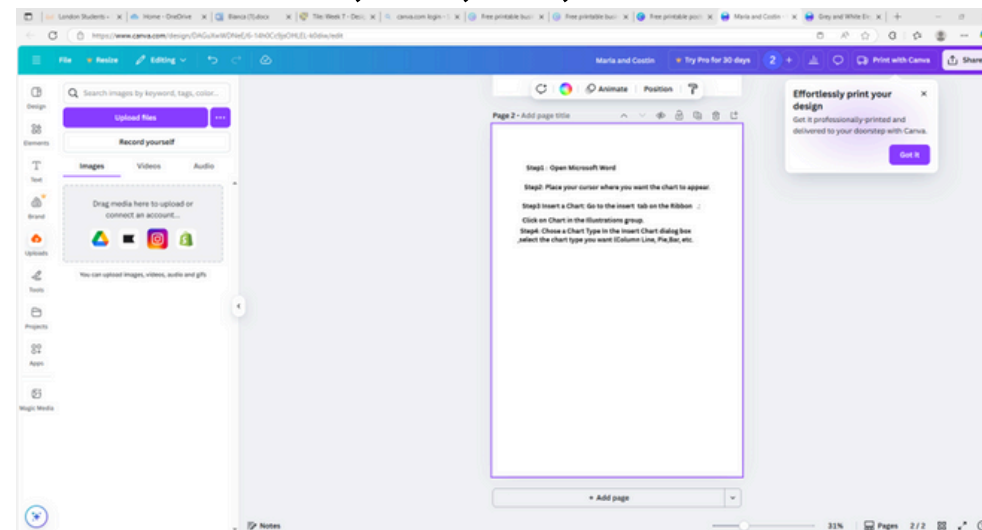
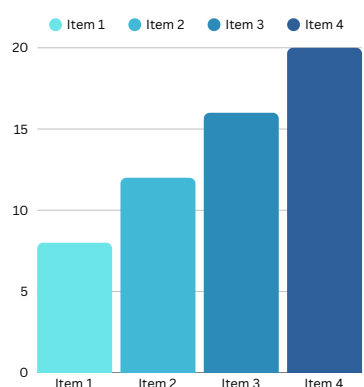
Step1 : Open Microsoft Word

Step2: Place your cursor where you want the chart to appear.

Step3 Insert a Chart: Go to the insert tab on the Ribbon :

Click on Chart in the Illustrations group.

Step4: Chose a Chart Type In the Insert Chart dialog box ,select the chart type you want (Column Line, Pie,Bar, etc.



Step5 Enter Data in Excel window when done.:

Step6 Close the Ecel window when done.:

To Edit a Chart Later

Click on the chart in your Word document.

Clic the Chart Design or Format tab on the Ribbon

Use option like Change Chart Type, Edit Data, or Add Chart Element to customize.

Method 2: Paste a Chart from Excel

If you already created a chart in Excel:

- 1. Open your Excel file.**
- 2. Select the chart you want to copy.**
- 3. Press Ctrl + C (or right-click > Copy).**
- 4. Go to your Word document and place the cursor where you want it.**
- 5. Press Ctrl + V (or right-click > Paste).**

💡 **Tip: Use Paste Options (icon appears after pasting) to choose whether to keep the chart linked to Excel or paste as a static image.**

Optional: Customize the Chart

- Click the chart in Word.
- Use the Chart Design and Format tabs to:
 - Change chart type
 - Edit layout or colors
- Add chart elements (titles, data labels, etc.)

Add Method 3: Use SmartArt to Insert a Diagram (for conceptual charts)

If you want to include a conceptual chart or diagram such as one that shows processes, hierarchies, cycles, or relationships rather than a statistical or numerical chart, this approach is excellent.

The first step is to open your Word document.2. Point your pointer to the desired diagram or chart.3. Select the ribbon's Insert tab.4. In the Illustrations group, select SmartArt.5. Select a category (such as Process, Cycle, Hierarchy) in the dialog box.• Click OK after selecting your preferred layout.6. You can use the side panel or edit the text directly within the SmartArt forms.a heading

Useful SmartArt Examples:

- **Process** – for step-by-step workflows or timelines.
 - **Cycle** – for repeating processes.
- **Hierarchy** – for organizational charts.
 - **Pyramid** – for rankings or levels.

Difference from Methods 1 & 2:

- **Methods 1 & 2** → used for numeric/statistical data (e.g., bar charts, line charts).
- **Method 3** → used for conceptual/visual information