

HOW TO CREATE A CHART IN MICROSOFT WORD

1

Open microsoft word
Click on the "insert" tab in the top menu
Select chart from the dropdown menu

2

A dialog box will appear with various chart types (column, pie, line)
Select your desired chart type
Click "OK"

3

Edit chart data
After inserting the chart, an excel sheet will open
Replace the default data in the Excel sheet with your own data

4

Custom the chart
Click on the chart to open the chart tools ribbon
Use the design and format tabs to change the chart styles, colors and layouts
To add or remove elements like titles, labels and legends click on chart elements (the '+' icon) next to the chart

5

Resize and move the chart
Click on the chart to select it
Drag the corners to resize it
Click and drag the chart to move it to a different position within your document

6

Save your Document
Once you're satisfied with the chart, save your document by clicking "File" > "Save" or pressing Ctrl+ S

