



How to create a chart in a Word document.

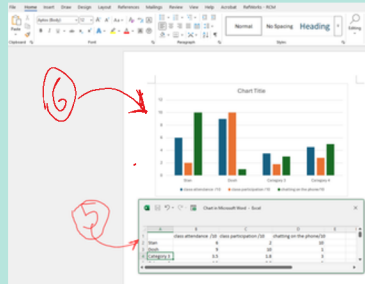
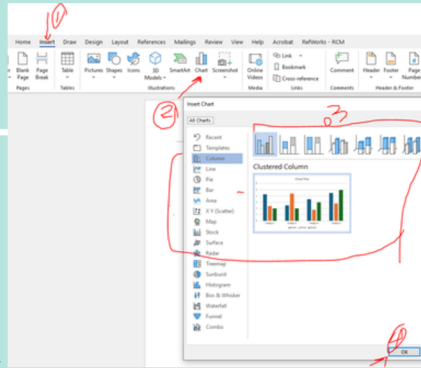
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What is a chart?

A chart, also known as a graph, is a visual representation of data. It uses various graphical elements like bars, lines, or pie slices to display information in a structured and organized way, making it easier to understand and interpret. Charts help to visualize relationships between different data series and identify trends and patterns within the data.

Here is a more detailed breakdown of the process:

1. ****Open Word and navigate to the Insert tab****: Locate the "Insert" tab on the Word ribbon.
 2. ****Click on the Chart button****: In the Illustrations group, find and select the "Chart" button.
 3. ****Choose a chart type****: A dialog box will appear, allowing you to select from various chart types, such as column, pie, or bar. Enter your data.
 4. **Click Okay**.
 5. **After selecting a chart type, an Excel spreadsheet will open**. Input your data into this spreadsheet.
 6. ****Customize the chart****: Word offers tools to modify the chart's appearance, including options for colors, styles, and data labels.
- **Edit the chart (optional)****: You can right-click on the chart to access options for editing data, changing the chart type, or adjusting its design.



Key Features:

Chart Elements:

Use the "Chart Elements" button to show, hide, or format elements like axis titles, data labels, and legends.

Chart Styles:

Quickly change the chart's color scheme and visual style using the "Chart Styles" button.

Chart Filters:

The "Chart Filters" button offers more advanced options for displaying or hiding specific data series.

This video will demonstrate how to insert a chart into a Microsoft Word document: