

How to Add a Chart in Microsoft Word



1 Launch Word

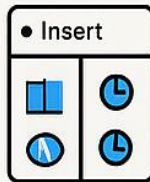
Open Microsoft Word on your computer.
Start a new document or open an existing one.

 **Tip:** Begin on a blank line for best formatting results.



2 Position the Cursor

Click where you want the chart to appear in your document. This is where Word will place the chart.



3 Insert the Chart

Go to the **Insert** tab on the toolbar.
Click on the **Chart** icon within the **Illustrations** group

Pick your preferred style and click **OK**.



4 Add Your Data

An Excel window opens to enter chart data.
Type in your values — the chart will update in real-time. Close Excel when you're finished



6 Customize Your Chart

Click the chart in Word to access formatting tools.

You can change: Colors Labels
 Layout Design styles



All Done!

Your chart is now part of your document!