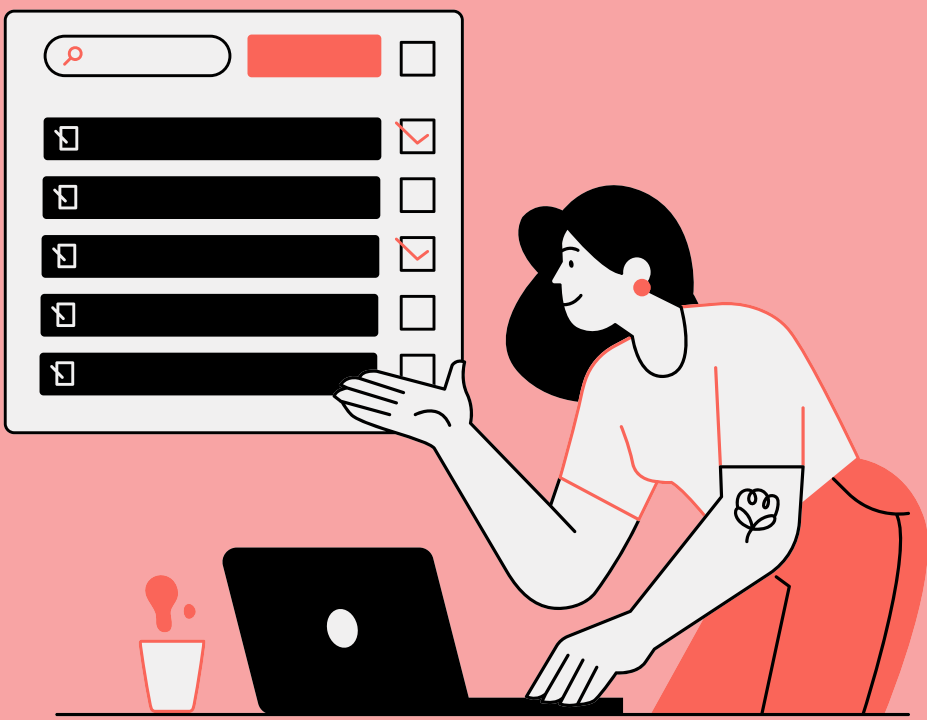
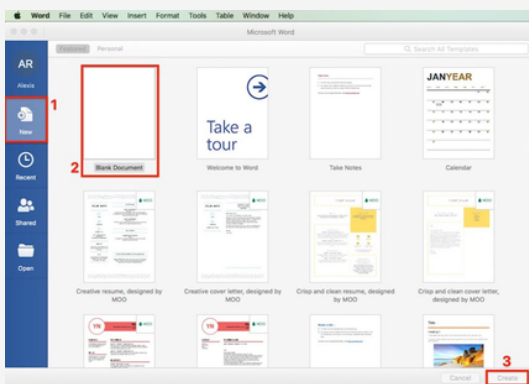


# How to create a chart in a Word document

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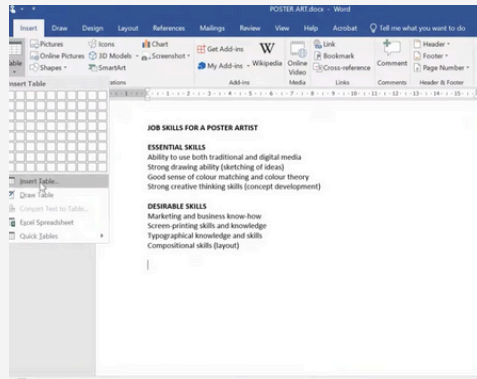


**DEFINITION:** CREATING A CHART IN WORD MEANS INSERTING A VISUAL GRAPH — LIKE A BAR, LINE, OR PIE CHART — INTO A WORD DOCUMENT TO REPRESENT DATA CLEARLY AND EFFECTIVELY. IT INVOLVES USING WORD’S INSERT > CHART FEATURE, ENTERING DATA IN A BUILT-IN SPREADSHEET, AND CUSTOMISING THE CHART FOR PRESENTATION OR REPORTS.



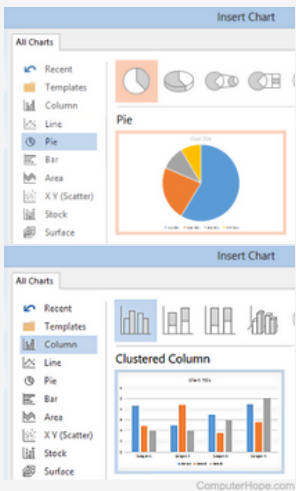
## OPEN YOUR WORD DOCUMENT

1.Open Microsoft Word and open an existing document or create a new one. Click in the document where you want the chart to be inserted.



## CLICK THE "INSERT" TAB

2. On the ribbon at the top of Word, click the Insert tab. In the Insert tab, find and click the Chart button .



## CHOOSE A CHART TYPE

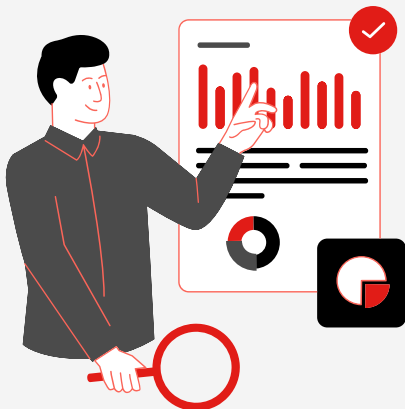
3.Select from chart types like Column, Line, Pie, Bar, Area, etc. Click the one that suits your data best, then click OK.



## ENTER YOUR DATA

4.Replace the default numbers and labels with your actual data. Close the data window once your numbers are entered. The chart stays in your document.

## CUSTOMISE YOUR CHART (OPTIONAL)



4.Click on the chart to open the Chart Tools .

- You can:
- Change colours
- Add chart title, axis labels, data labels
- Change the layout or chart type.



## SAVE YOUR WORK

Click File > Save, or press Ctrl + S Saves your chart and any edits you’ve made to the document.