

Create Charts Easily

How to Create a Chart in Word

Step-by-step guide for beginners and experts

Step One

Open your Word document and go to the “Insert” tab in the ribbon at the top of the screen. Click on “Chart”, and a dialog box will appear with various chart types like column, line, pie, and bar. Choose the chart type that best suits your data and click “OK”.

Step Two

Once you insert the chart, an Excel spreadsheet will automatically open. Here, you can input your data. The default data in the spreadsheet can be replaced with your own. As you enter your data, the chart in Word will automatically update to reflect the changes.

Step Three

To modify the appearance of your chart, click on it to open the “Chart Tools” tab. This tab includes options like “Design” and “Format”, allowing you to change the chart style, color, and layout according to your preferences.

Step Four

Once you are satisfied with the chart’s data and appearance, click outside the chart area to save your changes. Make sure to periodically save your Word document to prevent any loss of data. Your chart is now ready to be used in your document.

References

Jeong, D. and Lee, S. (2017) ‘Study on the tracking revision history of MS Word files for forensic investigation’, *Digital Investigation*, 23, pp. 3–10. doi: 10.1016/j.diin.2017.08.003.