

How create a chart in a Word document

Introduction

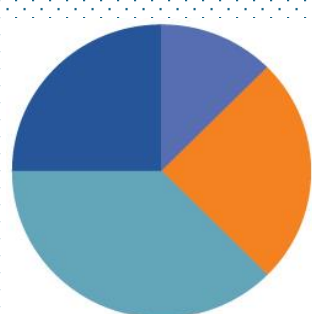
In this informative poster we will first show you what charts are, what types of charts exist, and how to create a basic chart step by step in Microsoft Word. Then, at the end, show us the importance of graphics to convey the information in graphic form using Microsoft Word according with Microsoft (2024)

Learn about charts

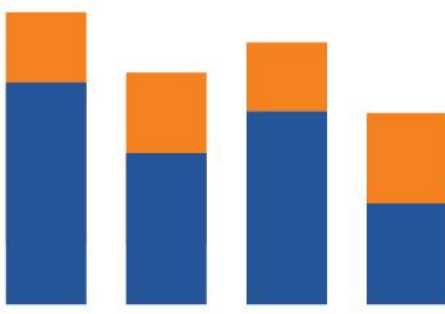
According with a Microsoft (2024) Charts are used to display series of numeric data in a graphical format to make it easier to understand large quantities of data and the relationship between different series of data.



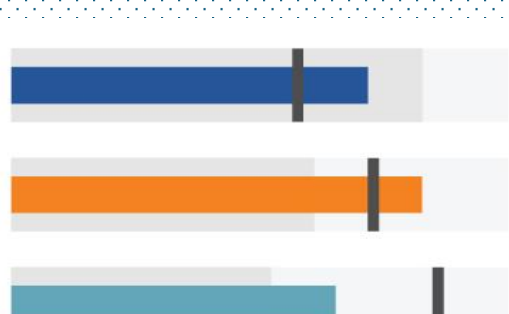
Types of charts



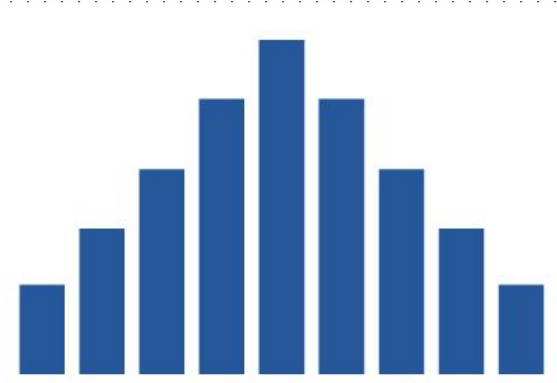
Pie



Column



Bar



Histogram



Line

According with Tableau (2024), shows us different types of chat that we can use, here 5 will be shown but there are different other types of charts

Creating Char in Word document

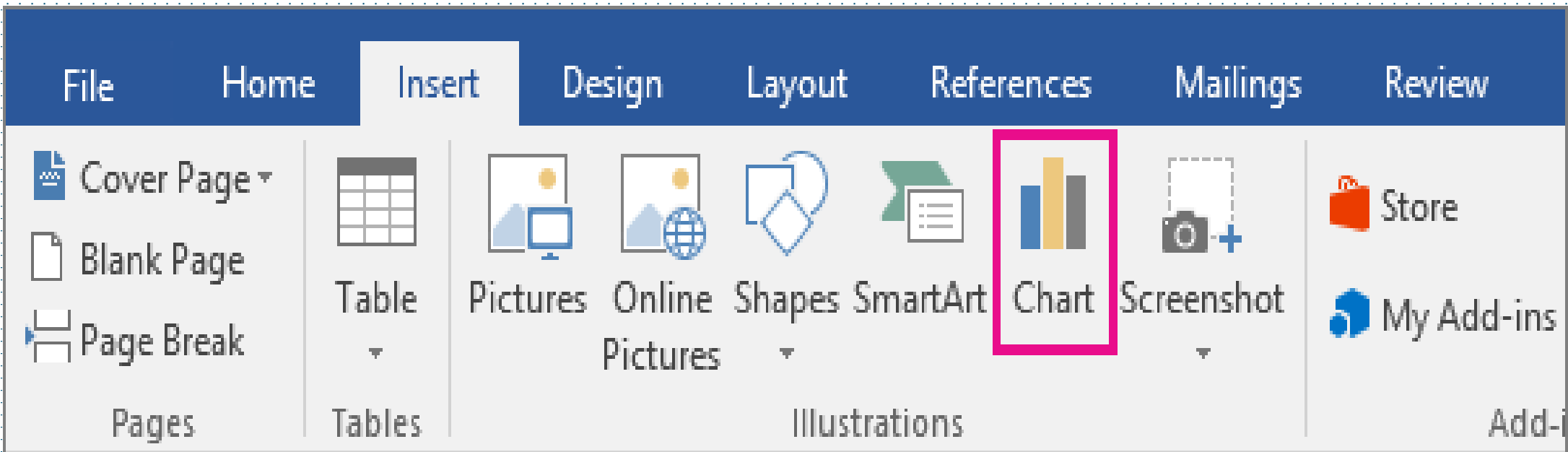
To start and create a new chart in Microsoft Word is very simple.

Microsoft (2024), the developer of the Office 365 package, on its own website shows us how we can insert a graph into your document in two ways:

- Creating it in your own Word Office or
- Copying and pasting from your own Excel into your Word document.

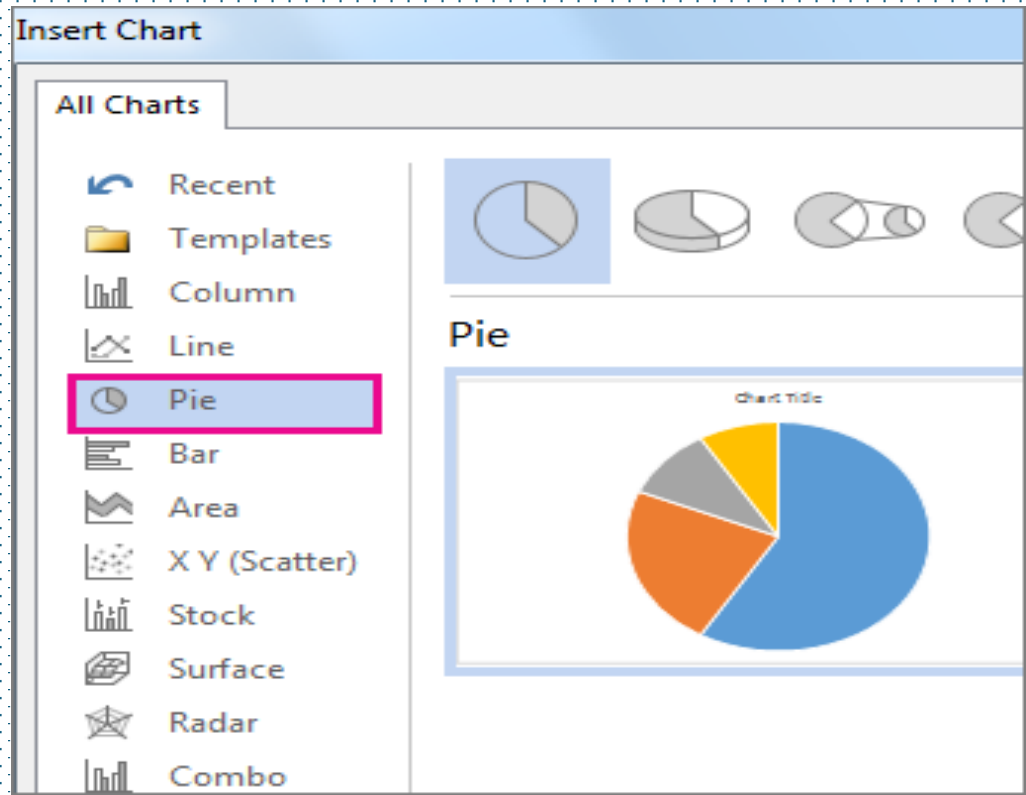
1

The first step go and click on the option to Insert, after choose your chart style.



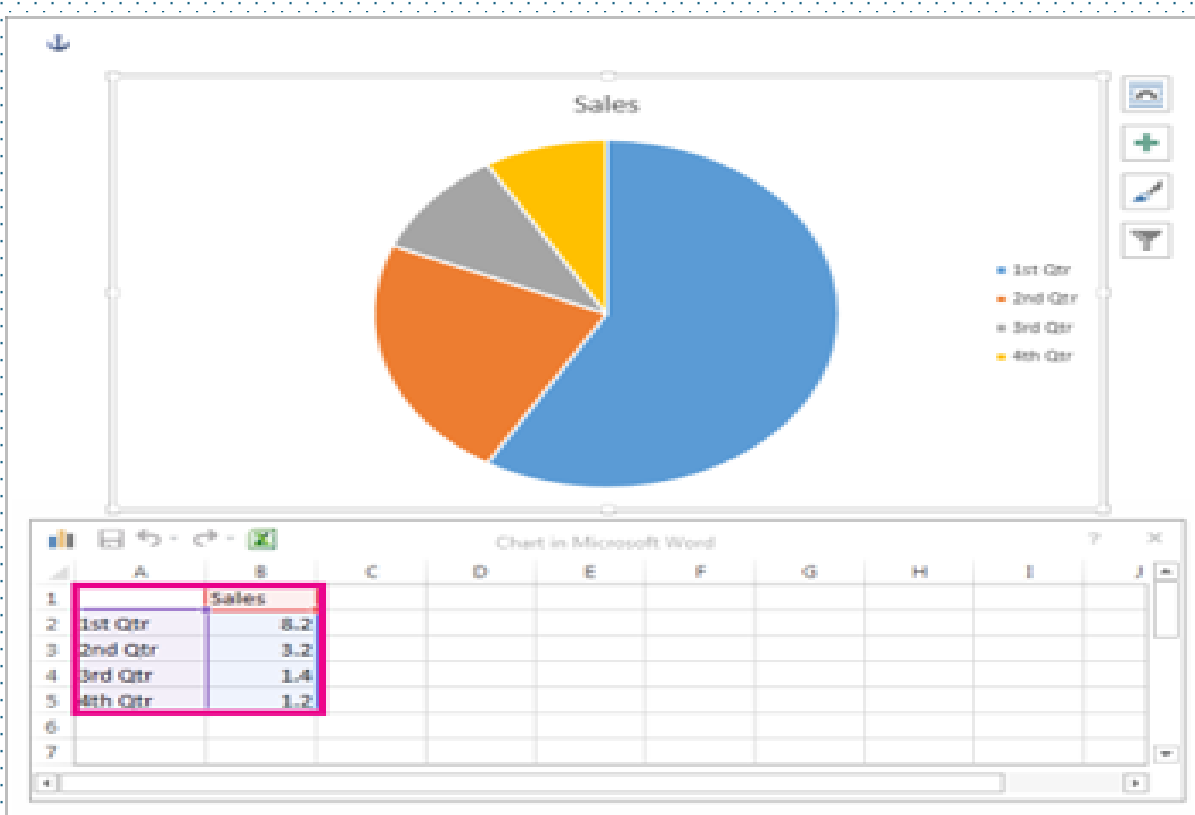
2

Press the left button of your mouse 2x times on the chart type you want use.



3

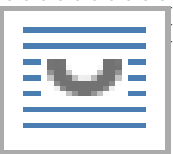
After you choose your chart, the space for the spreadsheet will appear, so you can place all the information as you want.



4

When you've finished, close the spreadsheet

5

If you want, use the Layout Options button  to arrange the chart and text in your document.

Conclusion

Therefore, we concluded that we can create a charts quickly, accessing the Microsoft Word, making it clear that the use of charts is really important for communicating and transcribing information, as such a tool facilitates the way of passing data that in a certain way seemingly difficult to understand, but transforming into something easy to understand, such as transcribing in charts form, and all of this becomes even simpler and easier with tools and programs that make it easier and possible, such as Microsoft Word.

References

Microsoft ‘Add a chart to your document in Word‘ (2024) <https://support.microsoft.com/en-us/office/add-a-chart-to-your-document-in-word-ff48e3eb-5e04-4368-a39e-20df7c798932> [accessed on 10 of April 2024]

Tableau ‘A Guide To Charts’ (2024) <https://www.tableau.com/data-insights/reference-library/> [accessed on 10 of April 2024]