

Assignment title : Task 2 – Information Poster

Module Title : Digital Skills

Module Code : LCLM4002

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How to Create a Chart in a Word Document

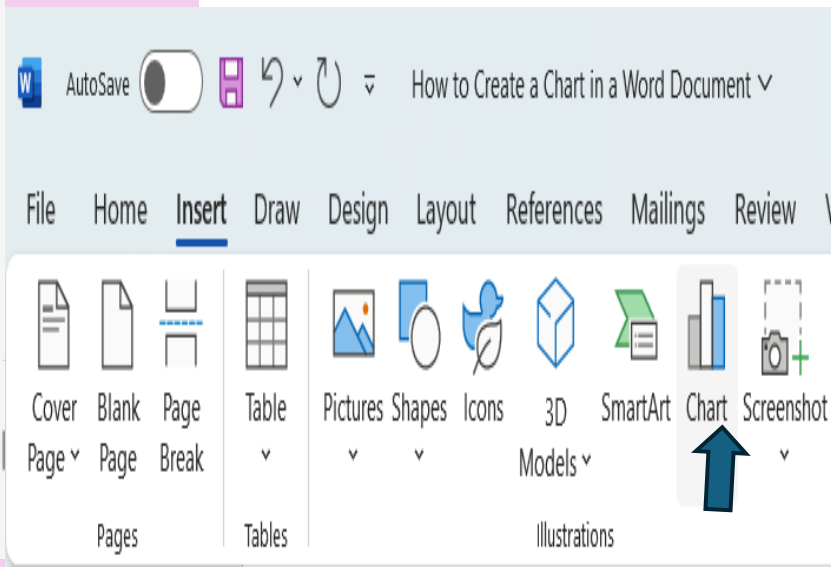
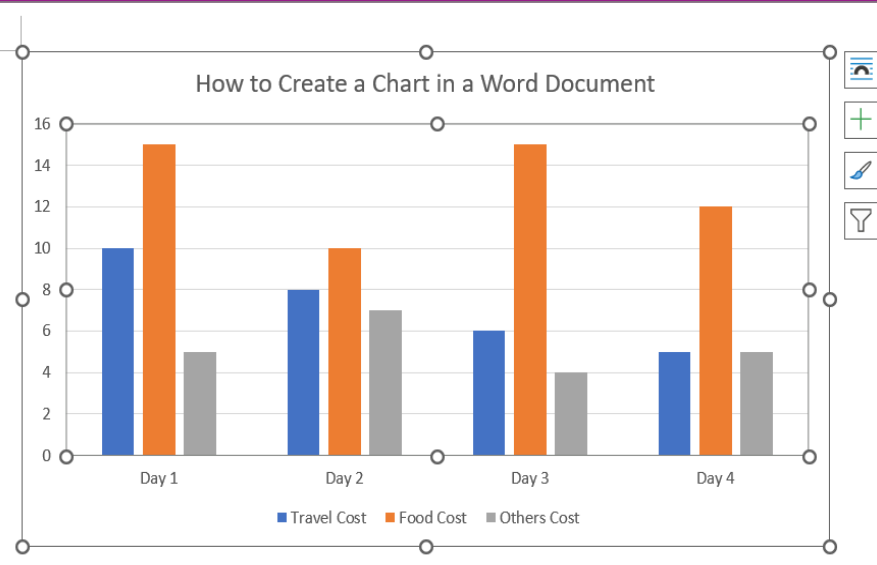
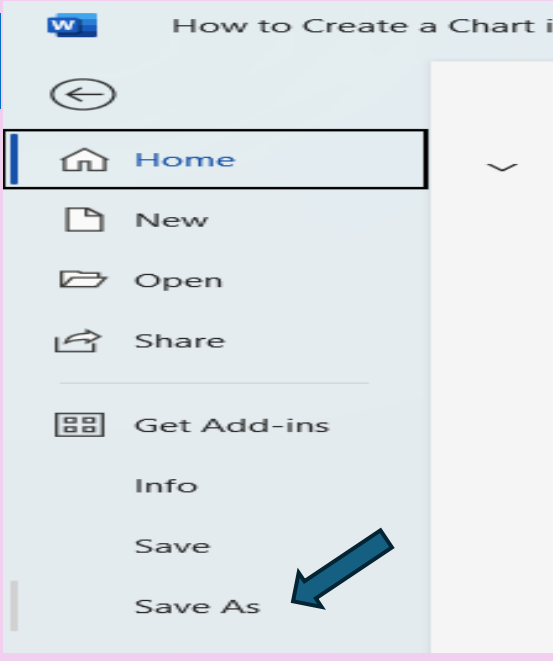
By

Introduction

The charts tool in Microsoft Word helps users create charts inside the text without using extra programs. Data is simpler to understand, and patterns are recognized in charts as numbers are visualized. It's easy to create a chart in Microsoft Word using the following instructions, even for beginners.

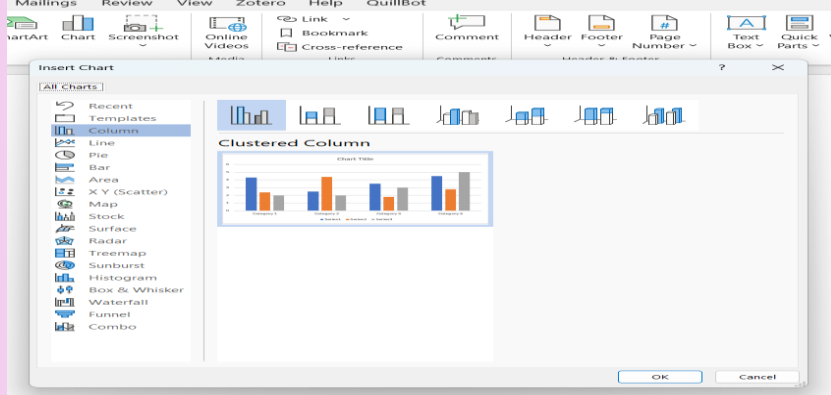
Step 1

Open Microsoft Word and start a new document. The file must be saved properly on the computer or in the cloud. Click "File" in the top left and choose "Save As." Choose a location and name the file.



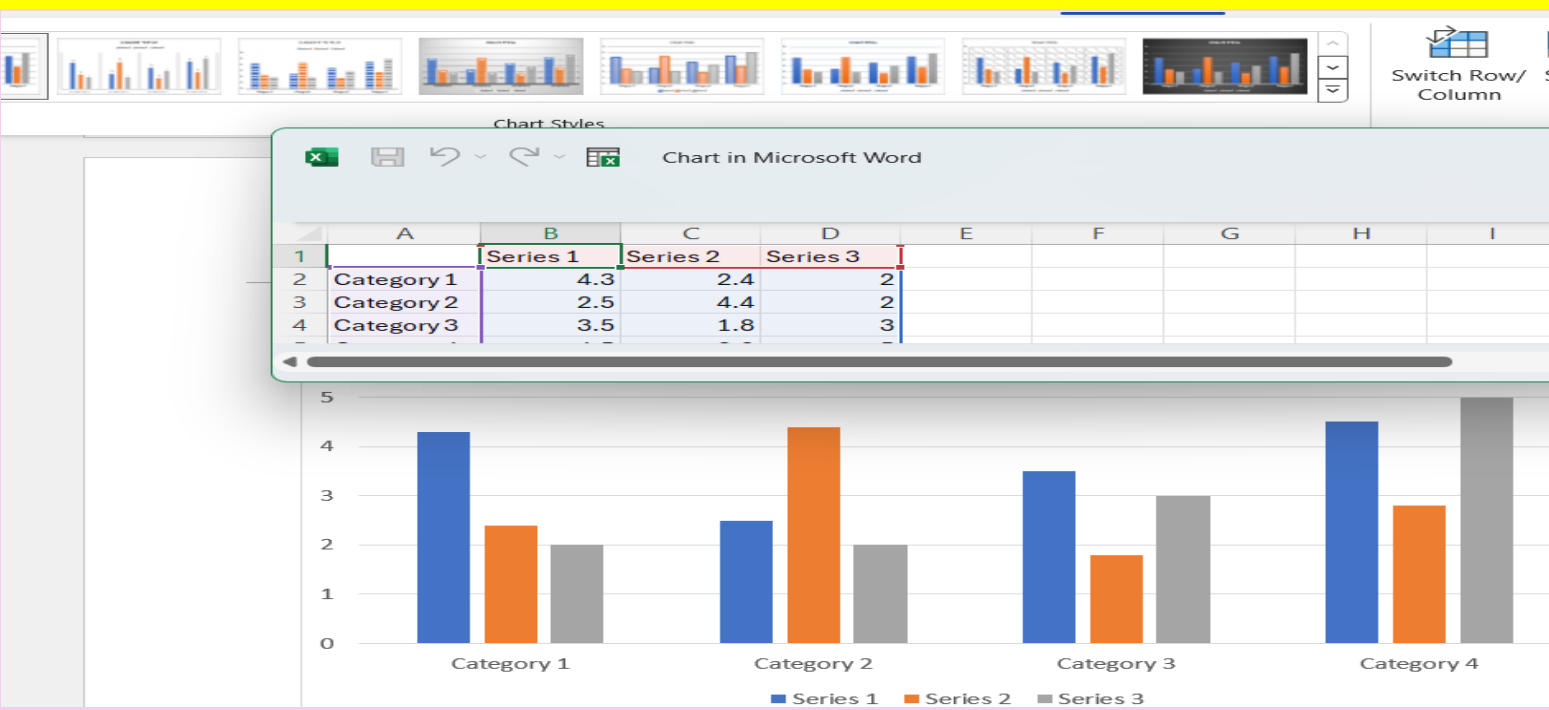
Step 2

Click "Insert" from the top menu. Select "Chart" from the menu. Clicking this option opens the "Insert Chart" window. One may then choose among line, pie, bar, histogram, area, and other charts. Select the chart style that can best display the data and click "OK."



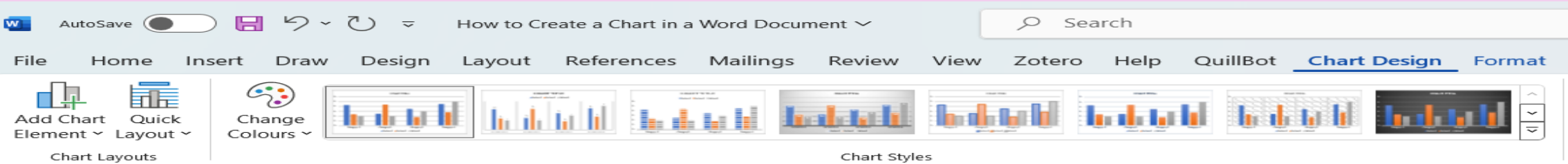
Step 3

A pre-set chart will display on the Word page, and an Excel window will start upon clicking on pick the chart type. Please replace the default Excel file information with the right ones. The Word chart will instantly update with the latest data.

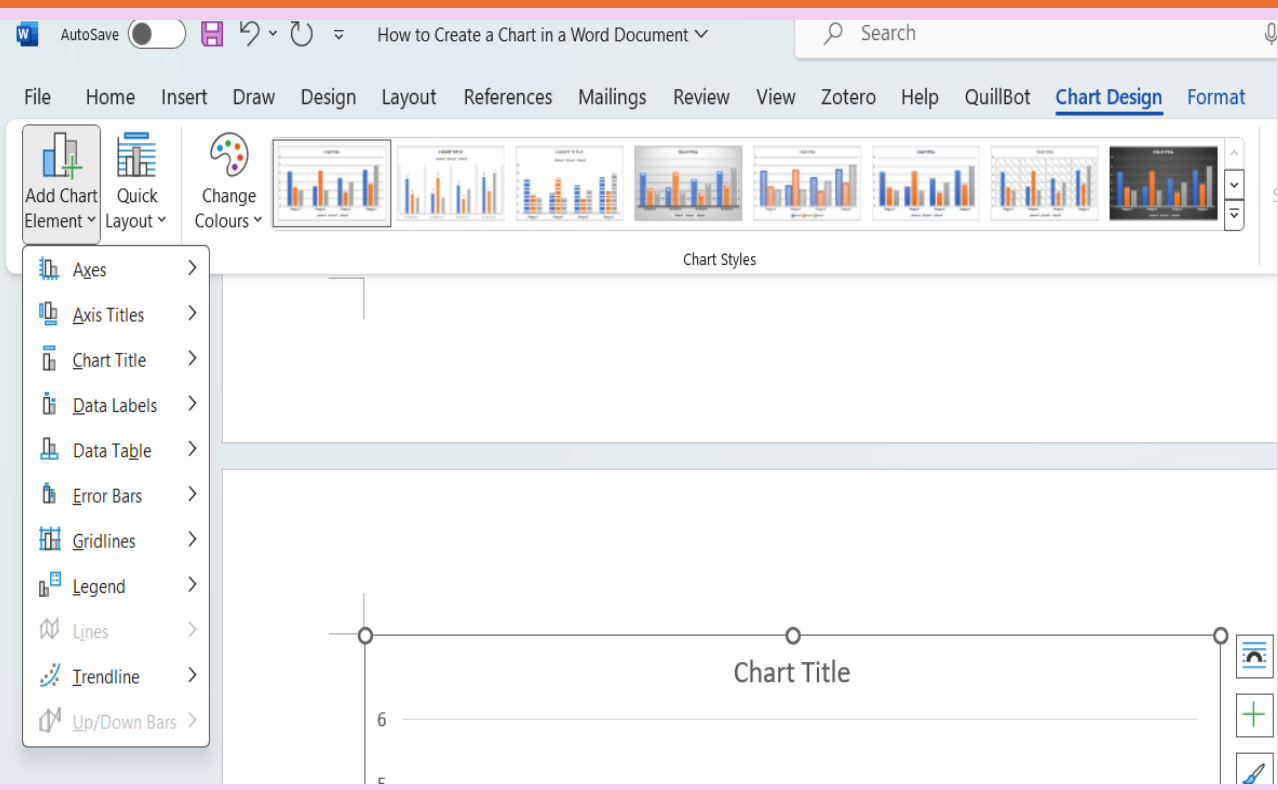


Step 4

Click the chart to open "Chart Tools" on the tab. It will have "Design" and "Format." Click "Design" to change the chart type, style, and appearance. One may customize the chart's title, explanation, and axis names on the "Format" tab.



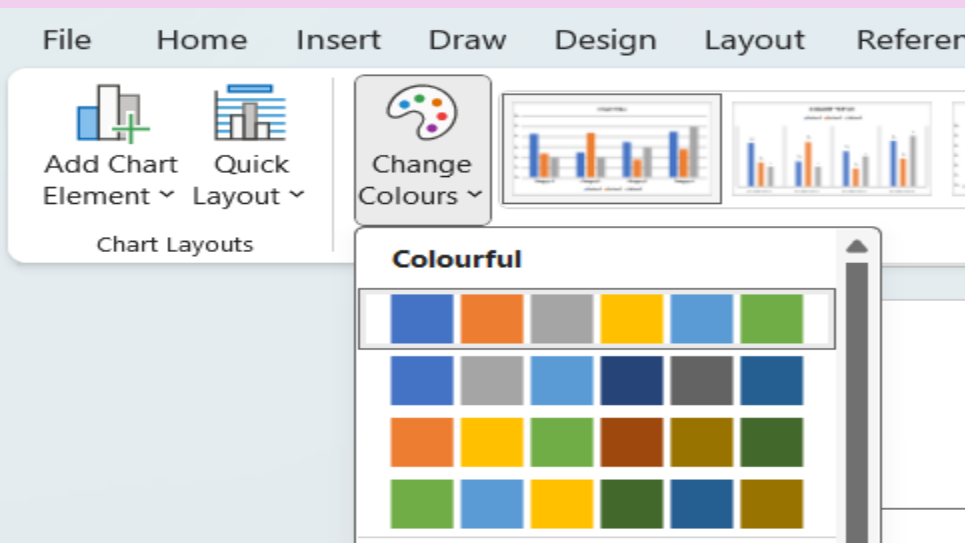
Step 5



The chart might be improved with extra features. To bring up "Chart Tools" again, click the chart and pick "Add Chart Element" from the "Design" menu. Title the chart, identify the axes, label the data, and explain. Change these sections to complete the data visualization.

Step 6

Users may customize the chart's layout, design, and colors. Layout Options modify how the chart appears in the text. Add names, data labels, and captions and adjust their appearance using Chart Elements. Chart Styles offers styles and colors to improve the chart. Chart Filters help to properly filter data points, series, groups, and names for a customized chart.

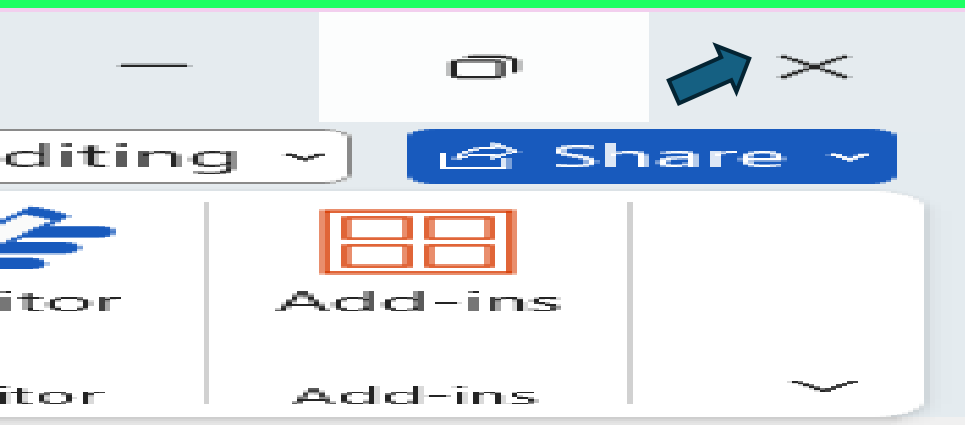


Step 7

If the chart looks satisfactory, save it. Choose "Save As" from Word's "File" menu in the upper left and name and save the file. It may also save the work immediately by pressing "Ctrl + S". This saves the chart and the modifications.

Step 8

After adding data to the chart, click the "X" in the top right corner to exit the word window with the chart data. Remember to save and Microsoft Word file before closing the file.



Conclusion

Making a chart in Microsoft Word is simple and helps data look prettier. Following these methods, anyone may quickly create, alter, and organize charts to improve their works' appearance and readability. This instruction suggests that even Word beginners can create and edit charts. Word's built-in drawing features improve efficiency and numerical presentation. Learning this skill will improve the quality and usefulness of papers, speeches, and other writing in any workplace.