



How to Create a Chart in a Word Document using Microsoft 365



Data Preparation

The first step is to input their data into a table format within Microsoft Word or Excel for heightened accuracy. It is crucial to organise the data meticulously, ensuring each row and column is clearly labelled (Microsoft, 2024). This step is fundamental to the success of subsequent steps, facilitating easier data manipulation and chart creation.

	Jan	Feb	March
Lemons	\$200	\$220	\$240
Bananas	\$190	\$190	\$170
Apples	\$200	\$170	\$100
Pears	\$170	\$200	\$190
Total	\$300	\$195	\$720

Pivot Table Summary:

None	Average
Count	
Count Numbers	
Max	
Min	
Sum	
StdDev	
Var	
More Functions...	

Item	Jan	Feb	March	Average
Apples	\$220	\$170	\$120	\$170
Bananas	\$190	\$190	\$170	\$183
Lemons	\$300	\$220	\$240	\$253
Pears	\$170	\$200	\$190	\$187
Total	\$300	\$195	\$720	

Chart Insertion

The user should navigate to the **Insert** tab on the Word ribbon and select **Chart** from the Illustrations group. Here, they must choose a chart type that best represents the characteristics of their data, be it bar, line, or pie and click **OK**. This selection should align with the data's narrative needs.

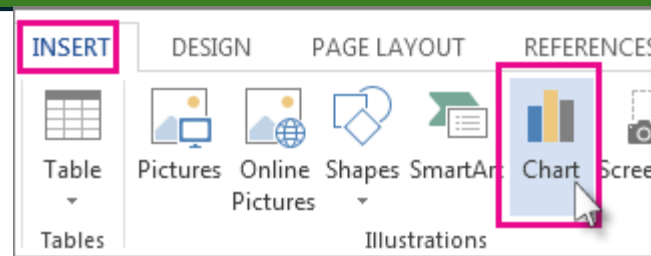
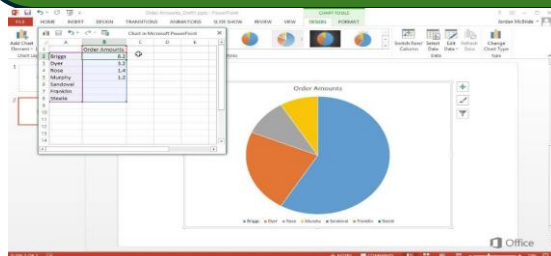


Chart Data Editing

After inserting, the chart will prompt Word to open an Excel-like spreadsheet editor. The user must enter their specific data into this spreadsheet, with Word automatically updating the chart to reflect new entries. It is essential to ensure that all data is accurately entered before closing the spreadsheet editor.

Chart Design

Format

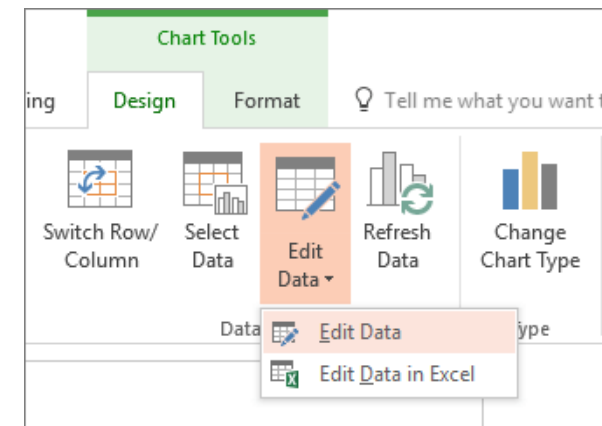
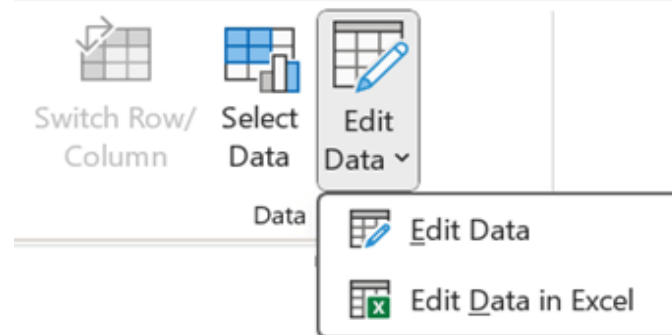
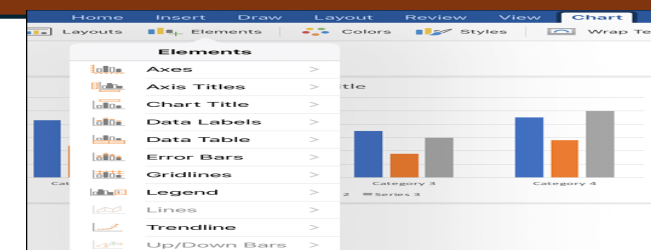
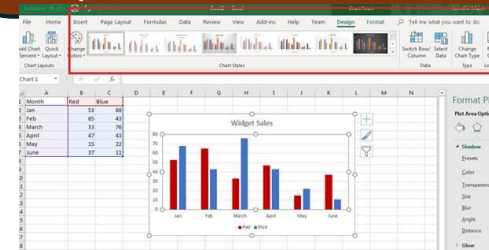


Chart Customisation

After entering the data, the user clicks on the chart to activate **Chart Tools**, which includes **Design** and **Format** tabs. The **Design** tab allows alterations to the chart's style, colours, and layout. In contrast, the **Format** tab facilitates adjustments to shapes and text styles, alongside adding effects like shadows or glows for emphasis (Peter, 2019).



Final Adjustments

Finally, the user adjusts the chart's placement within the document to ensure optimal readability and aesthetic appeal. They should drag the chart to a suitable location and utilise text boxes to integrate titles or annotations. These additions are crucial for clarifying the data presented and enhancing the chart's informative value.

References

- Microsoft (2024). Video: Add charts - Microsoft Support. [online] Microsoft.com. Available at: <https://support.microsoft.com/en-us/office/video-add-charts-e2653a1f-c10d-4e38-94a4-8b8ded7d13ca6> [Accessed 28 Nov. 2024].
- Peter (2019). How to Create Charts in Office 365 - dummies. [online] Dummies.com. Available at: <https://www.dummies.com/article/technology/software/microsoft-products/general-microsoft/how-to-create-charts-in-office-365-265320/> [Accessed 28 Nov. 2024].