

HOW TO CREATE A CHART IN A WORD DOCUMENT

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INTRODUCTION

A chart combines text, symbols or graphics and represent the connection between multiple data sets.

Charts can be a great method to illustrate the information and help the viewers to remember easily the data presented.

To create a chart in a Word document, you'll need to follow the next steps:

1. First of all, launch Microsoft Word on your computer and select a blank document.

2. Navigate to the "Insert" tab.

Next, select the "Chart" menu box. The dialog box labeled "Insert Chart" will then appear; Decide whether you would like to create, such as a column, bar, pie, scatter or area chart.

3. You can customize the appearance of your chart by doing some improvements:

- Adjust the Layout by using the chart tools in Word to swap the size, type, position;
- Furthermore, you can add titles, axes, labels and legends.



4. In Microsoft Word, labels and titles are required when you're creating a chart. You'll need to:

- Select the chart and go to the Chart Tools Design tab;
- Click the Add Chart Element option, then select Data Labels or Axis;
- To add data labels, specify their position. You may also format them using different font dimensions, colors and designs.

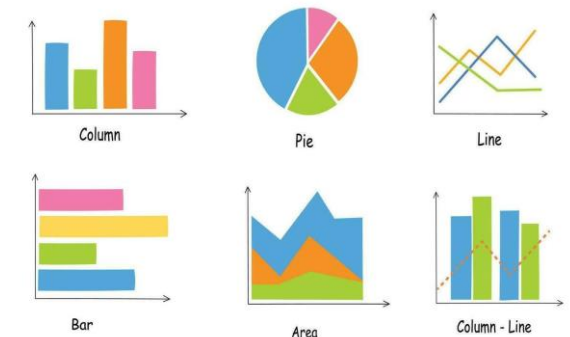
5. Once you're contented with the chart display and placement, you can save the chart in a Word document, but not before making sure that you fulfill the following requirements:

- Check for errors;
- Customize the appearance ;
- Choose a file format.

CONCLUSION

Creating a chart in Microsoft Word represent the easiest and effective way to point out data. By following these steps, you can efficiently create professional-looking charts in Microsoft Word for your reports or presentations.

CHART TYPES



REFERENCES

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