

ideas to create a charts in a Microsoft Word document

Microsoft Word is a part of an
package from Office 365
its a multi purpose office tool

User friendly interface, helpful in editing multitasking
between several
types of documents
other integrated apps, such as OneDrive help save all
files instantly, vast number of templates is provided
also available in other platforms such as more popular
macos

Using Word's Built-in Chart Tool

- Open Microsoft Word and go to the document where you want to add the chart.
- Click on the "Insert" tab in the ribbon.
- Click on "Chart" in the Illustrations group.
- This opens the "Insert Chart" window with various chart types such as Column, Line, Pie, Bar, etc.
- Choose a chart type that suits your data. For example, you can select "Column" or "Pie" chart.
- Click "OK" after selecting the chart type.
- This will insert a placeholder chart into your document, and Microsoft Word will automatically open a small Excel window with sample data.
- Edit the data in the Excel window:
 - Replace the sample data with your own data.
- The chart in the Word document will update automatically as you modify the data.
- Close the Excel window once you've finished editing your data.

Copying a Chart from Excel

1. Create the chart in Microsoft Excel:
 - Open Excel and input your data. Select the data you want to chart. Go to the "Insert" tab
 - and select a chart type.
 2. Copy the chart:
 - Right-click the chart in Excel and choose "Copy" or press Ctrl + C.
 3. Paste the chart into Word:
 - Open your Word document and position the cursor where you want the chart.
 - Right-click and choose "Paste," or press Ctrl + V.
- You can adjust the size and position of the chart in Word as needed.
Let me know if you need more details on any of these steps!

for comprehensive
advise go to:
[https://answers.mic
rosoft.com/en-
us/page/faq](https://answers.microsoft.com/en-us/page/faq)

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