

HOW TO CREATE A CHART IN A WORD DOCUMENT

Are you working on a business proposal, a report or an essay and need to insert a Microsoft word chart?

Position your cursor where you want the chart to appear in your Word document. Next click on the Insert and select "Chart" from menu.



Choose the chart type you want from the list on the left and select a style from the options on the right. If you've used Excel before, you'll recognize the same chart types available in Word, such as bar, column, pie, line, and more. Once you've made your selections, click "OK" to insert the chart.

After you insert the chart, a basic Excel spreadsheet will appear, containing sample data to help you begin.

You can edit the data in the spreadsheet including your own, or copy and paste the data from another spot into the attached sheet. You'll then see the chart in Word immediately updated with your changes.

It is time saving to create chart directly in Microsoft Word and works perfectly for small amounts of data.

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Weiss, M., 2021. How to make a chart in Microsoft Word. How-To Geek. Available at: <https://www.howtogeek.com/769692/how-to-make-a-chart-in-microsoft-word/> [Accessed 27 April 2025].