

INFORMATION POSTER

HOW TO CREATE A CHART IN A WORD DOCUMENT

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Creating a chart in Microsoft Word is easy and all visually represent data

Here's a more details:

1. Open Word Document and Start with a blank or existing Word document
2. Go to the Insert Tab: Click on the Insert tab in the Word ribbon
3. Click on the Chart: In the Illustrations group, click on the Chart icon
4. Choose a Chart type: A dialog box will appear with various chart types (e.g. column, pie, bar, line)
 - Select the type of chart you want to create.
 - You can preview different chart types by moving down the AllCharts list
5. Click OK : Once you've selected your desired chart type, click OK.
6. Enter data: A spreadsheet will automatically open, allowing you to enter your data.
7. Customize (Optional): You can customize the chart's appearance (colours , titles, labels, etc) using the Chart Tools
 - Right-click on the chart and choose Edit Data to amend the graph's data
 - In the top right-hand corner, you can find buttons that enable you to edit different aspects of the graph.

To change a chart in Word document:

1. click on the chart:
 - Open your Word document
 - Click on the chart you want to change this will activate the Chart Tools menu with two tabs (Design and Format)
2. Edit the Data:
 - Under Chart Design, click Edit Data
3. Change the Chart Type
4. Customize the Chart

To build a custom a chart from scratch, a stylized bar chart and follow these steps:

1. Insert the axis and bars:
 - Insert Shapes and choose Line to draw the X-axis and Y-axis
 - Hold down Shift to draw perfectly straight lines and insert rectangles to form bars or columns of data
 - Insert<Shapes<Rectangle
 - Drag and resize them manually to show your data
 - Copy and paste to make multiple bars
2. Label the chart
 - Click the Insert for the Text Box and add labels for each bar (categories or years)
 - Axis titles (e.g. Sales or Months)
3. Style your chart
 - Right-click any shape (bar, line, text)

