

HOW TO CREATE A CHART IN A WORD DOCUMENT

LCLM4002 DIGITAL SKILLS

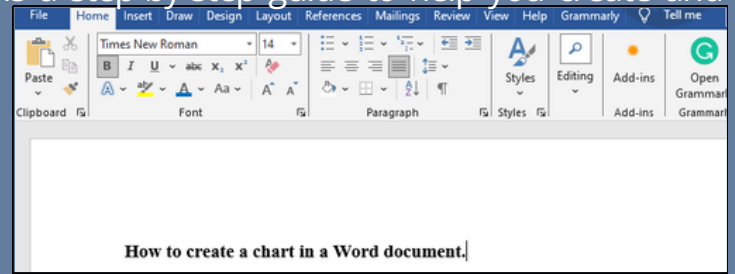
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Creating a chart in Microsoft Word is a simple way to present data visually. Whether you're preparing a report, a presentation handout, or a professional document, adding a chart helps readers understand information quickly. Below is a step-by-step guide to help you create and customise a chart in Word.

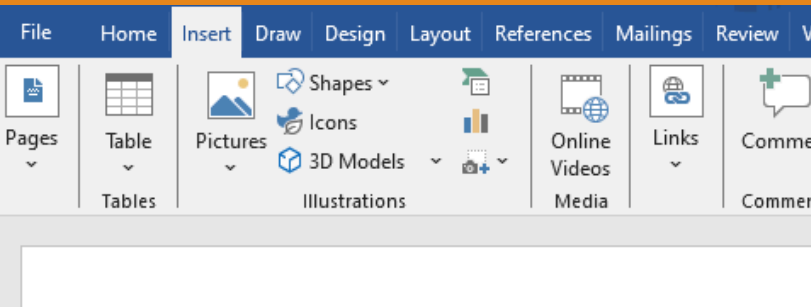
Step 1: Open Microsoft Word

Start by launching Microsoft Word and opening a new or existing document. Place your cursor exactly where you want the chart to appear.



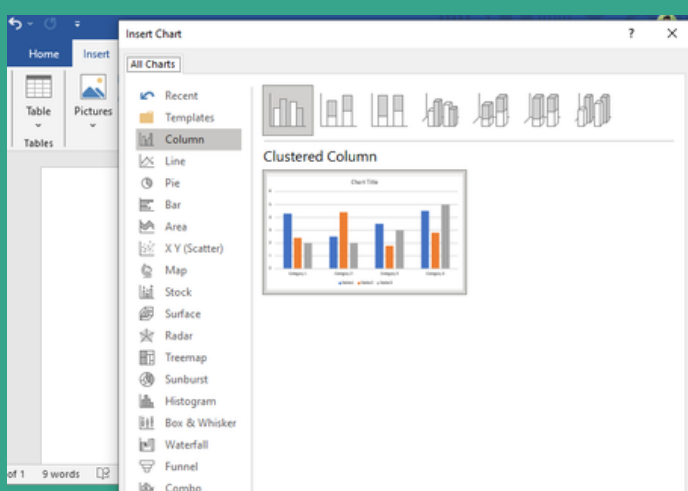
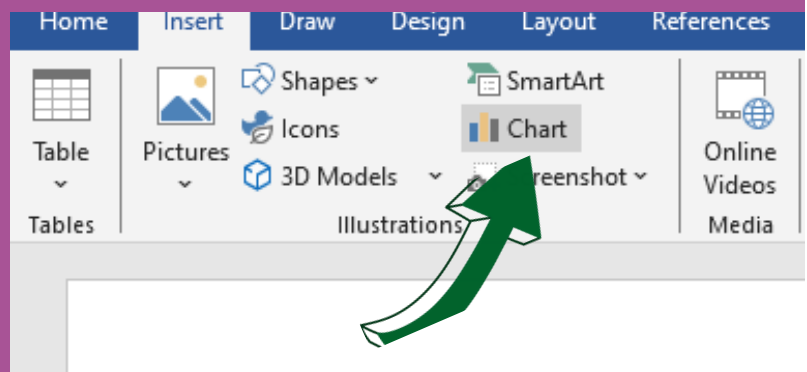
Step 2: Go to the "Insert" Tab

At the top of the screen, click the Insert tab. This gives you access to many tools, including the chart function. Look for the Chart button in the "Illustrations" group and click on it.



Step 3: Choose the Chart Tool

In the Illustrations group, look for the Chart icon, as shown in the image above. This tool allows you to insert a wide range of charts into your document. Simply click on the Chart button, and a window will appear with different chart types such as column, pie, line, and more.



Step 4: Choose a Chart Type

A pop-up window titled "Insert Chart" will appear. Here you can select the type of chart you want. Common options include:

- Column chart
- Bar chart
- Pie chart
- Line chart
- Area chart

Choose the chart that best suits your data and click OK.

Step 5: Enter Your Data and Finalize

After you click OK, Word will insert a sample chart and open a mini Excel spreadsheet. This is where you input your actual data. Replace the placeholder values with your own information. You can add or remove rows and columns as needed. Once done, close the spreadsheet window. The chart in your Word document will automatically update to reflect your changes.

After customising your chart, don't forget to save your document. If you plan to use the chart in other places, you can right-click the chart and copy it into other Word documents, PowerPoint slides, or emails.