

How to create a chart in Microsoft Word

Microsoft word is a tool that has become indispensable for the day-to-day life whether it is for professors preparing assignments for their students, scholars writing essays for their school year, journalists writing articles for their newspaper, authors writing books and novels of any kind, all started from a single word file.

What is word?

Word is a software that is part of Microsoft 365, its main purpose is writing as its name suggests helps you put word into paper like a typing machine, but is much more than that for example:

- You can choose different types of fonts and make it **bigger** or smaller.
- You can choose to write in **bold**, *italic* or underline everything.
- You can **highlight** or **change the colour of your writing**.
- You can also insert images, drawings, Shapes, tables, Videos, links or charts.

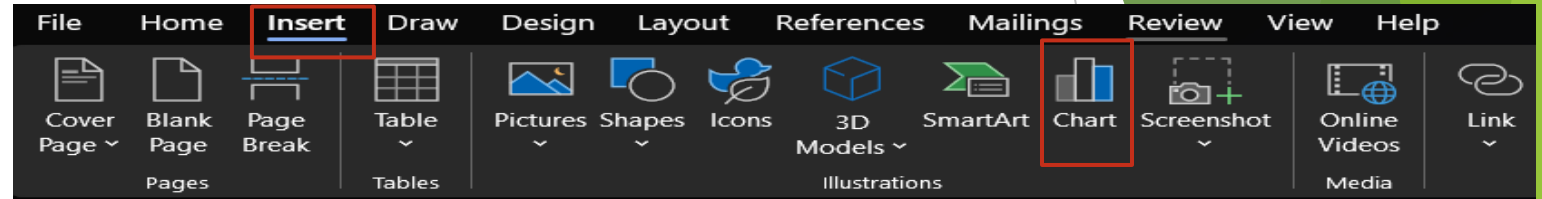


Charts

Charts is what we're going to explore in detail, specifically how to put them on a word sheet. A chart is information wrote down in a form of diagrams, tables or graphs. When we open a blank sheet in Microsoft word, we are presented with a blank sheet in front of us and on top of the blank sheet we find the ribbon. On the ribbon we find many buttons all denominated by their name we have: file, home, insert, draw, design, layout, references, mailings, review, view, help.

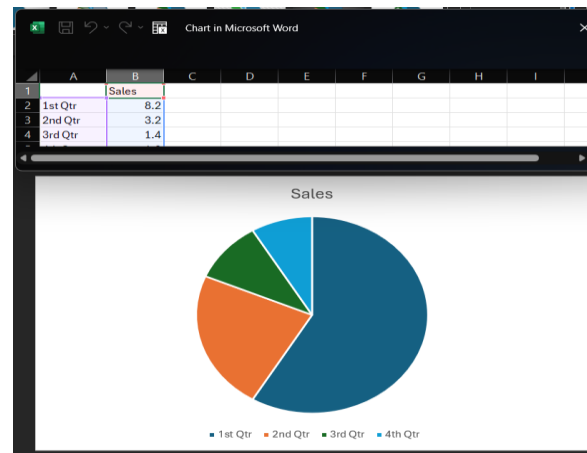
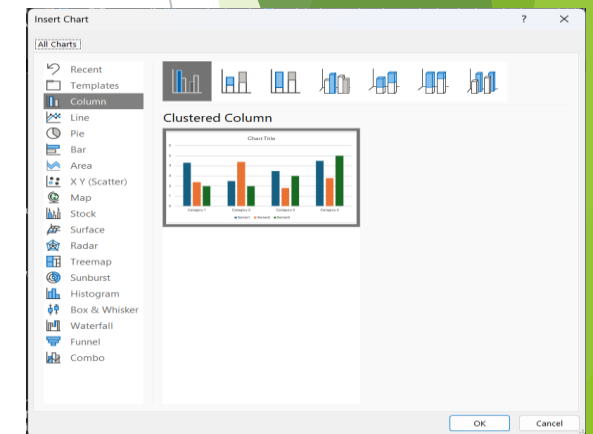


The one we going to concentrate on is insert, once it is clicked it will show various things that you can insert into the sheet for example tables, pictures, shapes, one of these things is charts.



If we click on charts, it will open a window that will show the various types of charts that we can add: column charts, line, pie, bar, area, XY, map, stock, surface, rather, treemap, sunburst, histogram, box and whisker, waterfall, funnel, combo.

Once we chosen the type of chart then we want to add we click on it and we press OK, that will insert the chart into the word sheet and at the same time it will open a small excel window that will show the default parameters for the chart, on that window we can modify the parameters that will be represented on the chart, when we're happy with the numbers represented on the chart we can close the excel window and the chart will represent the number that we wrote down.



There is more than hundred types of charts then you can use In Word all different in shapes and forms, Some 2 dimensional some 3 dimensional, some linear some round shaped, Each of them created so they can Show in the best possible way the information represented on them, so is very important that we understand how to use them so they can be useful to us.

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