

Introduction

How to create a chart in a Word document

Steps that are required to be taken for adding chart

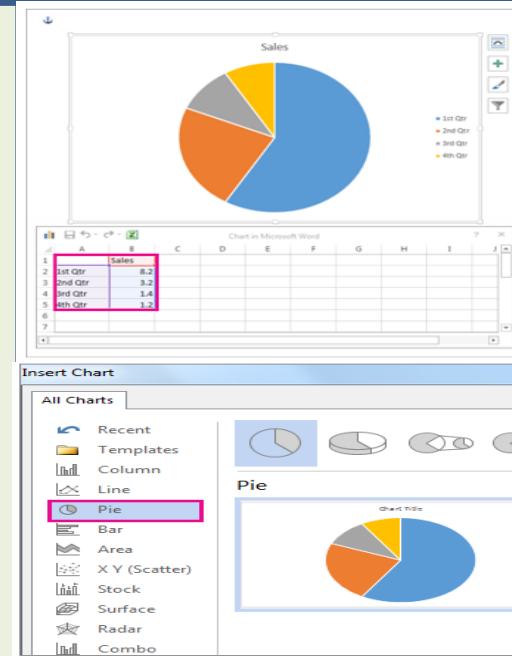
Adding a chart to the Microsoft word document is an easy task if conducted in a systematic manner. The chart can be added to the document by following the chronology of steps that are required to be taken for adding the graphics to the document. The Microsoft has offered instructions on what are the steps that can be taken by a person for adding the most appropriate and suitable chart to the word document (Microsoft, 2024).

Step 1- the first step is to click on the **insert**. After clicking on insert, the individual will see a large number of options. The options as: **pages, tables, shapes, smart art, links, chart, screenshot and comments** will be available after clicking on the insert option in the document. The several options are useful for different purposes such as creating table. The option of **chart** is available in the illustrations category. This category includes the **pictures, online pictures, screenshot, charts and shapes** (Microsoft, 2024). Adding chart is an easy task in the latest version of the Microsoft as the options are clearly mentioned in the word document. Individuals can select the chart after performing the several activities which are mentioned in the above analysis.

Step 2- after clicking on the charts option, the individuals are now required to select the most appropriate type of chart. There are several types of options which can come up after selecting the chart option. The **column, line chart, pie chart** and the **bar chart** are some of the options which are available in the category of chart. These type of charts are easy to interpret and can be used in a proper manner by the learners in their documents. **Area chart, XY scatter, surface cart and radar chart** are some of the hardest types of charts which are tough to use and interpret. The proper interpretation of the chart is depended on the criticality of the chart and its visual intensiveness (Latif *et al.*, 2021).

Step 3- the next step is to add the details that are required to be conveyed in a visual manner. For example, the information about the sales and the time of sales can be inserted in the chart. Students are required to replace the default data that will come up in front after selecting the suitable type of chart which are mentioned in the list of charts. The chart elements can be used by students for **hiding, showing or formatting** the several things such as **data labels** and the **axis tables** (Microsoft, 2024). When a student selects the appropriate type of chart, a range of data will come in front of students which is required to be replaced with the data that is created by students and is required to be interpreted in a visual manner.

Step 4- after finishing the work students can close the spreadsheet or make alterations from the layout options. This option can be selected for arranging the text and chart that are inserted in the document.



References

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Benefits of chart in word document

There are several benefits of using the chart in word documents. Charts are beneficial for improving the **clarity of content** that is required to be represented in front of the seniors. The charts can help in converting the complex data in a simple format which can be studied by students in a proper manner (Obeid and Hoque, 2020). The charts are beneficial for the **enhanced presentation** of data. The data rich content can be converted into a presentable format which can be represented in front of the seniors. It is beneficial for the effective communication with the audience. The charts are beneficial for the **effective analysis of data**. The charts are beneficial for showcasing every category of data in a brief and **sequential manner**. These are beneficial for estimating the key values and reducing the time that is taken for **scrutinising** the data that is present in the graphical format. The proper use of charts in the word document is beneficial for **increasing the quality of content** and attracting a large number of readers to the graphical representation of data. The charts are beneficial for **organising** a large number of data sets into a readable format.

Conclusion

The charts are identified as the visual representation of data that is required to be presented in front of the seniors. The charts can be added to the word document by following several steps which are discussed in this poster. The benefits of using charts in the word documents have been identified.