

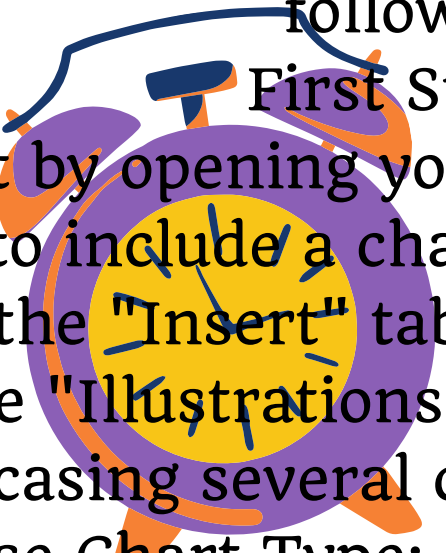
HOW TO CREATE A CHART IN A WORD DOCUMENT

Using Microsoft Word to create charts is a fantastic method to visually represent your data and add interest to your documents.

To enter and modify your chart fast and efficiently, simply follow these simple steps.

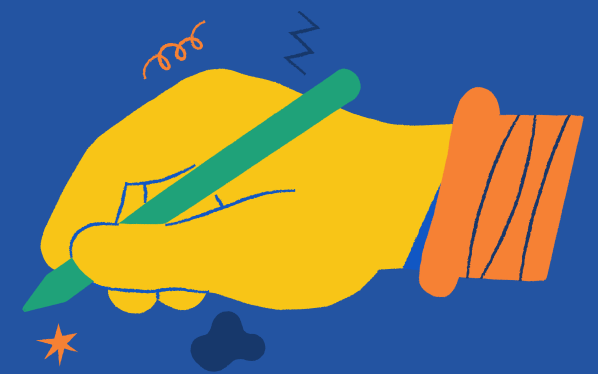
First Step: Adding Your Chart

1. Start by opening your document: Open the document you wish to include a chart in after starting Microsoft Word.
2. Press the "Insert" tab on the ribbon to access the Insert tab. Under the "Illustrations" group, choose "Chart." A new window showcasing several chart formats will open as a result.
3. Choose Chart Type: Pick the chart (such as a column, line, pie, or bar) that most accurately depicts your data. To incorporate the chart into your document, click "OK."



NAME : MIHAI-MARIO
DUMITRU

STUDENT NUMBER :
2430672



Step Three: Tailor Your Chart

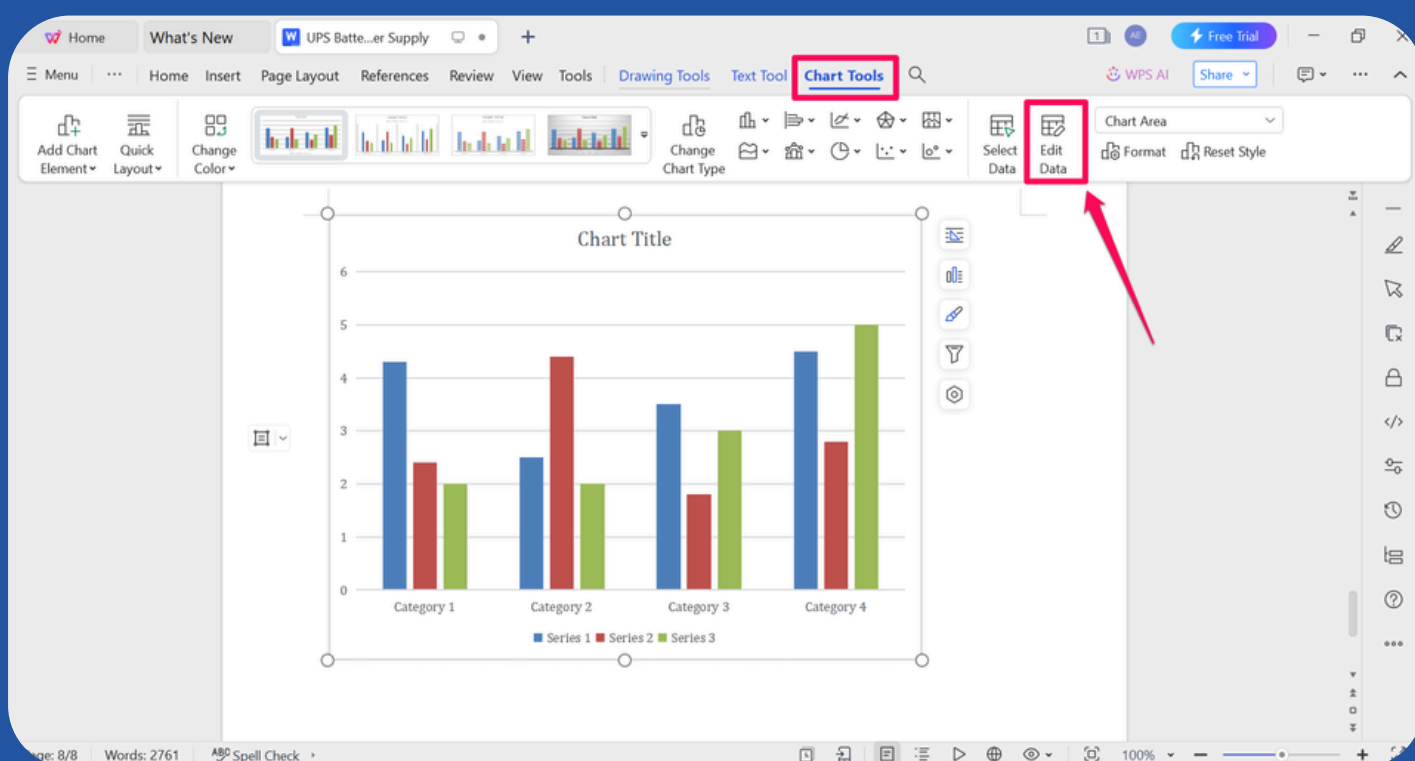
1. Chart Design Tools: Select your chart to bring up the ribbon's "Chart Tools" section. The "Format" and "Design" tabs let you change layouts, colours, and styles.
2. Edit Elements: To make changes to titles, legends, column titles, and data labels, click the "Add Chart Element" button. This guarantees your chart is lucid and educational.
3. For a Consistent Look, modify the fonts, fill colours, and borders to adhere to the branding standards of your place of employment.

The Second Step: Entering Your Data

First, the Excel data sheet opens. It will launch a small Microsoft Excel worksheet when it is inserted. The information you wish to visualise is entered into this worksheet.

2. Type in Your Information: Substitute your own categories or numerical values for the placeholder data. When you make changes in Excel, the Word chart will immediately update to reflect those changes.

3. Modify Range if Needed: To add more data rows or columns, you can drag the selection handles to change the data range.



Step 4: Completing the Document

Verify and make any necessary adjustments to ensure the chart complements your content and overall document style.

2. Save Your Work: After finishing your document, export it as a PDF and save it on a regular basis.

You may improve the clarity of your data by using these easy steps to produce a professional and eye-catching chart in Microsoft Word. This guide will make sure that you convey complicated material in an understandable way, which is ideal for reports and presentations at work.

