

HOW TO CREATE A CHART IN WORD DOCUMENT

Charts are a useful tool to use for understanding large quantities of data in between series of data, they usually indicate a large amount of information to make a series of data more understandable.

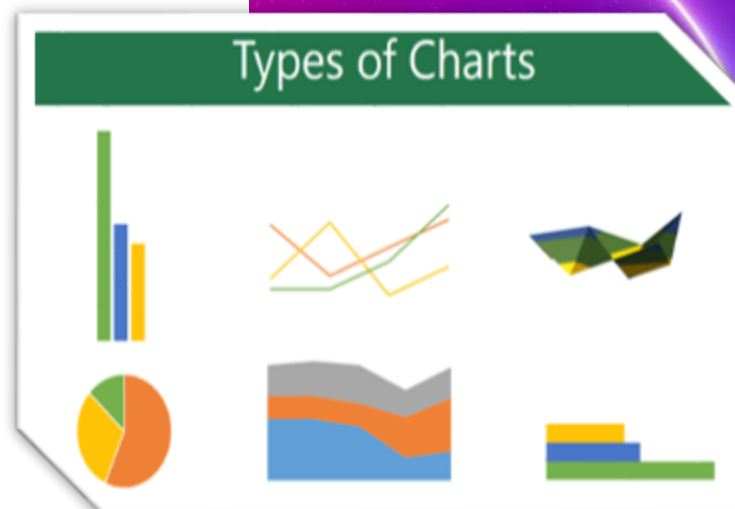
In a word document you would have to choose 'insert' tab at the top of the screen and pick the illustrations section in charts.

After that depending on witch type of chart layout you want to pick such as LINE, PIE, BAR, ETC.

After selecting the chart type, an excel sheet window will appear and you can input your data.

When adding information to your chart you can add/remove rows columns if needed.

Using the chart tools tab witch you find on the left top of the word document; you can customize your chart such as the design style and the formatting.



15 Columns x 7 Rows

Column	Column	Column	Column	Column	Column
row	Cell	Cell	Cell	Cell	Cell

Feature	Where	What It Does
Change Chart Type	Chart Design → Change Chart Type	Switch to a different chart style
Select Data	Chart Design → Select Data	Modify or reorder your data
Add Chart Elements	Chart Design → Add Chart Element	Add titles, labels, gridlines, etc.
Quick Layout	Chart Design → Quick Layout	Use predefined chart layouts
Chart Styles	Chart Design → Chart Styles	Change color schemes and designs
Format Pane	Format → Format Selection	Fine-tune font, color, border, etc.