

Husna Sahak

Student Number: 2414398

Module: Digital Skills

Lecturer name: Koushik Modak

**Assignment Title: How to create a chart
in word in a work document**

HOW TO CREATE A CHART IN A WORD DOCUMENT



Charts are a great way to present data clearly. Microsoft Word makes it easy to insert different types of charts, such as column charts, pie charts, and line graphs, directly into your document. Follow these steps to create and customise your own chart in Word.

Here are the steps to follow:

1

Open Your Document and Go to the Insert Tab

Open your Microsoft Word document where you want to insert the chart. At the top of the screen, click the Insert tab.

2

Click on Chart

In the Illustrations group, click the Chart icon. A pop-up window will appear with different chart types.

3

Choose a Chart Type and Press OK

Pick a chart style like Column, Pie, or Line. Click OK to insert the chart into your document. A spreadsheet will appear beside it.

4

Enter Your Own Data

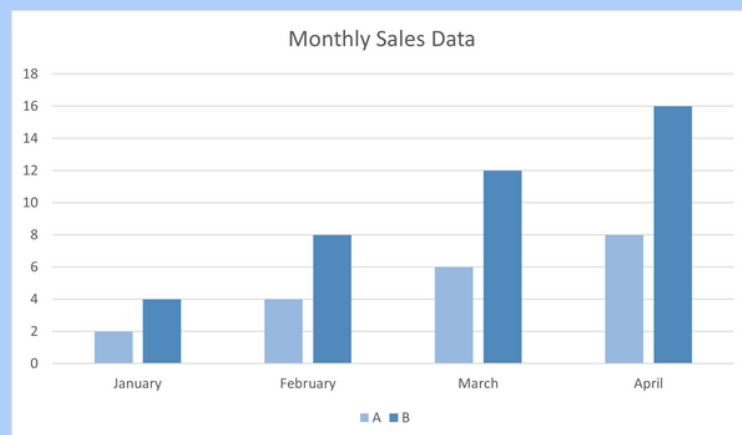
Use the spreadsheet to type in your own labels and values. The chart will update automatically as you type.

5

Customise and Save Your Chart

Click the chart to access the Chart Design and Format tabs. You can change colours, add a title, and adjust the layout.

(Example Column Chart created by Me)



TIPS FOR A BETTER CHART:

- Keep your chart simple and easy to read
- Use clear labels and a short title
- Choose the chart type that best fits your data
- Always double-check your numbers

DON'T FORGET TO SAVE AND SHARE YOUR CHART!