

CREATING A CHART IN WORD

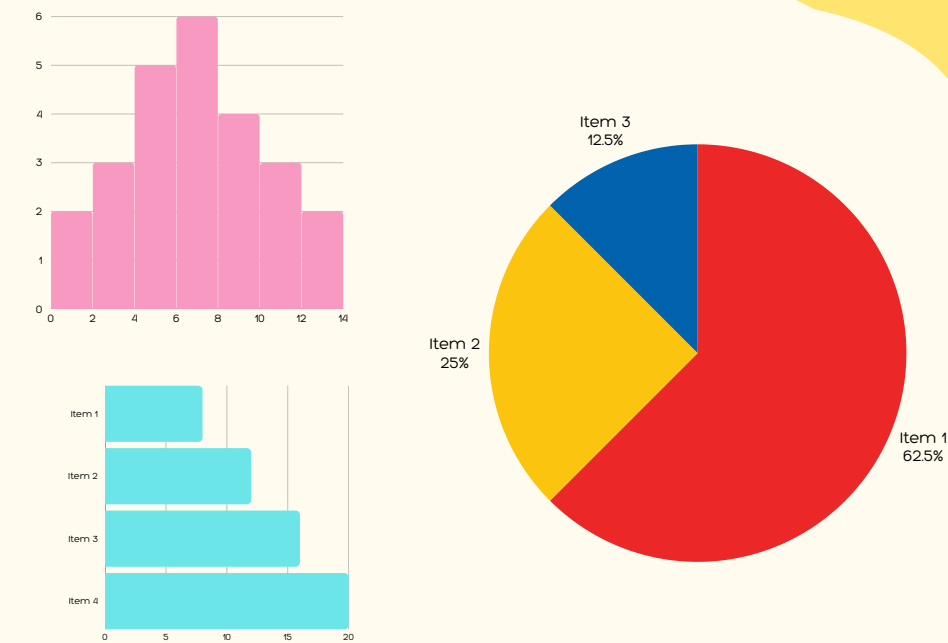
An informative poster created by Michael Elkin - 2431185

How to insert a chart into your Microsoft word documents.

1

What is a chart?

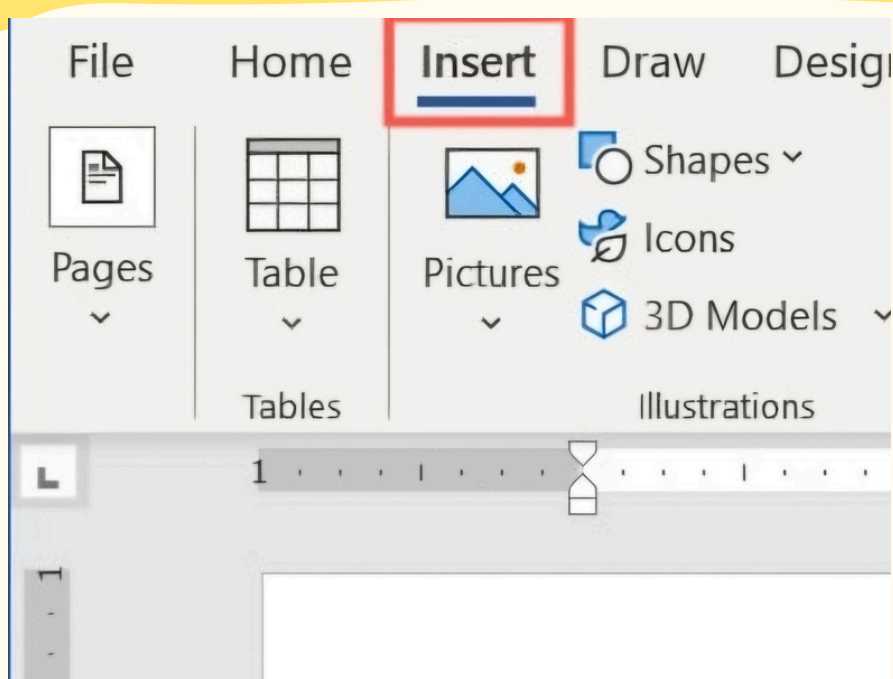
Charts are usually drawings that present information such as data or analysis in a simplified way. There are several different kinds of charts and graphs. The best one to use depends on the purpose and/or information the creator wishes to impart. Bar Charts, Line Graphs and Pie Charts are some of those available.



2

How to insert a chart (part 1).

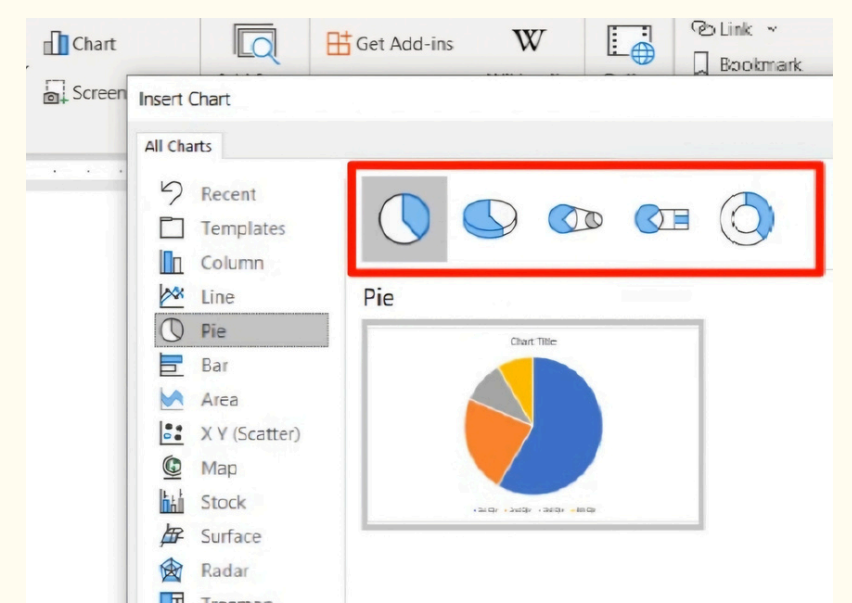
Put the cursor on the page where you would like the chart to be placed. Then click 'INSERT', which can be found towards the top left of the ribbon (see illustration). From the list of options, select 'CHART'. This will present you with a list of chart options to choose from such as Column, Line, Pie, Bar etc. If you move the pointer over the image of the chart you wish to select, this will present you with other examples of this chart (SEE BELOW).



3

How to insert a chart (part 2).

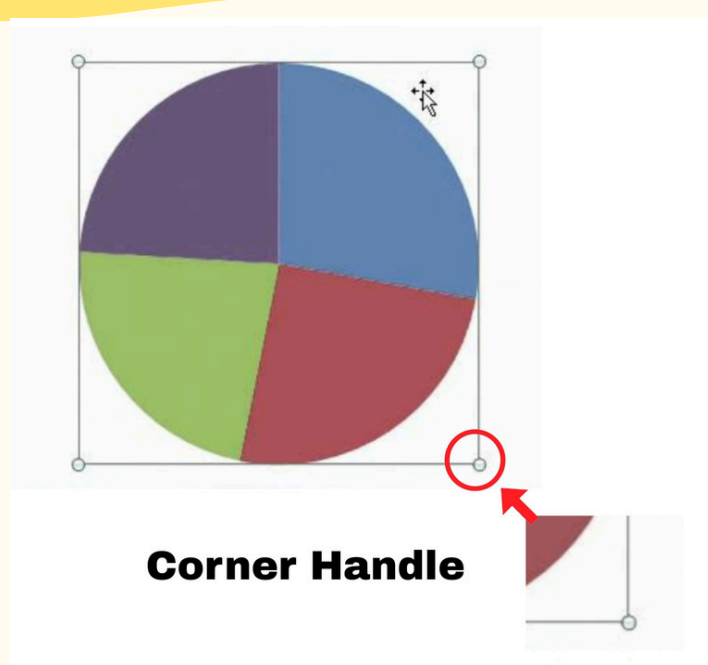
So, having been presented with an array choices for your chart, all you have to do is click on the one that suits your needs. In this example, I have gone with a Pie Chart. Above the chart, you will see a number of subtypes. You can even select an eye-catching 3D version to make your chart stand out. Once you have decided which chart you would like to use, simply click on it and press OK.



4

Resizing your chart.

If your chart appears 'TOO BIG' on the page, don't worry, resizing is simple and takes seconds to fix. Simply select and hold one of the corner handles and push or drag until you are happy with the size. See the illustration for details of where you will find the corner handles.



5

What now?

Once you are happy with the size and position of your chart, you are now ready to enter labels and/or numbers. You can do this by overwriting the data example in the spreadsheet. You can add, delete whatever you like in order to adapt the information to suit your needs. Once you are happy, simply close the spreadsheet.

A screenshot of the data source spreadsheet for the pie chart. The data is as follows:

	A	B	C	D	E	F	G
1		ELKIN					
2	Legs	4					
3	Arms	4					
4	Toes	10					
5	Hairs	7.5					