

How to Create a Chart in a Word Document

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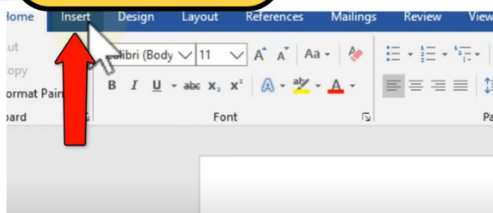
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Introduction

- The skill of creating charts on Word can be considered as a desirable computer skill because it improves the capability to convey information professionally.
- As one of the most powerful tools in the Microsoft Office Suite, Word offers a wide range of charting features that can enhance the workplace's data visualization processes.



1 Insert a Chart



- Click on Word and put the cursor where you want to add the chart.
- Click on the Insert icon located on the toolbar above the spreadsheet Grid, or navigate to the Insert tab of the Ribbon.
- Select Chart under the Illustrations group by clicking on it.

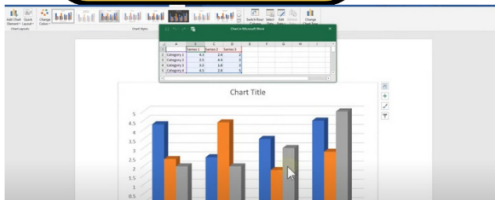


3 Customize Chart Style



- Select chart and then input data, to display the Chart Tools tab at the top of the Excel screen.
- Click on Chart Styles for selecting your favorite layout and color option.
- Labels, titles, legends and other items can also be added or removed by clicking on the Chart Elements button.

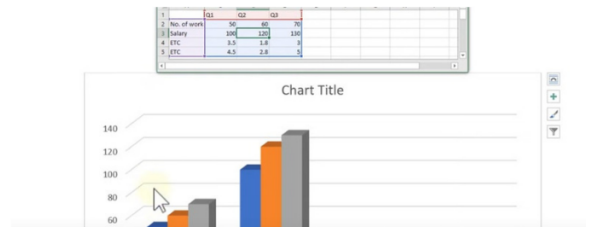
2 Enter Data



- Enter your data in the Excel like data sheet will appear on the screen.
- In the spreadsheet that opens,
- You can change the range of data displayed or even exclude or include additional rows or columns, if need be



4 Finalize and Save



- Click outside the chart to finish editing.
- Save your document.



Manipulate data



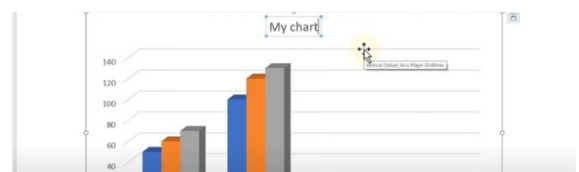
- Manipulate data in Word that the chart to be modified by changes of values, labels, and data range to fit the required information.
- This makes it certain that your charts will serve your needs of providing crucial information and in the best ways possible.

5 Conclusion

- Understanding how to create charts in Word enables one to present data in a presentable and graphic mode.
- It is one of the essential digital skills that will ease and enhance your work productivity as well as enhance the outcomes of your presentations and reports.



Name the Chat



6 References

- Grehan, P. and Moran, D.J., 2005. Constructing single-subject reversal design graphs using Microsoft Word™: A comprehensive tutorial. The Behavior Analyst Today, 6(4), p.235.
- Van Deursen, A.J. and Van Dijk, J.A., 2014. Digital skills: Unlocking the information society. Springer.