

HOW TO CREATE A CHART USING MICROSOFT WORD

Brisilda Rrebeshi (2415318)
Group 5

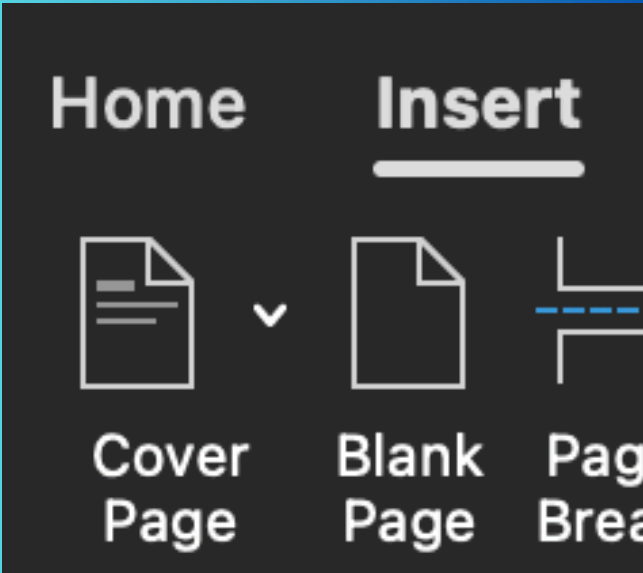
Step By Step

4.Choose your chart.

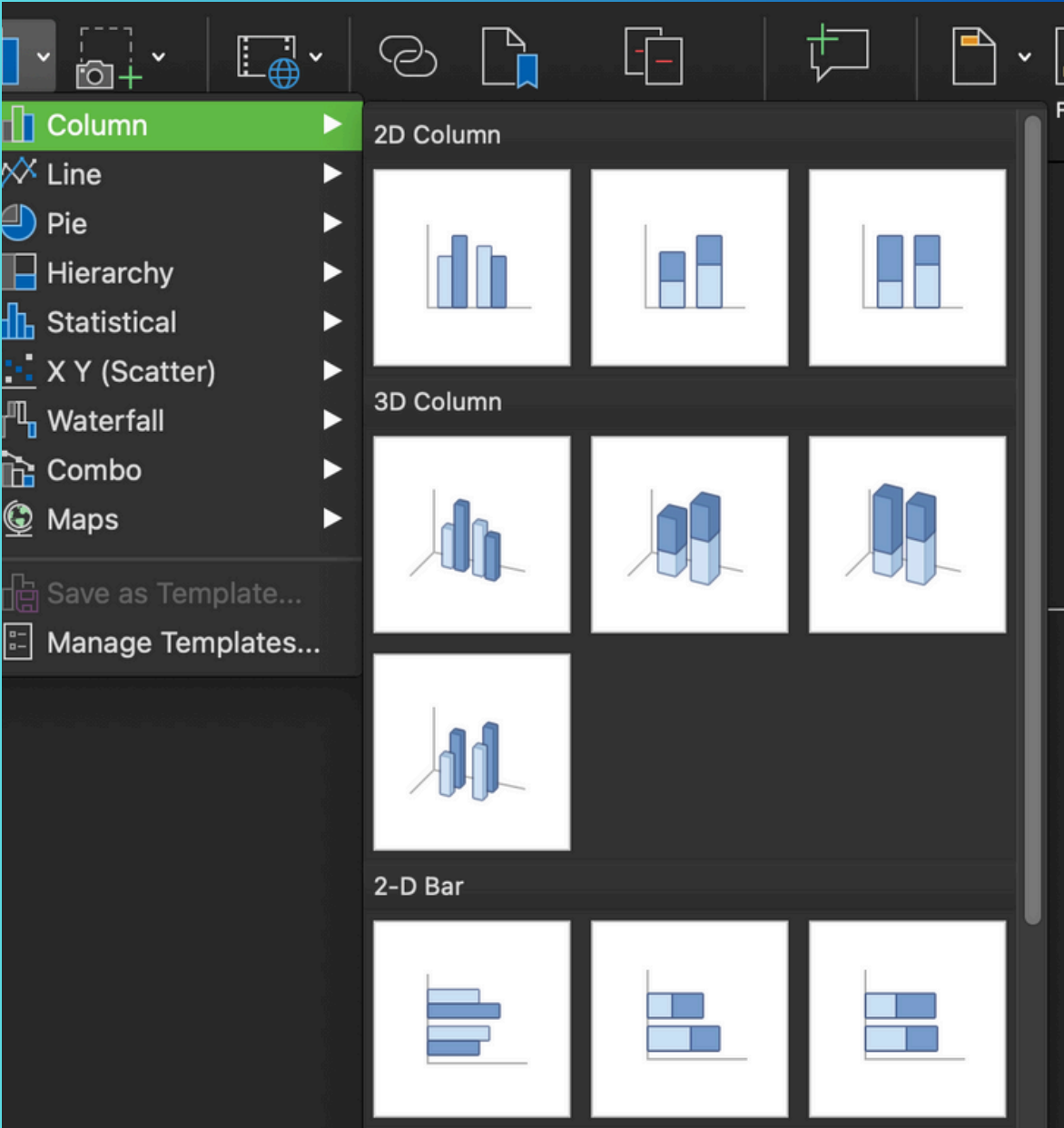
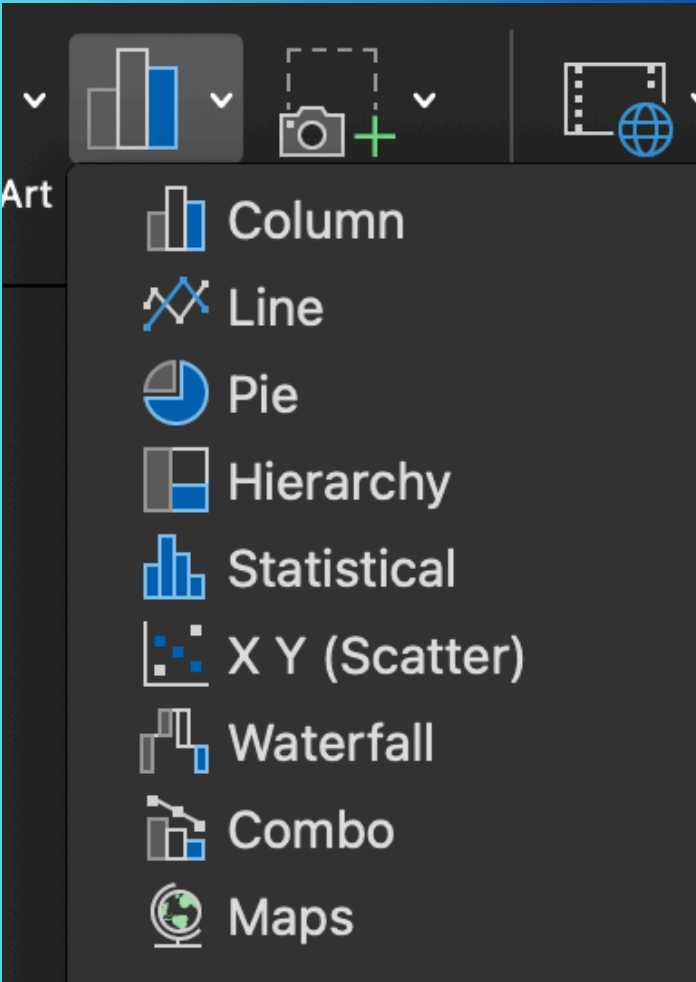
1.Open Word



2.Click Insert



3.Select the type of chart you need.



5. Historical Context of Charts

Charts and graphs have long served as essential tools for simplifying the understanding of complex datasets, with their roots tracing back to ancient civilisations. However, it was in the 18th and 19th centuries that modern charting techniques truly began to evolve. A pivotal figure in this development was William Playfair, a Scottish engineer and economist, who is often credited with inventing the line chart and bar chart. His 1786 publication, *The Commercial and Political Atlas*, introduced these visual tools, revolutionising the way economic data was presented. Another significant contributor to data visualisation was Florence Nightingale, a pioneering nurse who utilised polar area charts during the Crimean War to effectively communicate critical data on mortality rates, advocating for improved sanitary conditions in hospitals. With the advent of personal computers in the late 20th century, software such as Microsoft Excel and Word further democratized access to charting tools, enabling users to create and customise visual data representations with ease, thereby enhancing the communication of information across various fields.

Microsoft Support (2024) Create a chart in Word. Available at: <https://support.microsoft.com/en-us/word> (Accessed: 26 November 2024).
Nightingale, F. (1858) Diagram of the Causes of Mortality in the Army in the East. Available at: <https://www.nationalarchives.gov.uk> (Accessed: 26 November 2024).