



Prifysgol Cymru
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How to create a chart in a Word document

Step-by-Step Guide

1. Open Microsoft Word

- Launch the application and open a new or existing document.

2. Insert a Chart

- Go to the Insert tab in the top menu.
- Click on the Chart button.

3. Choose Chart Type

- A dialog box will appear showing different chart types (Column, Line, Pie, Bar, etc.).
- Select the chart type that best represents your data and click OK.

4. Enter Data

- An Excel-like spreadsheet will open. This is where you will input your data.
- Replace the sample data with your own. You can add or remove rows and columns as needed.
- Close the spreadsheet window when done. Your chart will update automatically.

5. Customise Your Chart

- Click on the chart to access the Chart Tools in the ribbon.
- Use the Design and Format tabs to customise your chart:
 - Change the chart style and colour.
 - Add chart elements (titles, data labels, legend).
 - Adjust the layout to enhance readability.

6. Resize and Move the Chart

- Click and drag the corners of the chart to resize it.
- Click and drag the chart to move it to your desired location in the document.

7. Save Your Document

- Do not forget to save your document to keep all your changes!

Tips for Effective Charts:

- Keep it Simple: Avoid clutter by focusing on key data points.
- Use Colour Wisely: Choose colours that are easy to distinguish.
- Label Clearly: Ensure titles and labels are clear and descriptive.

