

HOW TO CREATE A CHART IN A WORD DOCUMENT



1

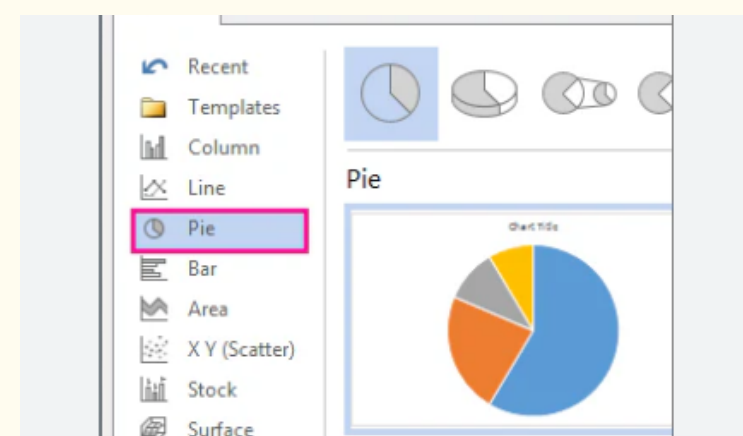
Open a Word document and click on the Insert tab

To create a chart, the first step includes opening the Word document and going to the 'Insert' tab in the ribbon bar at the top and clicking it. On clicking, several kinds of options will appear, which will include a chart option as well. For the creation of a chart, left-click on the chart option

2

Selects a chart type

On clicking the chart option, a dialogue box will appear that includes different kinds of options of the charts such as line, bar, column, pie, and so more. According to the requirement, one of the chart options selected, for instance column chart . The process includes clicking on the column chart, then selecting OK.



3

Enter Data

After selection of the chart type, an Excel spreadsheet will open automatically along with the Word document. To create a chart, the step requires entering the data, including labels and numbers, in the Excel window and clicking OK. It will automatically update a chart in the Word document. On clicking OK, a chart will appear in the Word document at the selected position.



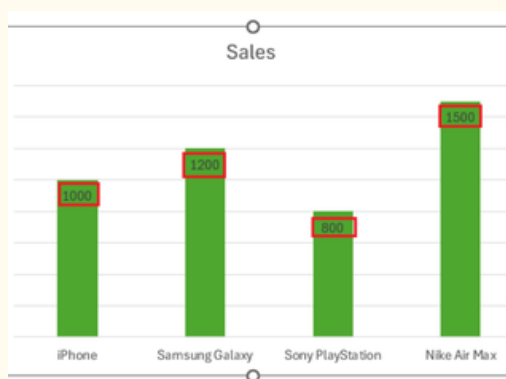
4

Edit Chart

Once a chart is created, an individual can edit it based on the requirements or make it more informative for the targeted audience. The edit process may include elements such as adding of title, adding data labels to bars. Including labels on the X and Y axis and move, format elements, and remove the key . An individual can modify the fonts, colours and style of the charts to make them more attractive.

To add a title to a chart, the first step includes clicking on the title box, going to "chart tools" on the ribbon, selecting chart title and choosing the place where the title needs to be placed.

In the context of adding data labels to a bar chart, the process includes right-clicking on the bar chart, choosing "add data labels," - selecting the "position" of the data labels.



5

Adding Labels

Adding labels in a chart refers to demonstrating descriptive text in the data points, axes, as well as chart elements to make the chart easier for interpretation. To add labels on the X and Y axis, it includes Go to Layout-choose Axis Titles- selects horizontal or vertical and chooses the position in the Word document where the chart needs to be placed. At the time of creating the chart, it is important to ensure labels and the title are clear and concise. In terms of additional customisation, the application of gridlines, axis scale settings, and legend position is important, as it ensures that the chart looks good and useful.

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Finalising and saving the chart

This step includes scanning the chart to identify any mistakes and data inaccuracies. A personalised option is provided at the last step by changing the colours, adding borders and making adjustments to fonts. To save the chart, the process includes clicking on the save button and then selecting a location for the Word document with a descriptive name.

