

How to Create a Chart in a Word Document

Introduction

Inserting charts into Word documents allows users to present data visually, making reports more understandable and professional. Whether you're summarising business sales, survey results, or financial trends, charts enhance clarity and support data-driven decision-making. Microsoft Word provides built-in charting tools that can be used even by beginners, improving workplace efficiency through better communication (Shelly & Vermaat, 2014).

What You Need ?

1. Microsoft Word (2016 or later)
2. Basic dataset (e.g., Sales data, survey results)

Step-by-Step Guide

1

Open Your Word Document: Launch Microsoft Word and open the document where you want to insert the chart. Place your cursor at the desired insertion point.

2

Go to the 'Insert' Tab: Navigate to the **Insert** tab on the top ribbon. This tab provides access to various content elements such as pictures, tables, and charts (Microsoft, 2022).

3

Select 'Chart': Click on the Chart button. A dialogue box will appear, offering a variety of chart types like Column, Line, Pie, Bar, etc. Choose a chart type based on your data needs. For example, use a Column chart to compare quantities across categories.

4

Enter Your Data: An Excel-style spreadsheet will open. Replace the sample data with your own figures. The chart updates instantly as you edit the data. Use rows for categories (e.g., Months) and columns for values (e.g., Sales).

5

Close the Spreadsheet: After entering the data, close the spreadsheet window. The chart will now appear in your document, reflecting your own values.

6

Format Your Chart: Click on the chart to reveal the Chart Tools. Here, you can:

- Add chart titles and data labels
- Change the colour scheme
- Adjust the chart layout for better readability

These adjustments help improve the visual appeal and effectiveness of your data presentation (Bunzel, 2020).

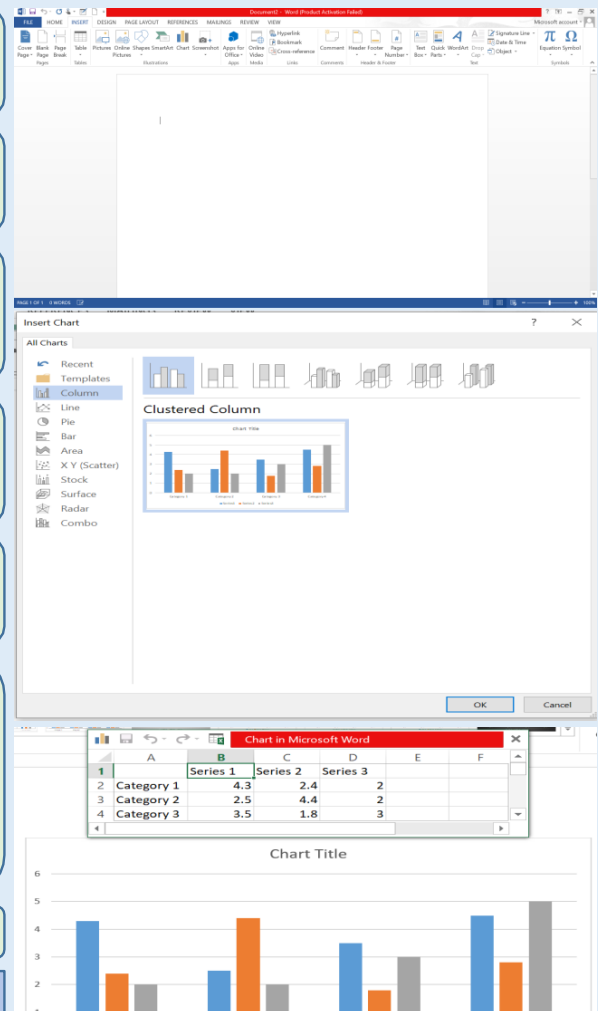
7

Tips for Best Results

- **Save Your Work:** Finally, save the document to secure changes.
- Use a chart type that suits your data (e.g., Pie charts for proportions).
- Avoid cluttered visuals — keep the design simple.

References

- Bunzel, T. (2020) *Mastering Office 365*. Boston: Cengage Learning.
- Kienzler, H. and Fontanesi, L. (2017) 'Learning through visualisation: using concept maps to understand research methods', *Teaching in Higher Education*, 22(1), pp. 109–124.
- Laudon, K.C. and Laudon, J.P. (2020) *Essentials of Management Information Systems*. 14th edn. Harlow: Pearson.
- Microsoft (2022) *Insert a Chart in Word*. Available at: <https://support.microsoft.com/en-us/office/insert-a-chart-in-word-0baf399f-dc62-46f4-a0be-dfd48f9d5a2d> (Accessed: 27 July 2025).
- Shelly, G.B. and Vermaat, M.E. (2014) *Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach*. Boston: Cengage Learning.



Conclusion

Creating a chart in Microsoft Word is a practical digital skill that enhances document presentation and boosts communication. By learning this process, users can improve reporting quality and workplace productivity. Mastery of such tools is essential in today's data-driven work environments (Laudon & Laudon, 2020).