

How to create a chart in a Word Document

Charts are an effective way to visualize data. They help make your documents more understandable and professional. In this guide, you'll learn how to create a chart in Word.

1

INSERT A CHART.

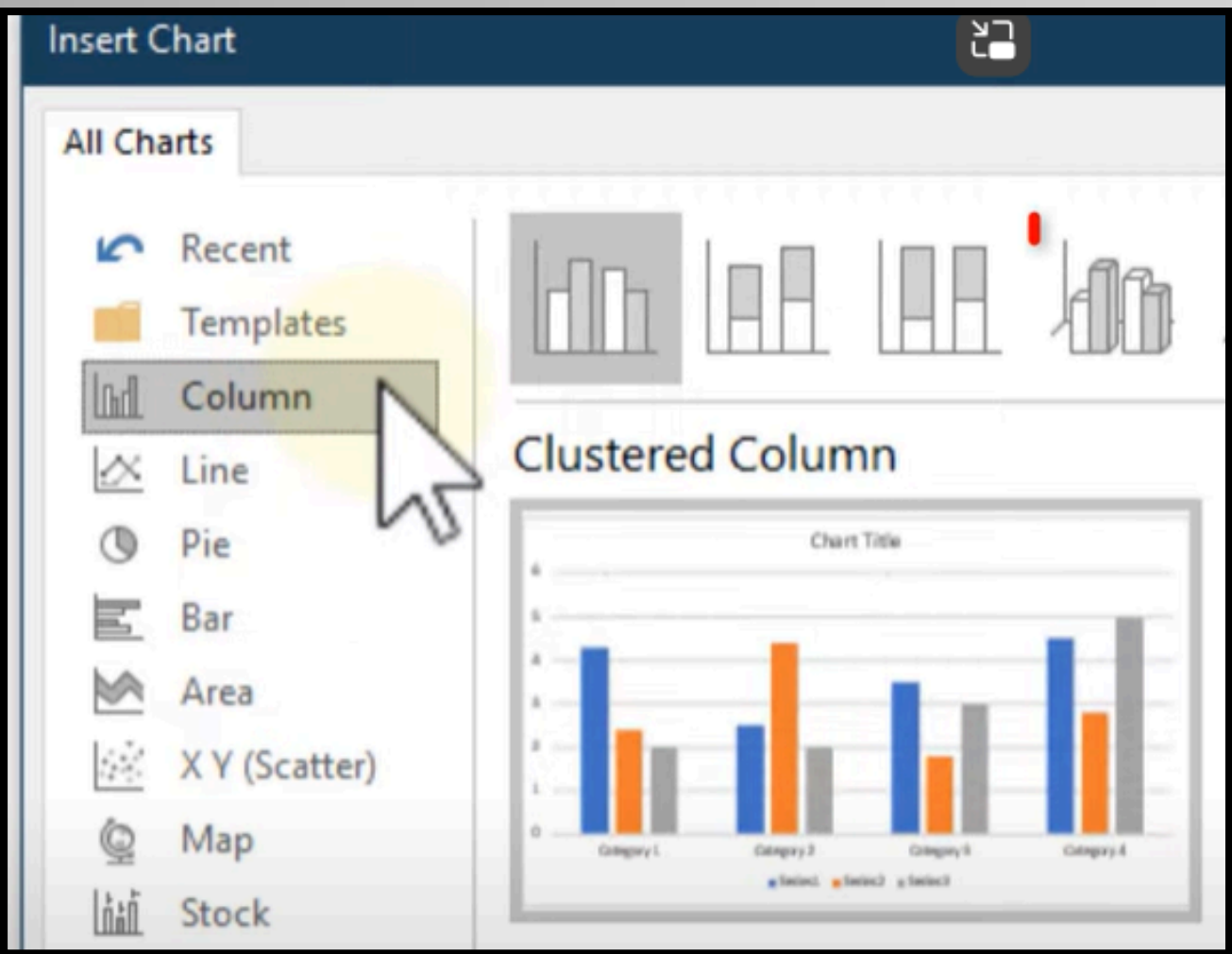
Go to the “Insert” tab and click “Chart”. In the menu, select the type of chart you need: column, pie, or line. Click “OK” to insert it into your document.



2

CHOOSE THE CHART TYPE.

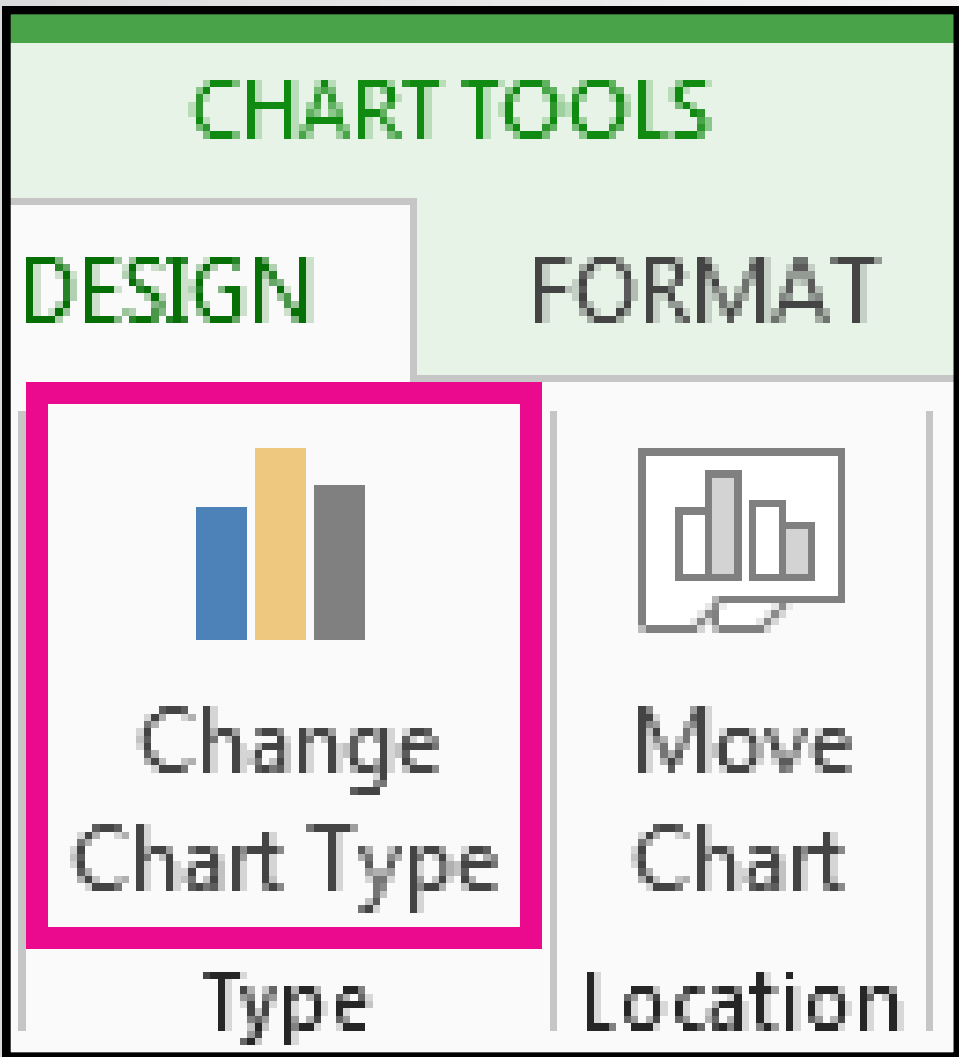
Browse through the available chart options and choose the one that best suits your data. For example, a column chart is great for comparing categories, while a pie chart works well for percentages.



3

CHANGE CHART TYPE.

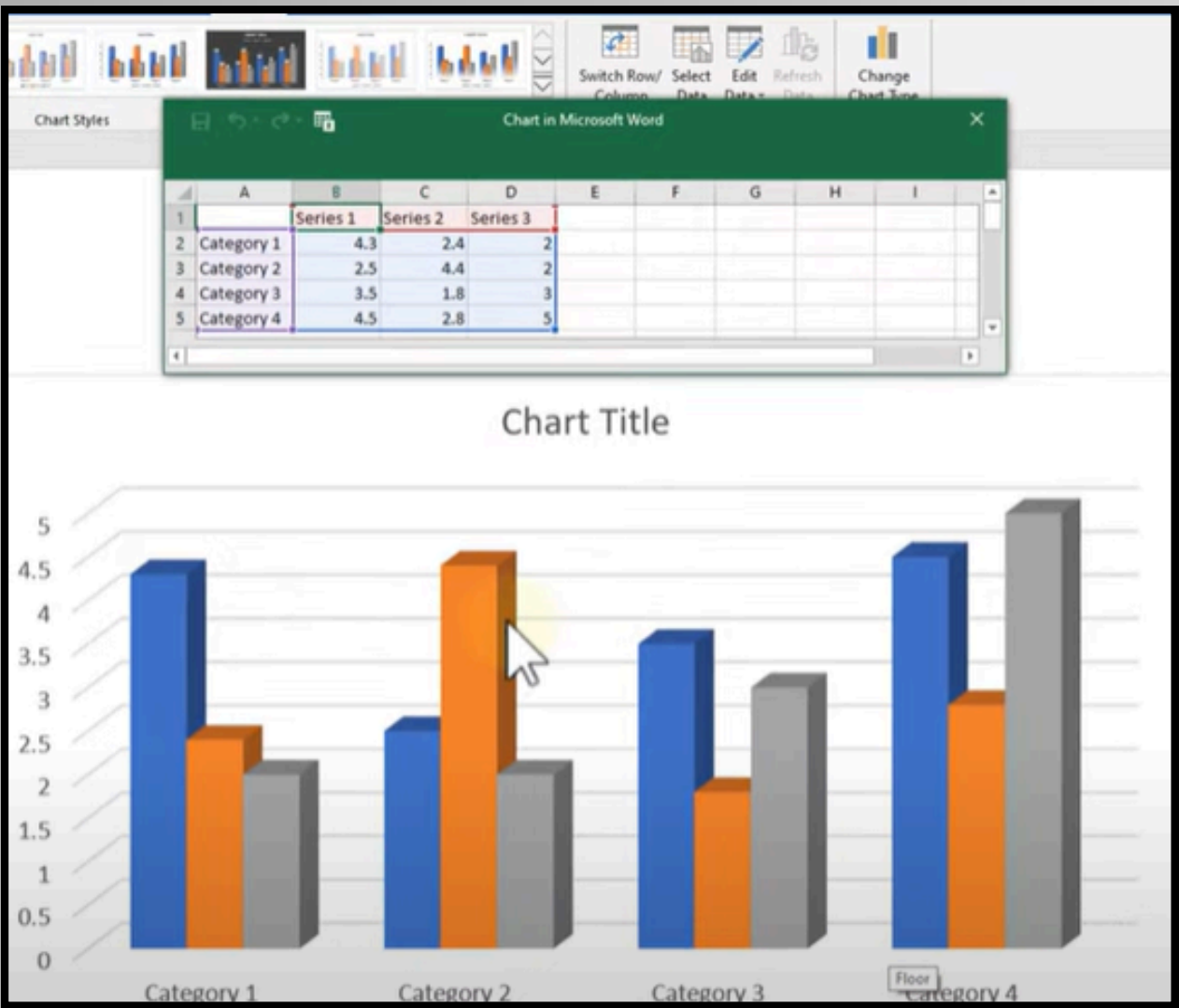
If you just want to use another type of graph, click the Design tab, and click Change Chart Type.



4

REPLACE THE DEFAULT DATA.

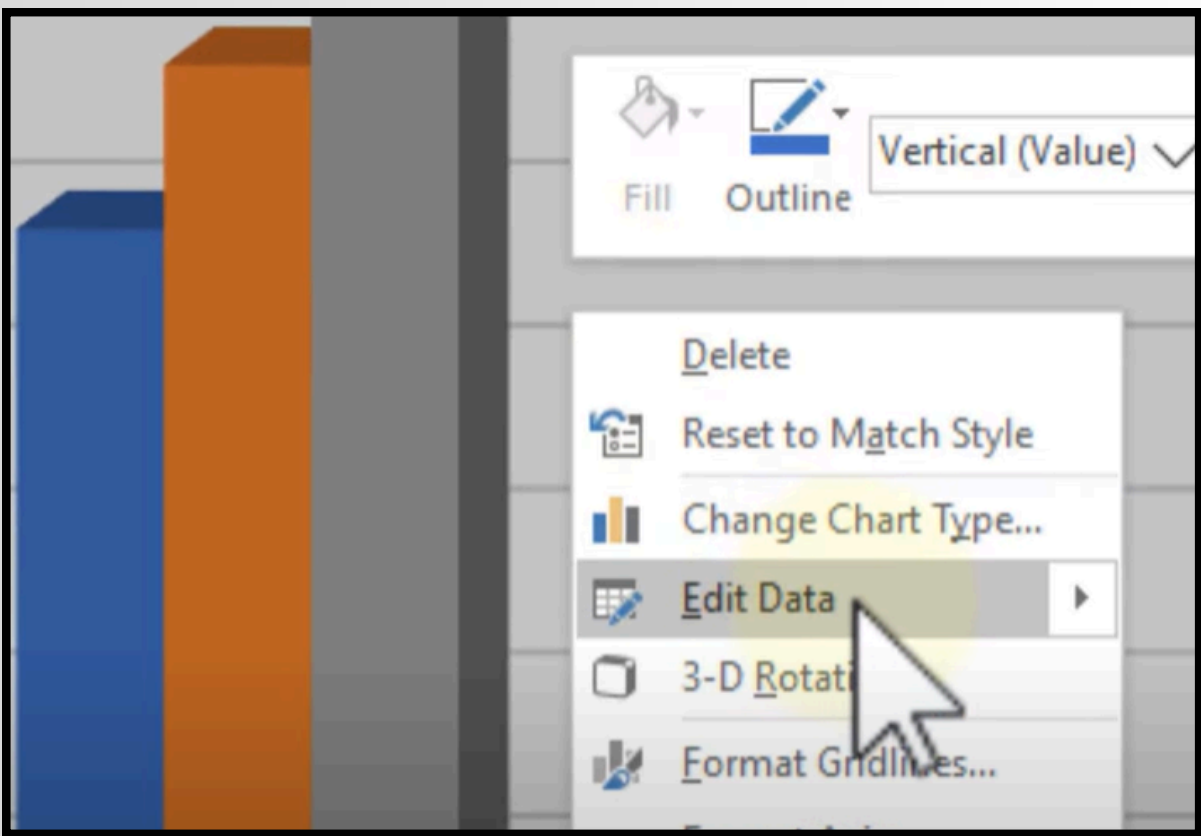
In the spreadsheet that appears with the chart, update the information with your own values. The chart will automatically be updated to reflect your changes.



5

EDIT THE DATA AGAIN LATER.

If you need to make updates to the chart later, right-click on the chart and select “Edit Data”. This will open the spreadsheet for editing.



References: Microsoft (2024) Add a chart to your document in Word. Available at: <https://support.microsoft.com/en-us/office/add-a-chart-to-your-document-in-word-ff48e3eb-5e04-4368-a39e-20df7c798932> (accessed: 26.11.2024).
Tutorials4view. (2020) How to create a graph in Microsoft Word 2019 (2020 Tutorial). You tube video. Available at: https://www.youtube.com/watch?v=sRMX5SFj_p0 (accessed: 26.11.2024).