



HOW TO CREATE A CHART IN A WORD DOCUMENT

1. Open Word Document

Identify Word document in your computer and open the App

2. Insert Tab

On the left side of the Word ribbon, locate and click on the “Insert” tab.

3. Select Chart

You can find it in the “ Illustration” group or you can find it directly if your version doesn’t have the group. Click on the “Chart button”

4. Choose a chart type

You will find a variety of chart types(column, line, pie, etc) Chose the one that best suits your needs and click”OK”

5. Enter your data

A spreadsheet will appear alongside your chart. The chart will automatically update as you introduce your data.

6. Close the spreadsheet

Once you finish entering your data, save and close the spreadsheet

References: Microsoft <https://support.microsoft.com/en-us/office/add-a-chart-or-graph-dc815657-0d55-4859-bdb4-ada90e96904d> Accessed on 27 July 2025.

