

CHART IN A WORD DOCUMENT

HOW TO CREATE A CHART IN A WORD DOCUMENT

Open your word document



1. Make sure you have the document opened where you want to put the chart

2. Find the "insert" tab on the word ribbon (menu at the top of the screen).



Enter data



A default excel spreadsheet will open alongside the chart. insert your own information.

CHART BUTTON



1. find the chart button within the illustrations.
2. choose a chart type.

CUSTOMISE AND FORMAT

Once the chart is inserted you can further customise its appearance, including colours and labels.