

HOW TO CREATE A CHART IN A WORD DOCUMENT

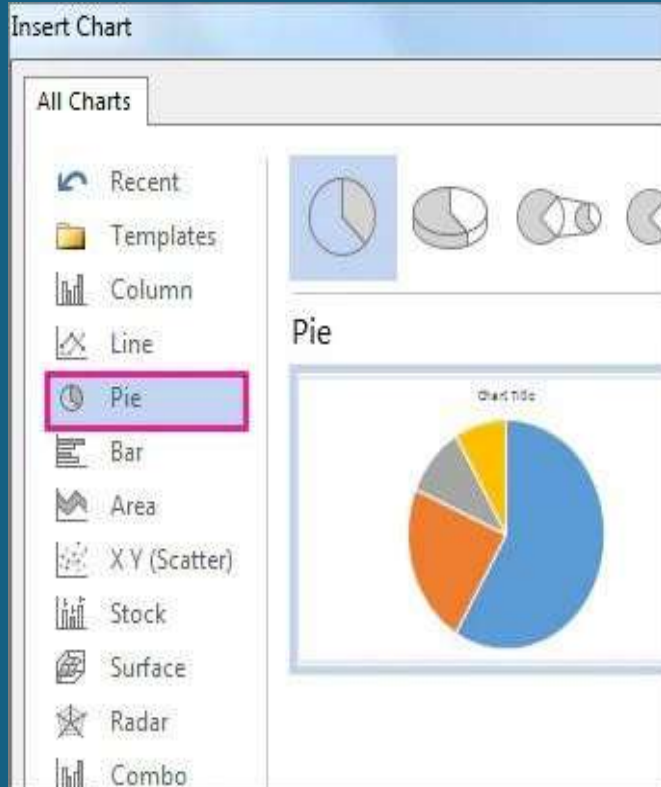
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In word, to create a chart, open your file and place the cursor where the chart is to be placed. Then, open the Ribbon and click on the Insert tab on top of the screen. Click on the button named Chart; it pops up the dialog box named Insert Chart. In this case, you have the choice of using different types of charts i.e., type Column, Line, Pie, Bar, Area, Scatter, etc. Now, after you select a type of chart and press the button [OK], Word will make an entry of a chart-place holder in the document and indeed open a window similar to that of Excel.



The inline worksheet can be used in order to record your data, which, in turn, is reflected in the chart in real-time. As an illustration, you may enter your classes in the first column and your values in the nearby columns. The chart will update itself by the change in data. There is also the possibility of expanding the data range, altering chart titles in the spreadsheet as well. After insertion of the chart, one can alter the chart endlessly. Simply click the chart to show its Chart Tools menu that shows a tab, such as, Design and Format tabs. On the Design tab, you can alter the type of the chart, switch rows and columns data, or switch to a predetermined style. The Format tab enables you to make some changes on format of each chart component like by making alterations to its font size, color, position, and location of the legend, axes and labels. Other settings can be found on the right click on particular items of the chart, e.g. data series, axes and selecting the Format Data Series, or Format Axis. These features give a more specific control option like adjusting the scale of the axis, insert data labels or modifying the fill and line style.



Lastly, you may shrink or enlarge the chart by dragging-on the corners of the chart or move it to another place in the document by dragging-and-dropping. You can also cut and paste the chart into other documents or as a fixed picture, so it is easy to present it. To conclude, Microsoft Word offers an easy-to-use system of creating, editing, and customising charts, which means that it is a simple application which can present numerical data in a graphical form to satisfy a diverse set of requirements of both professionals and students.