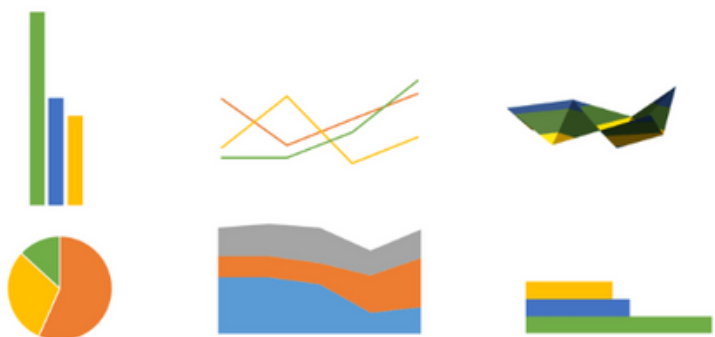




A GUIDE

CREATE CHART IN A WORD DOCUMENT

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In Word, a chart is a graphical representation of data that uses bars, lines, or pie slices to visually present information and make it easier to understand. Charts are especially helpful for showing relationships, trends, and comparisons in large or complex datasets.

STEP 1

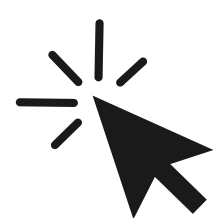


To insert a chart in Microsoft Word, open or create a document, place your cursor where you want the chart, go to the Insert tab, click Chart, choose a chart type, enter your data, and customize as needed.

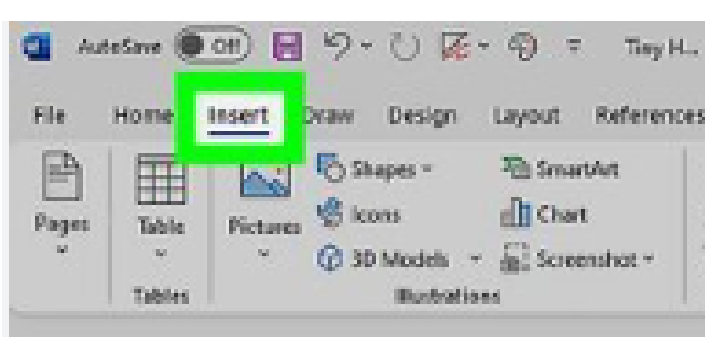
[Create blank document](#)

[Upload a file](#)

STEP 2



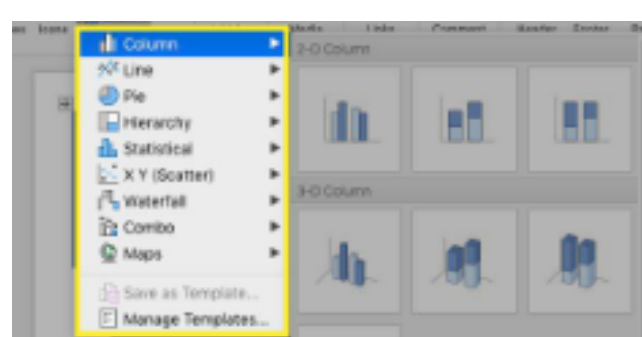
Click in the Word document where you want the chart to appear, then navigate to the top of the screen and click on the Insert tab in the ribbon, which gives you access to various insert tools—including Chart—allowing you to visually represent your data using different styles like bar, line, or pie charts.



STEP 3



In the Illustrations group under the Insert tab in the Word ribbon, click on Chart; this action will open a dialog box displaying a variety of chart types—such as Column, Line, Pie, Bar, Area, and others—allowing you to select the most appropriate style to visually represent your data in a clear and meaningful way.



STEP 4



Choose from a variety of chart options such as Column, Pie, Bar, Line, and many more, depending on how you want to present your data visually; once you've selected the desired chart type, click OK to insert the chart directly into your Word document, where you can begin customizing it with your own data.

