

1. How to insert a chart in word document

- We open a new document.
- We go to **Insert (Image 1)** and there he will show up a list with icons: **Cover Page, Blank Page, Page Break, Table, Pictures, Shapes, Icons, 3D Models, Smart Art, Chart**, etc....
- Press **Chart icon (Image 2)** and there it will appear a list with different types of **Charts**, where we can choose one or multiple **charts** depending for what type of document, or even if we want to use it for a different time of **sales scale model, marketing**, etc...
- As we can see we choose a **3D Charter Column (Image 3)** which is coming with title, four categories (**Category 1, Category 2, Category 3** and **Category 4**, where we can change the numbers depending how we want to represent the column in chart in our project for sales, marketing, etc..), and tree series, where we can change the numbers and colours for the columns depending, what we want to represent in our **Project. (Microsoft 2023)**

2.

- For example, lets add a Chart Title in our Chart, and named MY CHART. We **click** on Chart and push **click** and he will show a box with different options on the **right side** of the chart with icons: **Layout options, Chart Elements, Chart Style, Chart Filters**. We select **charts elements**, and again he will show up a list with different options which are parts of our chart. Select third option Chart Title and immediately you will be inserting a chart title, then click on the tittle, delete chart title, and insert for example, **MY TITLE**", or wherever you want to put. So, no matter what we want to change, add colours, change colours, style for column inside the chart, you must remember: **click on chart**, then **click** on the box on the right side of the chart and select which option you need. **(Microsoft 2023)**

3.

- Different type of charts is in words which can satisfy ich project we need, now let's choose another chart for the same project. Again, we go to icon **INSERT**, then click on **CHART**, and we will choose this time a **PIE chart. (Image 4)** When we open **pie chart**, we see there are at least 5 types of charts in **PIE chart** section, but this time we choose a normal **pie chart**. The same thing as the others, **click on chart**, then **click on the box in right side** of the chart and we see the same options, but in the **normal chart** his missing few or more options from the Chart Elements because the normal chart has less options than a **3D chart**. For example, in **Layout options** is coming the same options as in 3D chart; in **Chart Elements** is coming only 3 options: chart title, data labels, legend. In chart style like I explain before is where we can change, delete, or add more than one category till 4 category and is where we can change the colours for our pie chart. We can have different colours or the same colour, etc... **(Microsoft 2023)**

References: Microsoft Support; How to insert a chart in word document? Available at: <https://support.microsoft.com> (2023)

Image 1

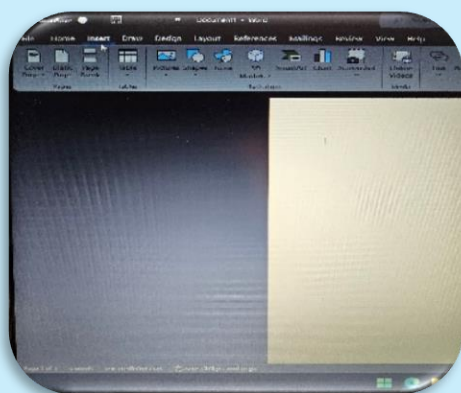


Image 2

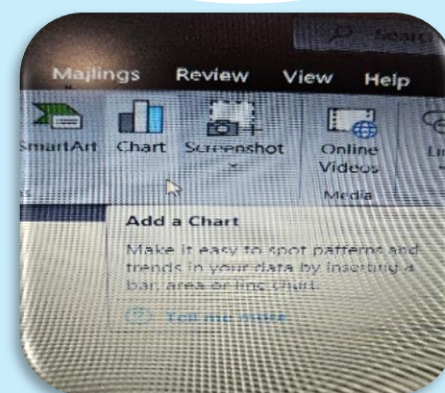


Image 3

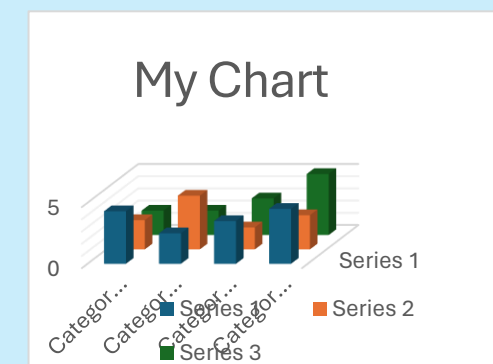


Image 4

