

How to create a chart in a word document

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A more detailed breakdown of:

Step 1: Open Microsoft Word

Start Microsoft Word and open either a new blank document or an existing document where you want to insert the chart.

Step 2: Place the Cursor

Click on the spot in your document where you want to insert the chart.

Step 3: Insert a Chart

1. Go to the "Insert" tab on the Ribbon at the top.
2. In the "Illustrations" group, click "Chart."
 - A dialog box titled Insert Chart will appear.

Step 4: Choose Chart Type

In the Insert Chart dialog:

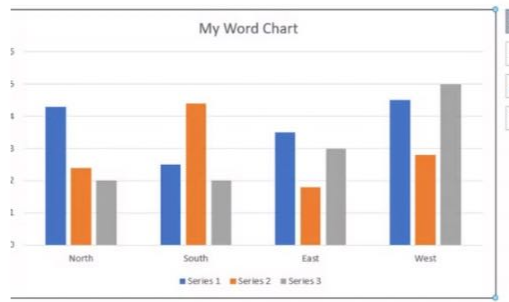
- You'll see various chart types on the left-hand side, such as:
column, line, pie, bar, area, X Y, stock

Step 5: Enter or Edit Data in Excel Window

- After inserting the chart, an Excel-like spreadsheet window will open with default data.
- Replace the sample data with your own values.
 - The horizontal axis (categories) are in the first row.
 - The vertical axis (data series) are in the first column.

Step 6: Close the Spreadsheet

- When you're done editing data, close the spreadsheet window (click the "X" at the top-right of the Excel-like pane).
- Your chart remains embedded in the Word document.



Modifications to the data in the Excel sheet will automatically update the chart in your Word document.

To create a chart in a Word document, navigate to the "Insert" tab, select "Chart," choose your desired chart type, and then input your data into the linked Excel sheet.



TIPS

- **RESIZE CHART: CLICK AND DRAG THE EDGES OR CORNERS.**
- **MOVE CHART: CLICK INSIDE THE CHART AND DRAG IT TO A NEW SPOT IN THE DOCUMENT.**
- **CHANGE DATA LATER: RIGHT-CLICK THE CHART → CLICK "EDIT DATA".**

Example Chart in Word Document

The following chart shows the quarterly sales data for three products:



⚠ Top 3 Common Chart Warnings in Word

1. "Microsoft Excel is required to edit this chart"
Cause: Excel is not installed.

✓ Fix: Install Microsoft Excel to enable chart editing.

2. Chart Doesn't Show or Is Blank

Cause: Word may freeze or fail to render the chart properly.

✓ Fix: Save and restart Word. Try reinserting the chart.

3. "Linked file not available"

Cause: You linked a chart from Excel, and the file was moved or deleted.

✓ Fix: Reinsert the chart as embedded, not linked.

