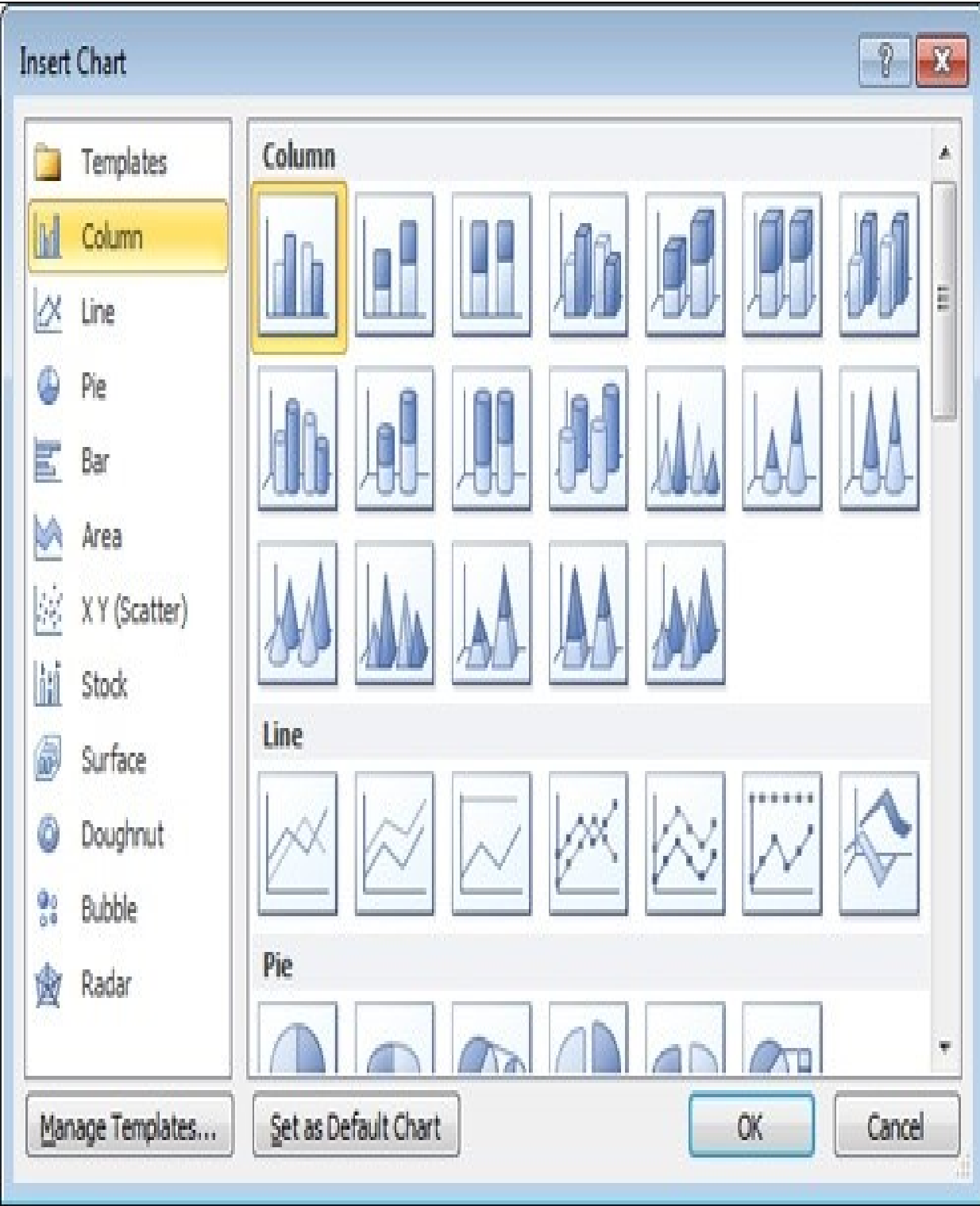




Information Poster: How to Create A Chart in a Word Document

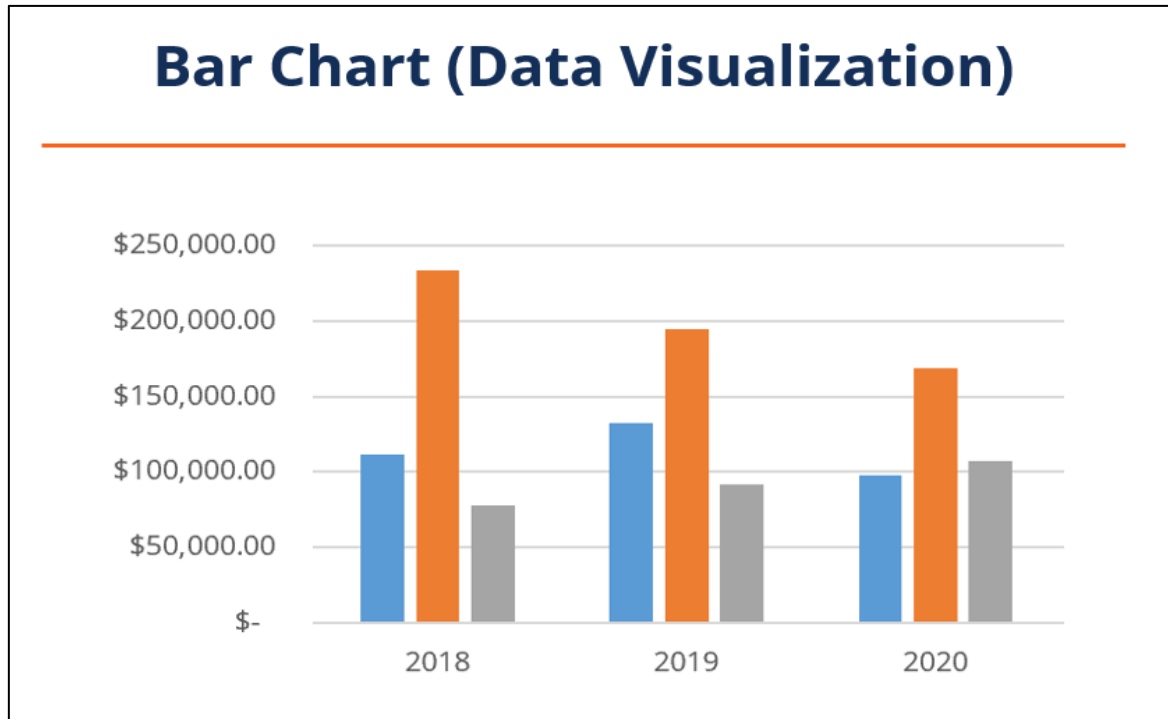
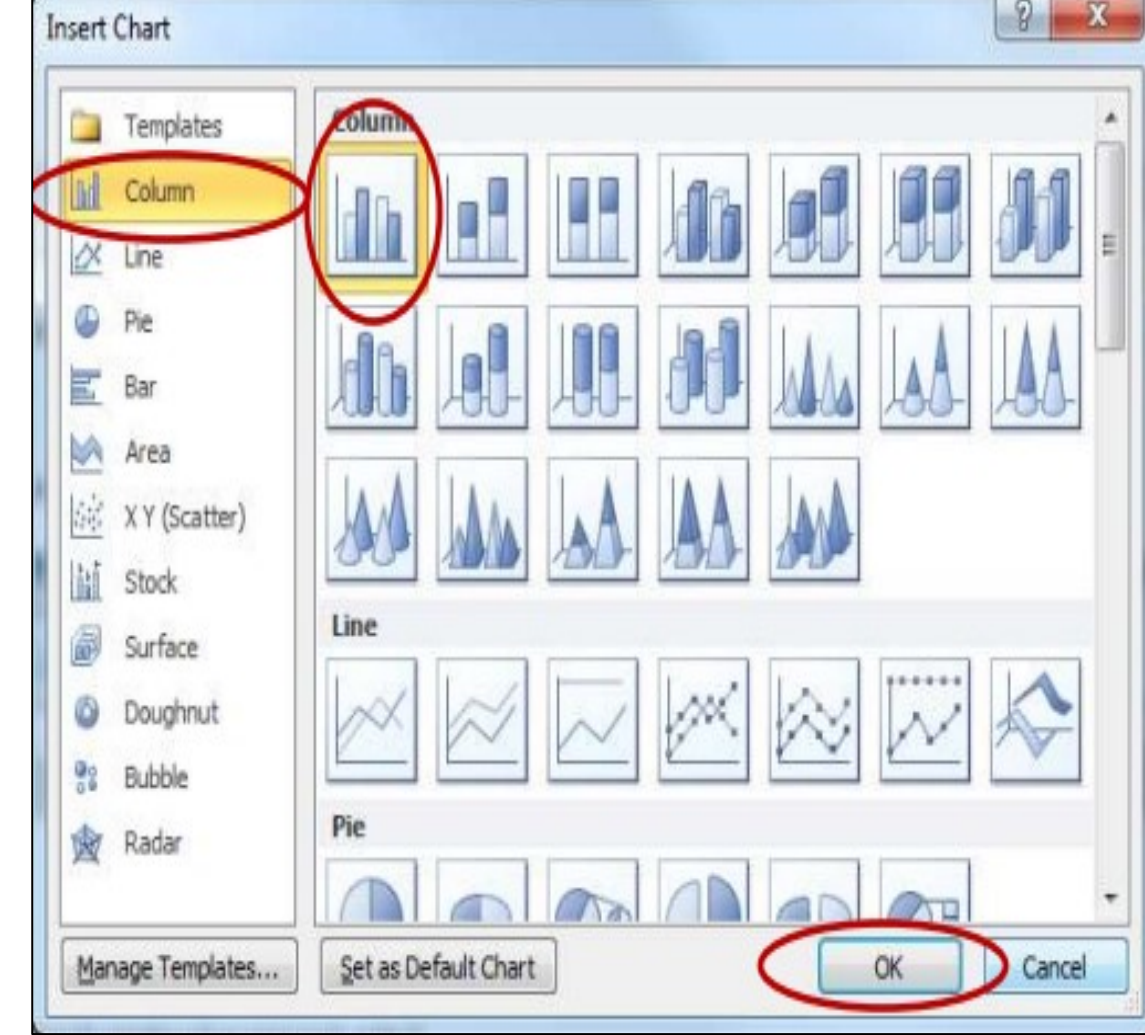
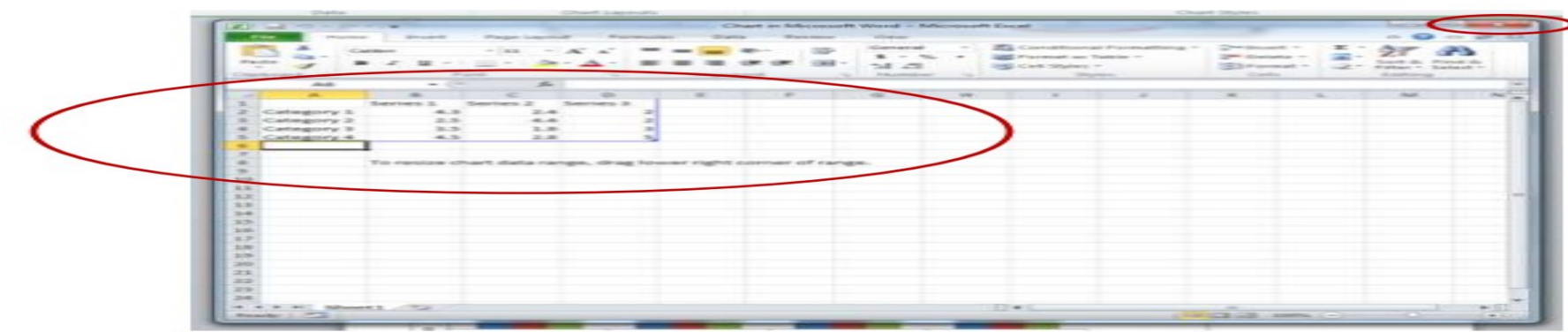
MODULE NAME: DIGITAL SKILLS
MODULE CODE: LCLM 4002

STUDENT'S NAME: Radian Cismaru
STUDENT'S ID: 2335156

GROUP: WEEKEND
LECTURER'S NAME: Koushik Modak

Step 2:
The step two will incorporate the relevant identification of the right the “chart” wizard window, designing the appropriate bar diagram in the application of the Microsoft word.. Now open the “chart” wizard window, then opt for bar or column selection and then select “clustered bar type,” then press “OK for selection.”

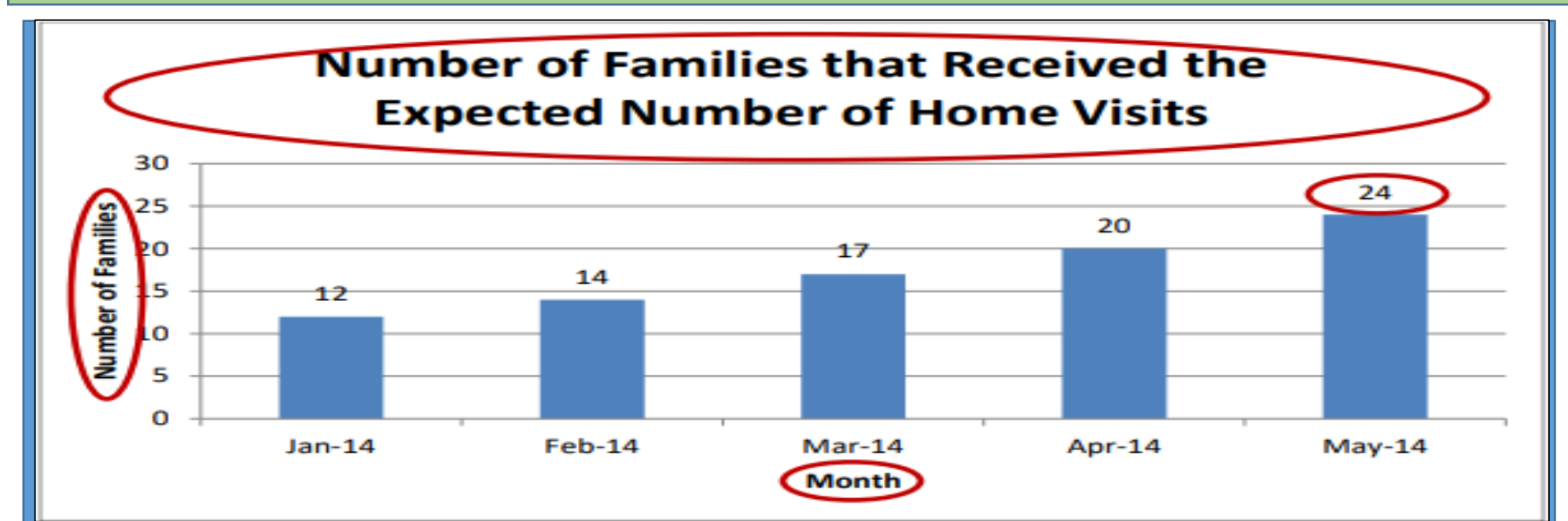
Step 1:
Open Microsoft Word, move to the “insert” tab on the ribbon, and select the icon of “chart”. The step one will help to initiate the effective use of the bar chart diagram in the Microsoft word by using the useful Excel sheets and tools to have proper measurement of numerical results.



Types of charts can be created in Word documents
There are multiple charts created in Word documents such as bar charts, pie charts, line charts, column charts, stock charts, and many more (Farahani et al.,2023). Here, bar charts application in Word document has been chosen.

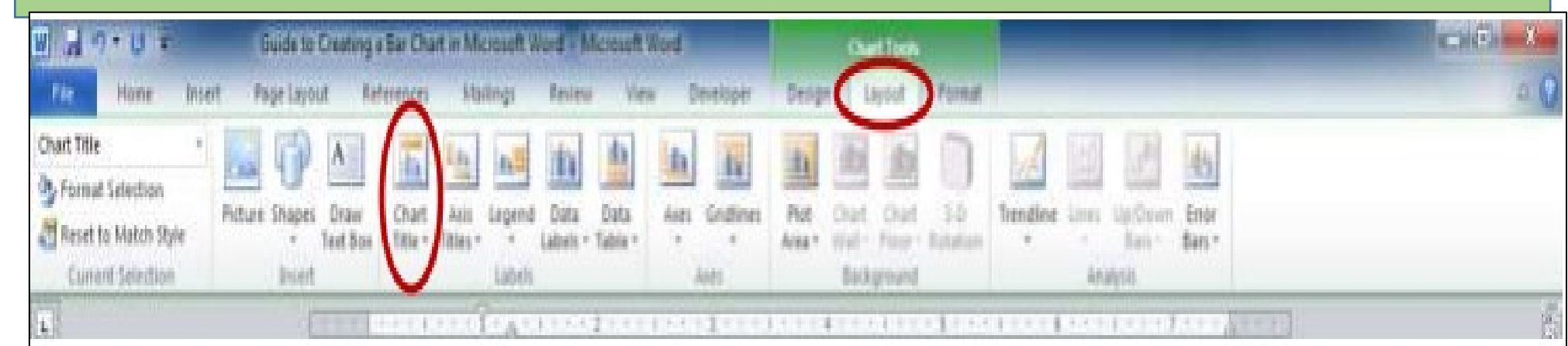
Introduction
As opined by Davila et al.,(2020), multiple charts on Word documents are used to showcase a series of numerical data in a graphical format. These charts help to have a better understanding of large data quantities and develop an interlinked relationship between different series of data (Bizer et al., 2023, p.115). The informative poster will display and identify the relevant steps required in preparing a chart in Microsoft Word used for various corporate business process as well as in academic practical classroom task. The informative poster will share all the necessary process and procedures to develop a well-defined bar graph chart by using the Excel tool within the MS-word.

Step 3
All the data will be entered in the Excel window and then selected “X” in the upper right corner of the window. The nature of data entry will depend on the categories of bar chart implication and the various series connected with it based on the time points and comparing programming data (Dwivedi et al., 2022).



Step 4:
Editing the bar chart as per requirements and needs. However, some items need to be considered while preparing a bar chart in Microsoft Word:

- Adding a title
- Adding labels to the axis of x and y
- Adding labels of data labels to the respective bars
- Layout design
- Selecting horizontal or Vertical graph

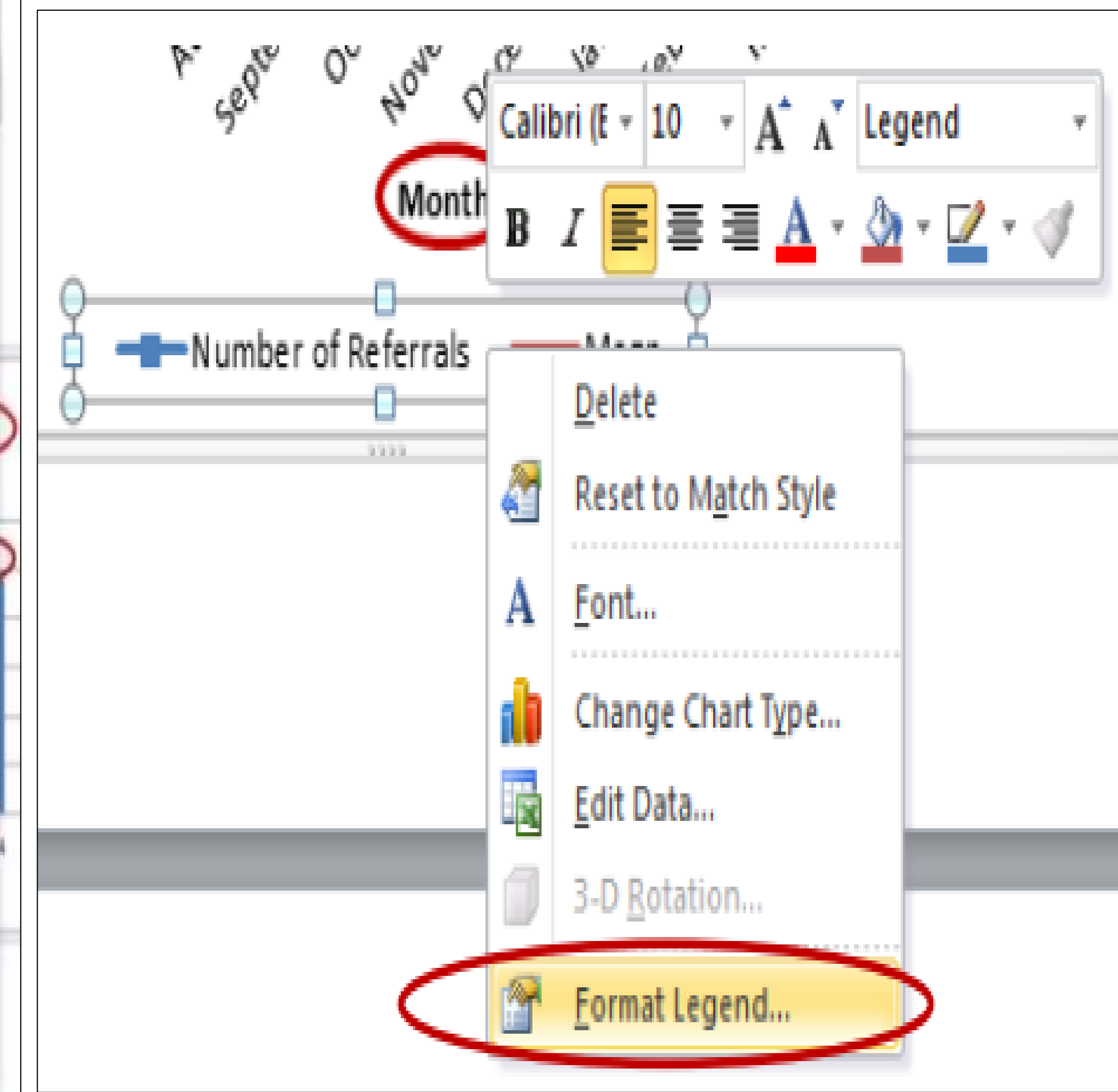
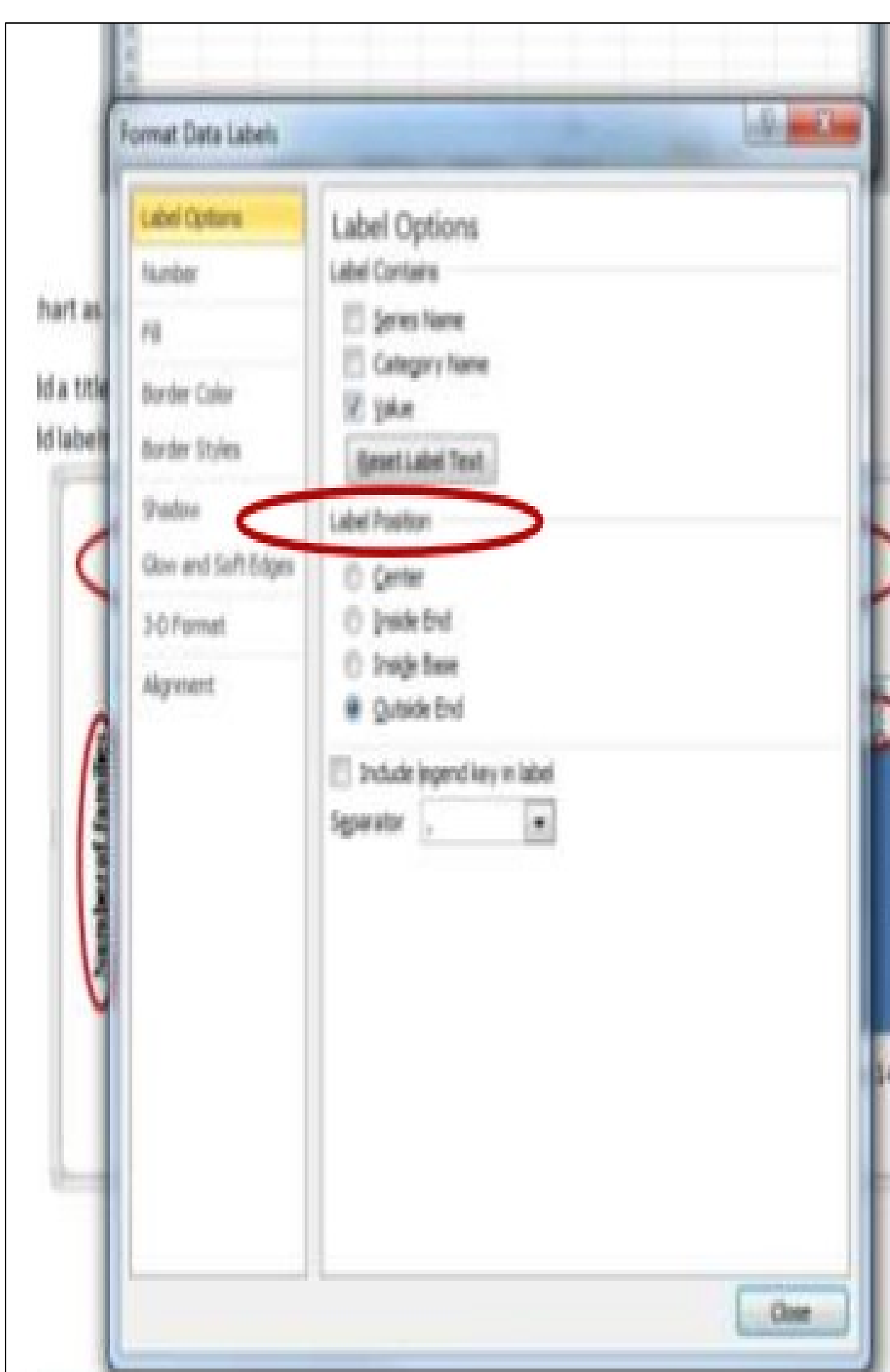


Step 5:
Adding data labels on bars displaying the chart
Right-clicking on a bar on the chart
Selecting “Add Data Labels”
Formatting and positioning the data labels

Step 6:
To remove, move or delete click on the key, then select “Format Legend” or the Delete key



Conclusion
The informative posters highlight the relevant procedures and methods involved in preparing a quantity bar chart in Microsoft Word by using the Microsoft Excel sheet and tools. The poster will display the visuals and key computerized application methods to develop a bar graph chart in Microsoft word exhibiting effective use of MS-word. The informative poster design exhibits a high quality and systematic use of the application of bar chart graph in excel sheets of Microsoft word to have proper systematic analysis of numerical and statistical values



Reference:
Davila, K., Setlur, S., Doermann, D., Kota, B.U. and Govindaraju, V., 2020. Chart mining: A survey of methods for automated chart analysis. *IEEE transactions on pattern analysis and machine intelligence*, 43(11).<https://ieeexplore.ieee.org/abstract/document/9085944/>
Dwivedi, V.P., Rampášek, L., Galkin, M., Parviz, A., Wolf, G., Luu, A.T. and Beaini, D., 2022. Long range graph benchmark. *Advances in Neural Information Processing Systems*, 35, pp.22326-22340.https://proceedings.neurips.cc/paper_files/paper/2022/hash/8c3c666820ea055a77726d66fc7d447f-Abstract-Datasets_and_Benchmarks.html
Farahani, A.M., Adibi, P., Ehsani, M.S., Hutter, H.P. and Darvishy, A., 2023. Automatic chart understanding: a review. *IEEE Access*, 11.<https://ieeexplore.ieee.org/abstract/document/10192564/>