



Cert HE Business Skills for the Workplace

Digital Skills

LCLM4002

Task 2 – Informative Poster

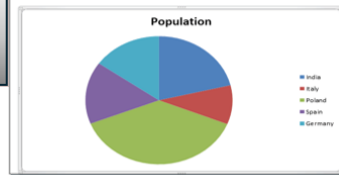
Topic: How to create a chart in a Word document

Stage 1: Open Word and choose a location

To start this work, first open the Microsoft Word application. Now, start with a blank document. It opens a window where individuals can see the tabs with many commands at the top of the window. For opening an existing document, they can choose that location. Now, position the cursor for the chart to appear. It also works if they want to insert the chart into any previous document (Wps, 2025). So, they want to click their mouse to the exact spot in their document.

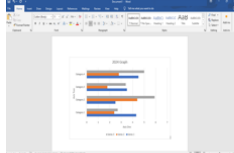
Stage 2: Insert the chart

It shows a ribbon with a tab named Insert. It is a default tab on the ribbon and should be visible at the top of the Word window. Once the ribbon is visible, click on the Insert to access its features. This will reveal the Insert tab's commands and features, including illustration groups. It contains options for inserting what is needed. The options will show pictures, shapes, icons, smart arts, charts and many more. Within the Insert tab, individuals will find this group to choose from.



Stage 3: Select the chart type

Click on the specific illustration type, like Chart. They will follow the on-screen prompts to select or create the desired graphics. Clicking on the chart button opens a dialogue box which shows various chart types (Indeed, 2025). They can choose from various chart types from the left-hand menu. Here, various charts offer subtypes to best fit their data. It will show various options including column, line and pie. Select the desired chart type and click on OK to insert it into the document.



Stage 4: Enter data

To select the chosen chart type, and double click on the charts, it will automatically open alongside a chart with an Excel spreadsheet format. It allows a person to input and edit the data that will be displayed on the chart. When an Excel spreadsheet opens in the document, it indicates that it is linked within the document (Microsoft, 2025). Then it will need to replace the default data with the provided information. It will allow them to input the data and edit it to display on the chart.

Stage 5: Customise and close

After entering the data and closing the spreadsheet. It needs to adjust the chart's appearance using the chart tools tabs that appear when the chart is selected. Once the data is in, the next step is to close the Excel spreadsheet window. The chart in the document will automatically update. To customise the chart's appearance, click on it to select it. It will show two different tabs in the chart tools, including the Design tab and Format tab. The Design tab is used to change the chart type, layout and styles. The Format tab is used for formatting chart elements like axes, titles and data labels. Individuals can use this if needed. When it is all finished, close the Excel spreadsheet.

Reference

Indeed, (2025) *How to make a graph in word and why it's a useful tool* / indeed.com UK. Available at: <https://uk.indeed.com/career-advice/career-development/how-to-make-graph-in-word> (Accessed: 01 August 2025).
Microsoft, (2025) *Microsoft Support*. Available at: <https://support.microsoft.com/en-us/office/add-an-excel-spreadsheet-to-a-page-9fb25602-8684-485e-a120-5fb1d28463fd> (Accessed: 01 August 2025).
Wps, (2025) Available at: <https://www.wps.com/how-to-create-a-chart-in-word-document-the-ultimate-guide/> (Accessed: 01 August 2025).

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Stage 6: Final adjustments

The additional step is further adjustments, if needed, to the document. They can adjust the chart's position, size and other elements within the Word document.

