

Creating a Chart in Microsoft Word

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Moodle: Digital skills (Lcl4002)

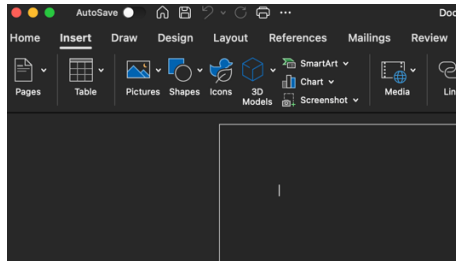
Lecture: Amitave Banik

Task : informative poster

Creating a Chart in Microsoft Word guide

This step-by-step guide on how to create a chart in word document for workplace. I have added pictures in order to improve better understanding.

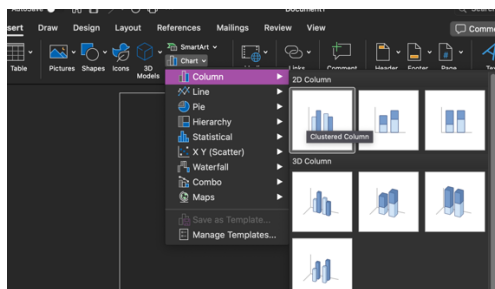
1.. open word document – select the insert tab which is located in the top of the screen



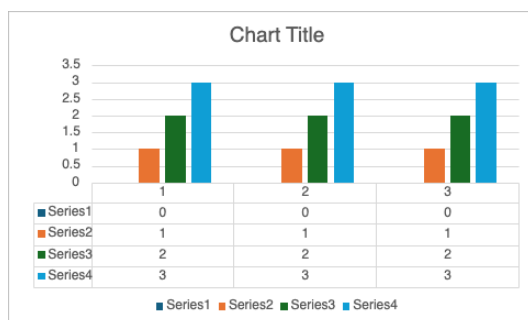
2. the next step is to select chart to choose multiple chart types

3. select chart this the next step is most important part of creating chart

4. input data the word document will open an excel spreadsheet. Enter the data this needs to be correct in order to get good chart results the excel spreadsheet will update the data as you enter the information's



5. customize your chart – select the chart tool reveal tabs with design to customize the design and information to suite your needs this includes title or labels and modify fonts.



6. adjust size and positions

Click to reposition it within the document use the cursor to resize as needed

7 . save your document

- Save your work to preserve your new chart.

Reference:

- *Microsoft* (no date) *Microsoft Support*. Available at:
https://support.microsoft.com/en-gb/office/add-a-chart-to-your-document-in-word-ff48e3eb-5e04-4368-a39e-20df7c798932#ID0EBF=Newer_versions
(Accessed: 10 November 2024).
- *How to create a chart or graph in Microsoft word* (2023) *Computer Hope*.
Available at: <https://www.computerhope.com/issues/ch001895.htm> (Accessed: 10 November 2024).