

How to Create a Chart in Microsoft Word

Getting Started

Open the Microsoft Word desktop application (this feature isn't available in Word Online).

Navigate to the Insert tab on the Ribbon and click the Chart button. From the Insert Chart window, select your preferred chart type—column, bar, line, or others—and click OK.

Customize Your Chart

Add chart elements such as titles, axis labels, and data labels through the Chart Design tab. Adjust colors and styles to match your document's theme.

Choose the Right Chart Type

For data comparison, use column or bar charts. For trends over time, use line charts. When charts. When in doubt, try the Recommended Charts feature for guidance.

Working with Data

When you insert a chart, an Excel-like spreadsheet opens automatically. Replace the default data with your own values. The chart updates in real-time as you edit. Close the spreadsheet when finished. To modify data later, simply right-right-click the chart and select Edit Data. Data.

Position and Layout

Use Layout Options to arrange your chart within your document. Control text wrapping and positioning to create a professional-looking document.

Quarterly product sales

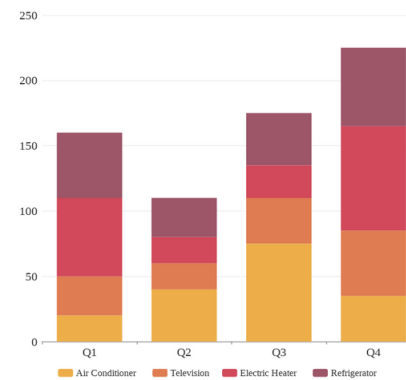


Chart Templates in Excel

