

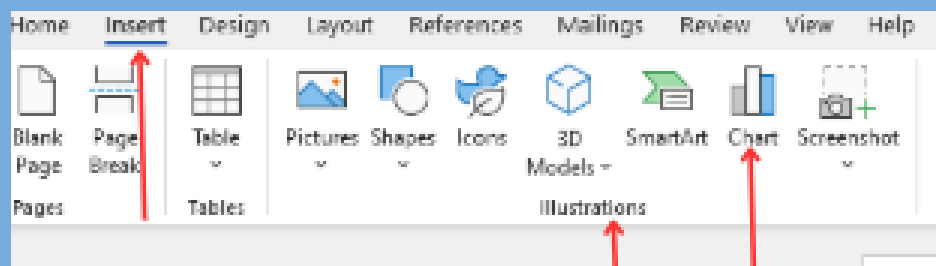


How to create a chart in Microsoft Word

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Module: Digital Skills

1 INTRODUCTION - WORD

Open Microsoft Word.
Microsoft Word is a word processor which allows you to create, edit and share documents.
Microsoft Word will allow you to create a wide range of documents including notes, essays, letters, receipts and even charts.(The University of Manchester, no date)

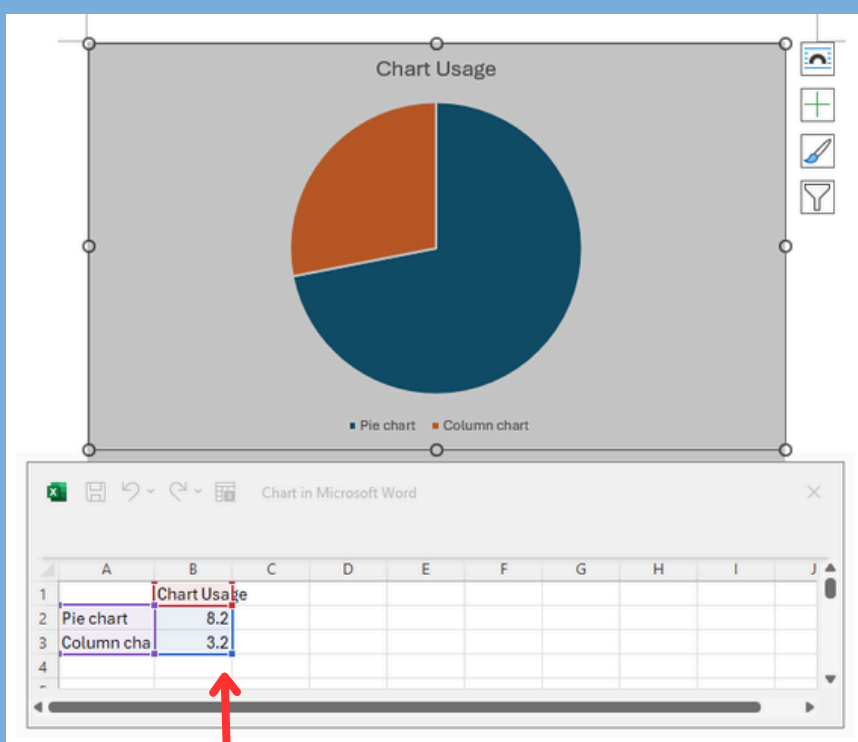
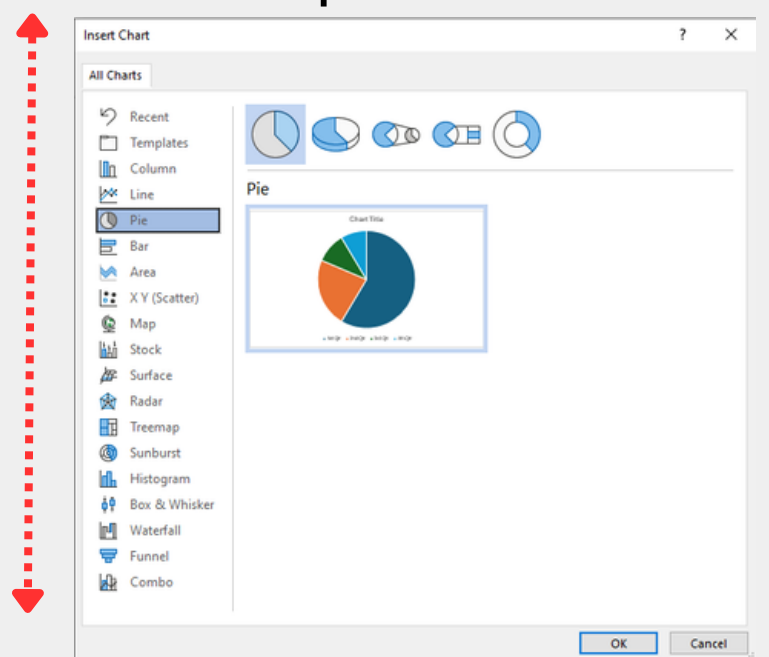


2 INSERT A CHART

Go to the "Insert" ribbon and select chart from the illustrations group.

3 SELECT A CHART

A variety of types of charts will pop up, select the chart that's relevant for your needs and press "OK".

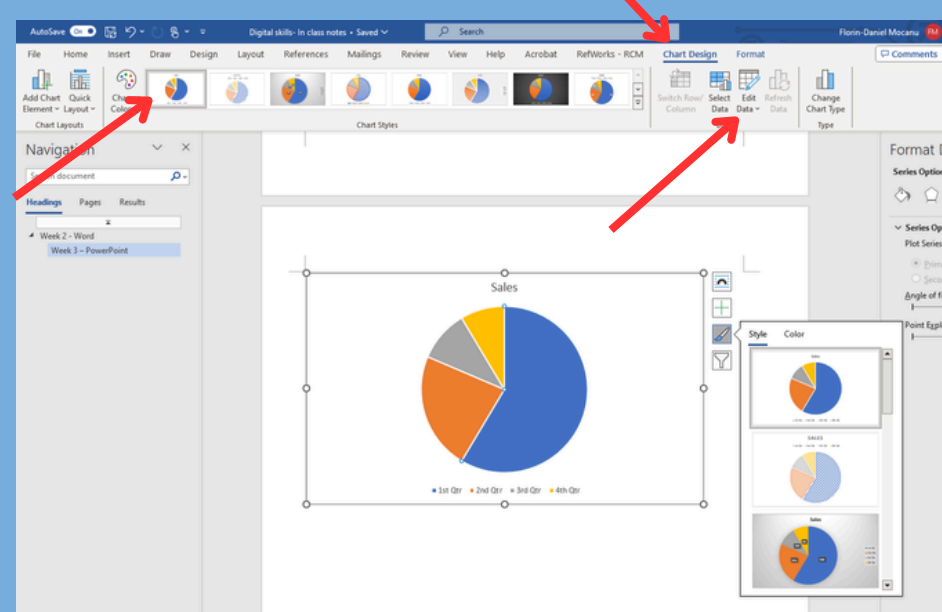


4 CHART DATA

An excel type of spreadsheet will open up in which you can input your data and the chart will generate your data when you close it.

5 ADDITIONAL

You can adjust the chart to your liking, press on the chart and it will automatically go to the chart design ribbon from which you can change its style, you can even change the colours. From the Chart design ribbon you can also change the data inserted in the chart, or even change the chart type if you think the chart you selected is no longer appropriate for your work.



REFERENCE

University of Manchester (no date)
Microsoft Word . Available at:
<https://www.itservices.manchester.ac.uk/students/office365/word/>
(accessed 5 of April 2025)