

How to create a chart in a Word document.

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Charts in word document

One tool for graphically communicating information is a chart. To make it simpler to comprehend vast amounts of data and the connections between various data series, they are used to graphically represent numerical data series. To make numerical data such as comparisons and trends, easier for reader to understand, include a chart in your paper

CONCLUSION:

- The ability to create a graph in Microsoft Word can greatly improve the way you display data in your writing. It is quite helpful to know how to make a graph with this popular word processor, regardless of whether you are a professional, student or just someone who enjoys organising data. It's a straightforward procedure, may successfully convey your message and make an impression.

TO ACCESS MORE INFORMATION ACCESS THE LINK BELOW

[HTTPS://WWW.MICROSOFT.COM/EN-US/ABOUT?](https://www.microsoft.com/en-us/about?MSOCKID=09F8C2AAC0C266D0370FD71EC12267D5)
MSOCKID=09F8C2AAC0C266D0370FD71EC12267D5

1. To graph data in Microsoft Word, open a new or existing document and ensure you have the desired data ready, either in a table within Word.

2. Select “Chart” from the (insert) tab and choose from various chart types like Column , Line, Pie, Bar, AREA, etc, , to represent desired data

3. To create a chart in Exel,input data from Word document or copy and paste from another source. Ensure your data is accurate and organized from the chosen chart type

4. Customize your chart using the Design and Format tabs, adjusting style, layout, colors, and adding elements like titles or lables to fit your document's look and feel

5. Save your Word document frequently, especially after chart changes to preserve data and progress, Once completed, you have a fully functional graph that can be easily edited