



LCLM4002 Digital Skills

Task 2 – Informative Poster

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LCLM4002 Digital Skills

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How to create a chart in a Word document

Introduction

Widely utilised for the creation of documents including brochures, correspondence, instructional materials, tests and quizzes, and homework tasks, Microsoft Word is a well-known word processing programme (Basham, 2021). Charts are an important way to demonstrate data and make it easier to understand. There are different ways to make charts in Microsoft Word (Morgado, 2017). The benefit of utilising graphs and charts is that they can present a great deal of information in a format that is simple to comprehend. For instance, a line graph is an effective visual tool for illustrating temporal trends (Smith, 2021).

Step 1: Microsoft Word

The first step is to open the Microsoft Word document. If it's not installed then it should be installed from the Microsoft website. Microsoft Word can also be downloaded from various internet sources (Smith, 2021).

Step 2: Inserting a Chart

By clicking on the 'insert' tab located menu bar there will be an "Add a chart" option available (Basham, 2021). This option will display different types of charts to choose from. There are various chart options available such as columns, bars, pies, lines, scatters etc.

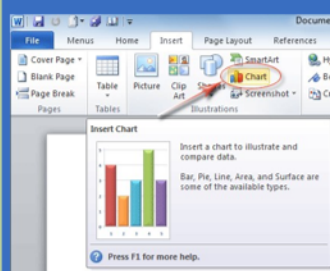


Step 3: Selecting a Chart Type

The type of chart will be chosen based on the type of data and information. The chart type will be different based on the data type (Ackmann, Kulterman and Arora, 2021). The chart will interpret the analyzed data and show a quantitative visualization (Smith, 2021). Then by clicking on the desired chart type and inserting the document, the user has to click "OK".

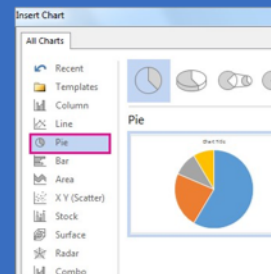
Step 5: Customizing the Chart

The chart can be customized after entering the data. This enhances the appearance and effectiveness of the chart. Also, the colour can be customized for the chart (Sue and Griffin, 2015). By right-clicking on various elements this option can be accessed. Users can change the axis table, data series and various other options



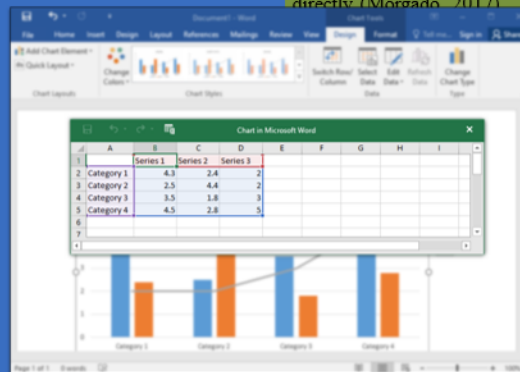
Step 4: Entering the Data

After clicking ok a spreadsheet-like window will appear in the Word document. The data will be inserted in the window. The data points can be changed by clicking on the cells. In this window, the data can be inserted from various sources like Excel directly (Morgado, 2017).



Step 6: Resizing and Positioning the Chart

To adjust the chart, the user has to select and resize based on the requirements. The chart can also be repositioned by dragging it within the document (Ackmann, Kulterman and Arora, 2021).



Step 7: Saving the Document

When the chart is done the user has to save it to preserve the work. The "file" option on the top menu bar will be selected and the file will be saved in the desired location (Sue and Griffin, 2015).



Conclusion

Graphs and charts simplify complex information by presenting it in formats that are straightforward and efficiently convey crucial ideas. This lets people share the information in a clear and organised way. The utilisation of charts to visually represent sequences of numerical data in a graphical format facilitates comprehension of vast amounts of information and the interrelation among various series.

References

- Ackmann, H., Kulterman, B. and Arora, R. (2021) Microsoft 365 Word Tips and Tricks: Discover better ways of creating, customizing, and troubleshooting your documents. Packt Publishing Ltd.
- Basham, S. (2021) Microsoft Word in easy steps. Covers Microsoft Word in MS 365 suite. In Easy Steps Limited.
- Morgado, F. (2017) Microsoft Word Secrets The Why and How of Getting Word to Do What You Want. Apress.
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