

How to create a chart in a Word document



navigating yourself to the insert button

In order to find the insert button on a word document you must first look on the far left corner of the word document until you find insert button and click on the 'chart' menu until you find the desire design you would like to create on your document



finding the right chart for your desired document

Finding the right chart is a very simple task all you got to do is, after finding the chart button like I've mentioned in a previous step you will now be able to see a dialog box with different chart types. After you have selected the chosen chart for your design final step is to click OK for your chart to be saved on your document



entering the data on your chart

ones you have the information you would like to add to your designed chart a excel spreadsheet will open up on your word document, ones you have found the data you would like to add you will then be required to change the default data with the spreadsheet and add your personal information to complete the chart



Customising The Chart

Using the chart design tab lets you modify and customise to your own preferences the chart sizes, fonts, colour and many more they are many key elements when you wish to do them like to underline and many more



Closing the spreadsheet

Ones you are happy with the customizations and the final design of your chart, and spreadsheet, In order to save your work you are required to auto save your work on the save button on the right hand corner of the word document which it will automatically save onto your OneDrive files