

HOW TO CREATE A CHART IN A WORD DOCUMENT

Insert Chart

On the Insert tab, click the Chart button. Select a chart type from the Insert Chart window.



Chart Data

A spreadsheet will open in the document.

Enter your data into the spreadsheet.



Edit & Layout

Use the Chart tab to edit the chart, and the Chart Styles button to change its layout



Resizing

To resize the chart, click and drag one of the corner handles.

