

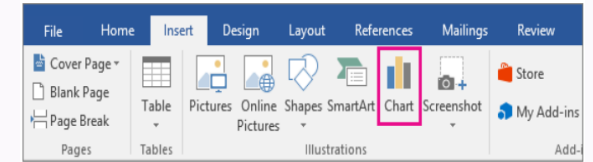
Module: Digital Skills
Module code: LCLM4002
Task 2

The process of creating a chart in the Word Document

In an MS Word Document, a chart can be created or added in two different ways- Either by creating a chart on the MS Excel Spreadsheet and then pasting the chart into the MS Word document, or by producing the chart in the MS Word document itself. The former way is more popular, however, the steps of the later process will be discussed in this poster.

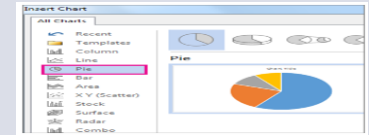
Step 1:

In an MS Word Document, a simple chart can be produced in the following steps. Firstly, from the menu bar, the 'Insert' menu is selected. Then from the 'Insert' menu, the 'Chart' option is selected. From there, a suitable chart is selected such as a pie chart, bar chart, line chart, column chart, histogram, etc. The type of chart depends on the type of data provided (Microsoft Support, 2024).



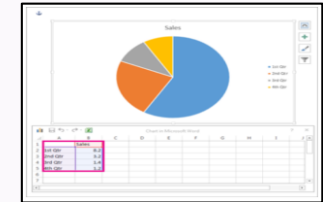
Step 2:

Once the choice of the chart type is made, the user can double-click or click the chosen type of chart to have an overview of how the chart will look like. A tip in this context is that the user can go through 'Available Chart Types' to decide which chart is the most appropriate for the provided data (Microsoft Support, 2024).



Step 3:

After clicking on the chart, a spreadsheet pops up in which default data is contained. Here, the user needs to replace the default information with her own data. In this context, when a chart is inserted, a small button is found near the upper-right corner. From this, things like axis titles, and data labels can be shown, hidden, or formatted or else the 'Chart Styles' option can be used to change the design or colour of the chart. There is a 'Chart Filters' option present as well through which information in the chart can be shown or hidden (Microsoft Support, 2024).



Step 4:

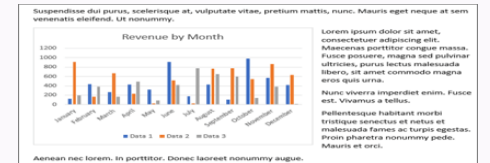
Once the chart preparation is completed in an appropriate manner, the document needs to be saved from the 'File' menu using an appropriate file name. The user can write required notes or briefs related to the chart on the MS Word Document. Once all these steps are done, the spreadsheet is closed (Microsoft Support, 2024).



Step 5:

Now, if the user thinks, the 'Layout Options' button can be used to make the arrangements of the charts and text in the Word Document (Microsoft Support, 2024).

If the chart is made on the MS Excel Spreadsheet, the user needs to press 'Ctrl + C' on the Keyboard to copy the chart and then type 'Ctrl + V' to paste that chart on the MS Word Document (Computer Hope, 2024).



References

- Computer Hope. (2024). *How to create a chart or graph in Microsoft Word*. [online] Available at: <https://www.computerhope.com/issues/ch001895.htm> [Accessed 17 Aug. 2024].
- Microsoft Support. (2024). *Add a chart to your document in Word*. [online] Available at: <https://support.microsoft.com/en-us/office/add-a-chart-to-your-document-in-word-ff48e3eb-5e04-4368-a39e-20df7c798932> [Accessed 17 Aug. 2024].