

HOW TO CREATE A CHART IN WORD DOCUMENT.



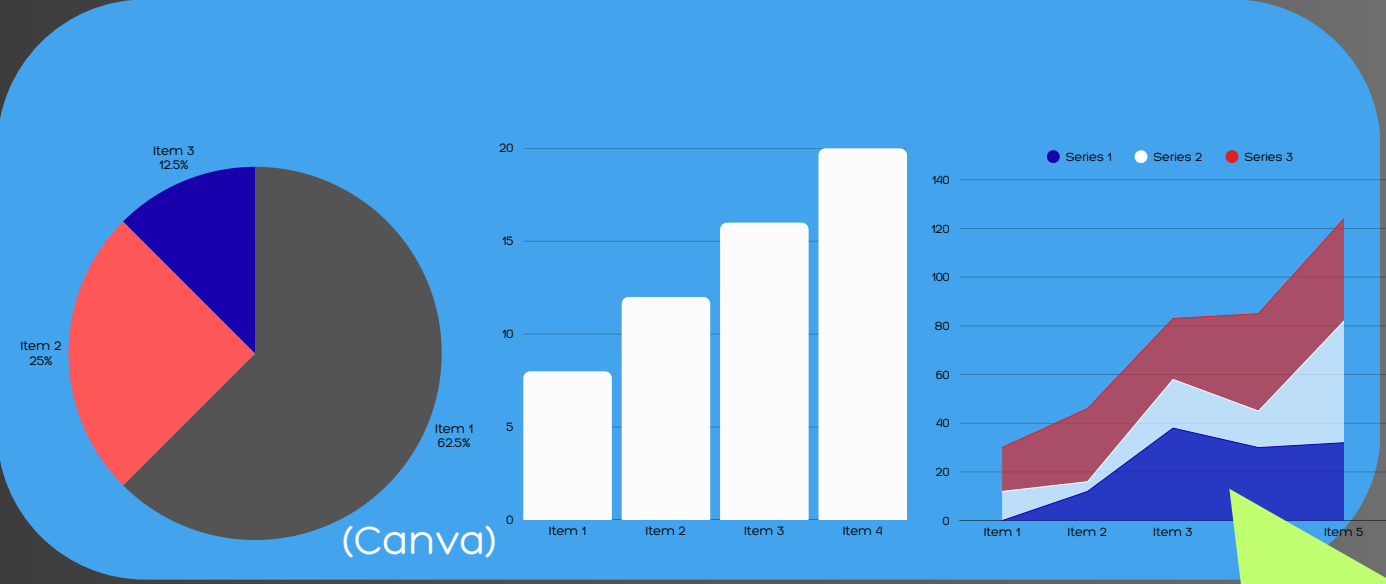
1 Open microsoft Word.



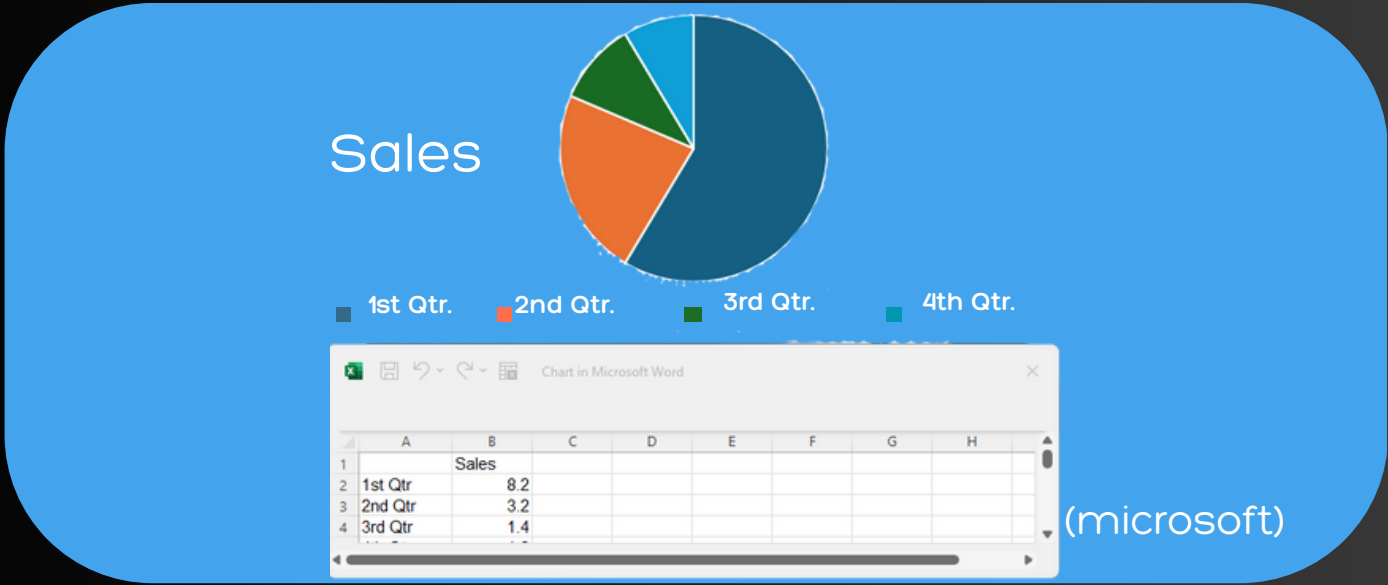
2 Click on Insert.



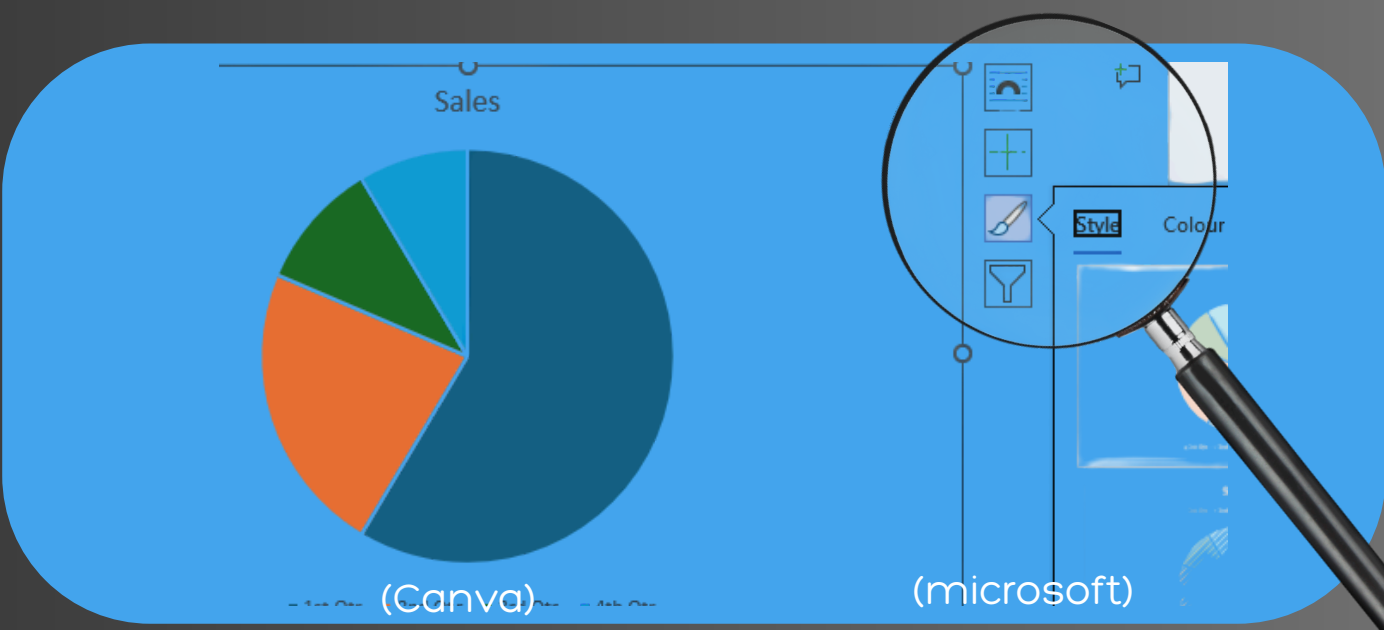
3 Click on Chart.



4 Select the chart type wanted and double-click on it or click on ok to confirm.

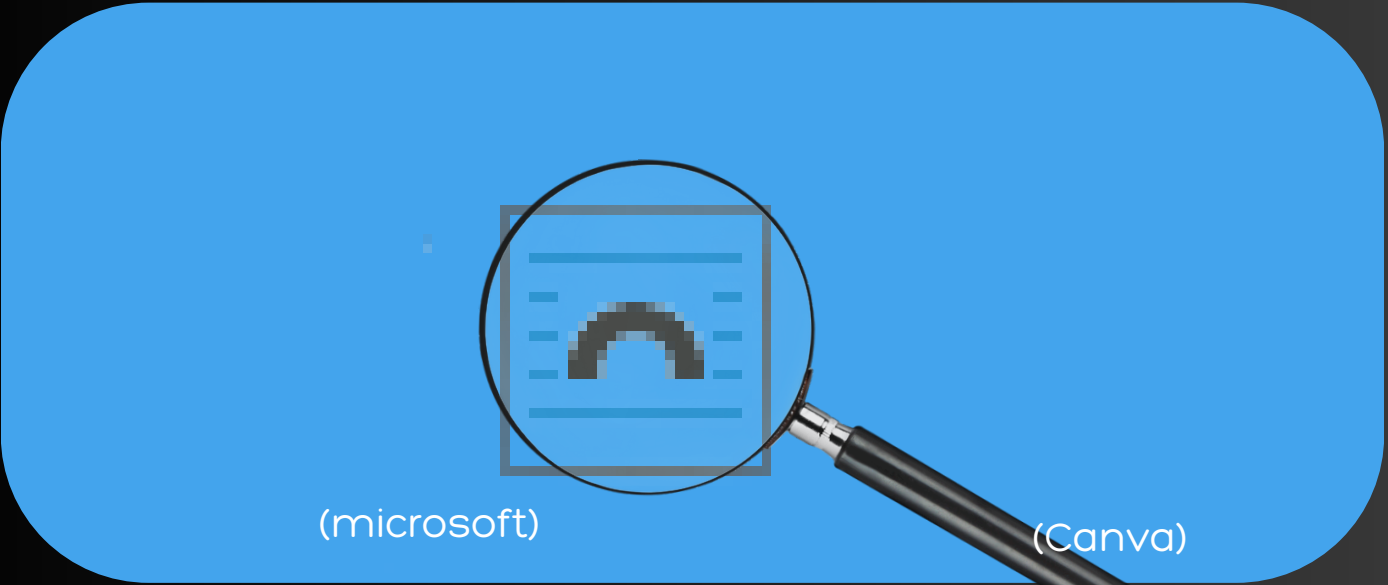


5 In this spreadsheet, replace the default data with your own information.



6 When chart is inserted, buttons will appear next to its upper corner.

Use chart elements  button to show, hide, or format things like axis titles or data labels. Use Chart Styles  button to quickly change colour or style of the chart. Use Chart Filters  button for more advanced options that shows or hides data in the chart. (microsoft)



7 May use Layout Options button to change the chart and text in the document.

References:

Bar Chart No Background - Available: <https://www.bing.com/images/search?q=Bar+Graph+No+Background&form=IRBPRS&first=1> (Accessed 02 August 2025).

Canva app. 2025. (Accessed 03 August 2025).

Add a chart to your document in Word- Microsoft Support. Available at: <https://support.microsoft.com/en-gb/office/add-a-chart-to-your-document-in-word-ff48e3eb-5e04-4368-a39e-20df7c798932> (Accessed 03 August 2025).