

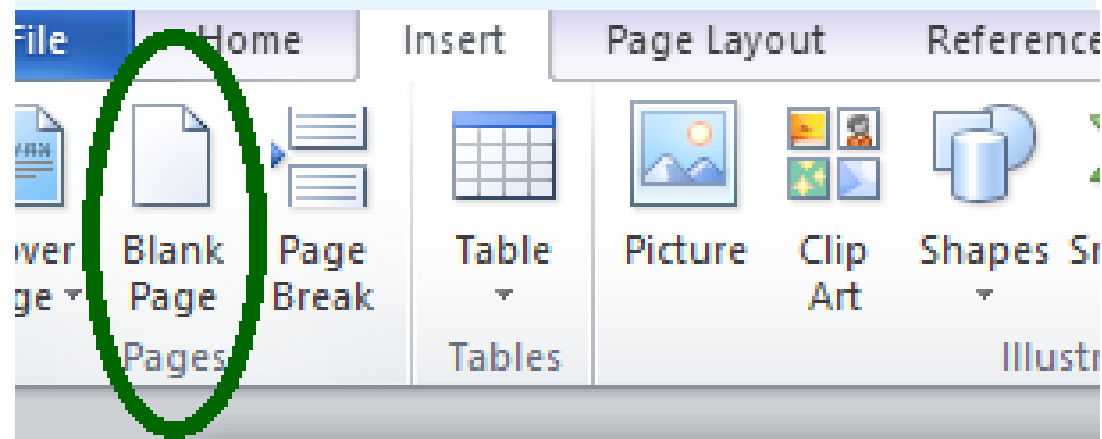
How To Create A Chart In A Word Document



This poster will help understand how to create a chart in the Word document. Creating a chart is important knowledge because it is a key practice in a business, charts can help people understand information better visually, than reading a text. Follow the steps in this poster to create your own chart in Word document.

Create a chart step by step

Charts are a helpful tool for visualizing your data, making sure that it leaves a lasting impression on your audience. To create a great chart and incorporate a trendline, begin by opening a blank page in Word and enter your data.



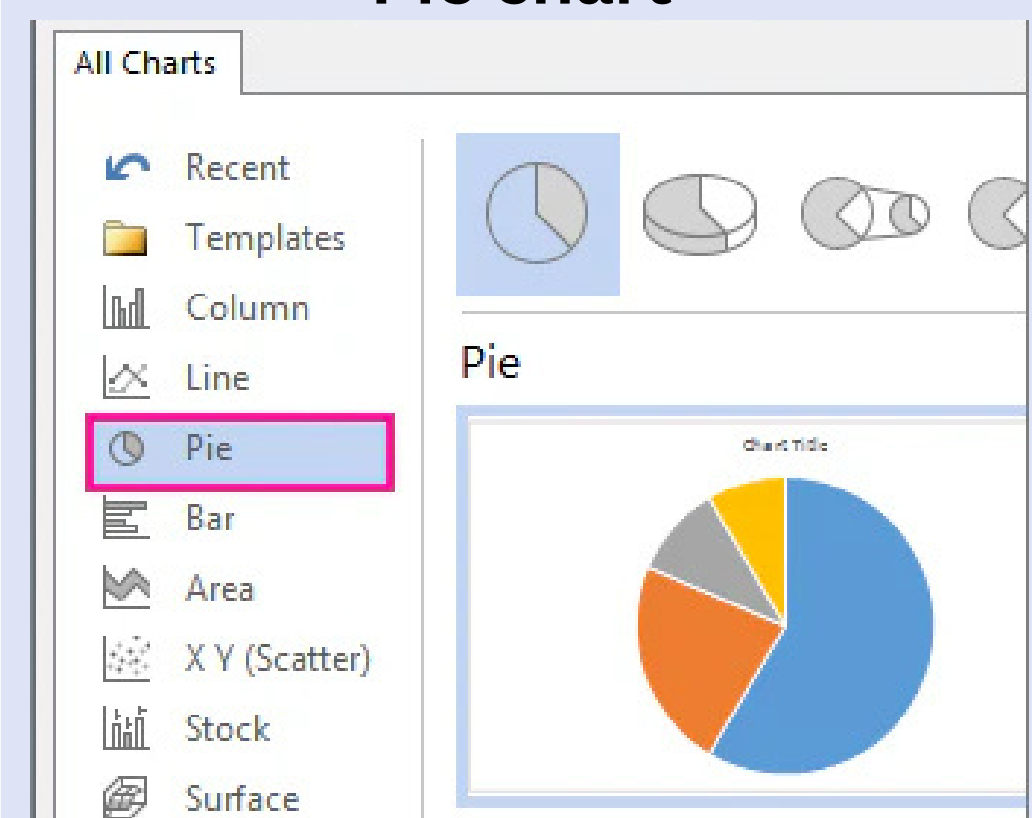
STEP I

You can modify the data in the spreadsheet by adding your own information or by copying and pasting data from another location into the attached sheet. Once you do this, you will notice that the chart in Word will instantly refresh to reflect your changes.

STEP III

Reference: Writtenhouse S., (2021), 'How to make a chart in Microsoft Word', available at: <https://www.howtogeek.com/769692/how-to-make-a-chart-in-microsoft-word/>, (Accessed 20 November 2024)

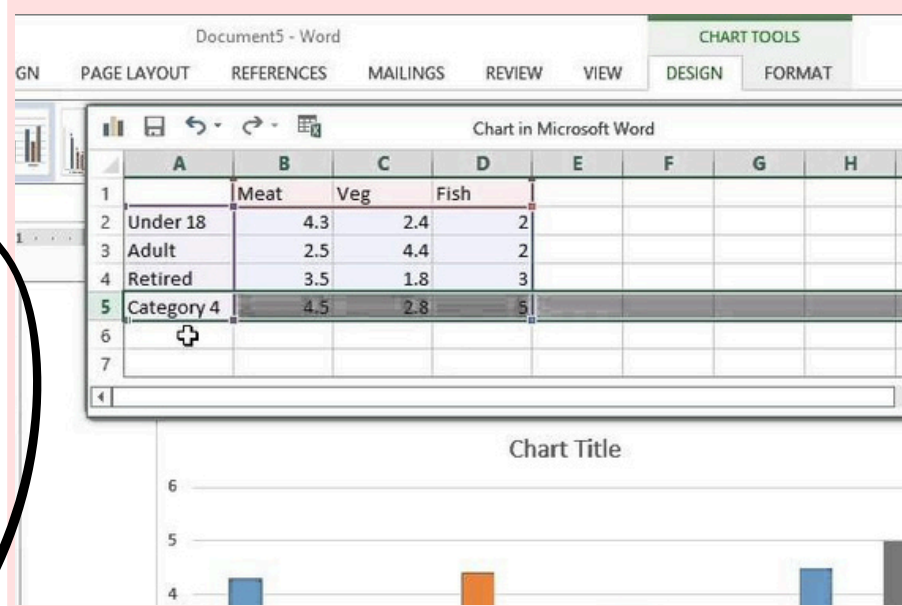
Pie chart



Reference: Microsoft (2024), 'Create a chart from start to finish', available at: <https://support.microsoft.com/en-us/office/create-a-chart-from-start-to-finish/>, (Accessed 24 November 2024)

Insert your data and chart

After you open a blank page in Word document, start typing your data with the help of Excel and press insert a chart. After inserting the chart, an Excel spreadsheet will pop up. The sheet contains sample data to help you begin, and presents a simple version of Excel, without tabs or a ribbon.



STEP II

Different types of charts

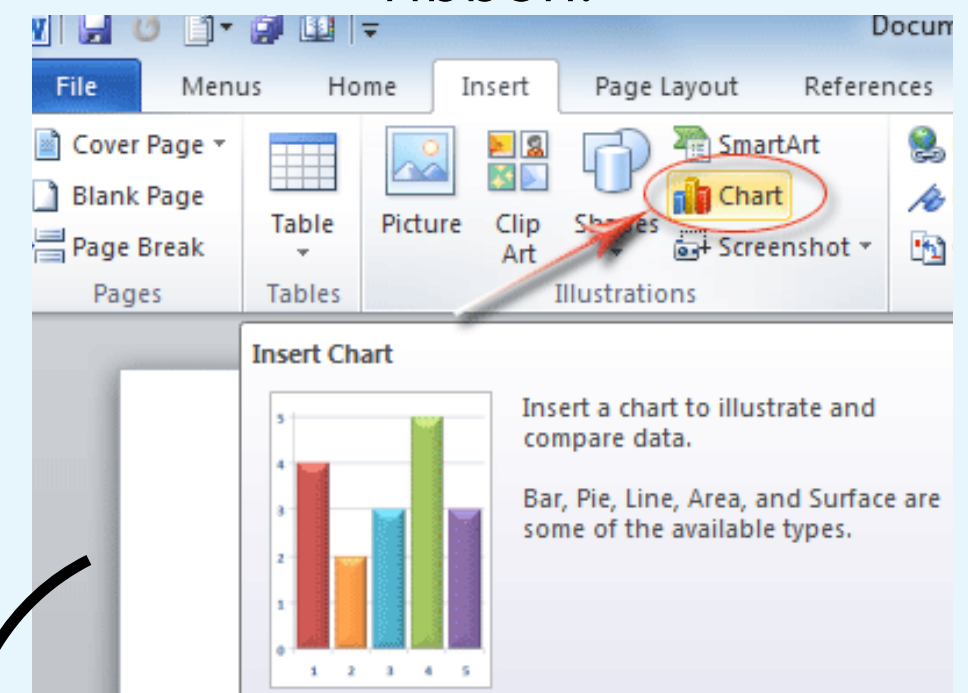
Many different types of charts can be used in Word and you can choose the one that suits your data the best. This can be:

- column charts used for comparing data;
- line charts are good for comparing, for showing trends;
- pie charts are easy to compare proportions.

When working with numerical data in Word, sometimes a chart is just what you need to show the meaning behind the numbers.

Insert the type of chart want

Position the cursor at the place where you would like the chart to appear in your Word document. Next, navigate to the 'Insert' tab and click on 'Chart' found in the illustration section of the ribbon.

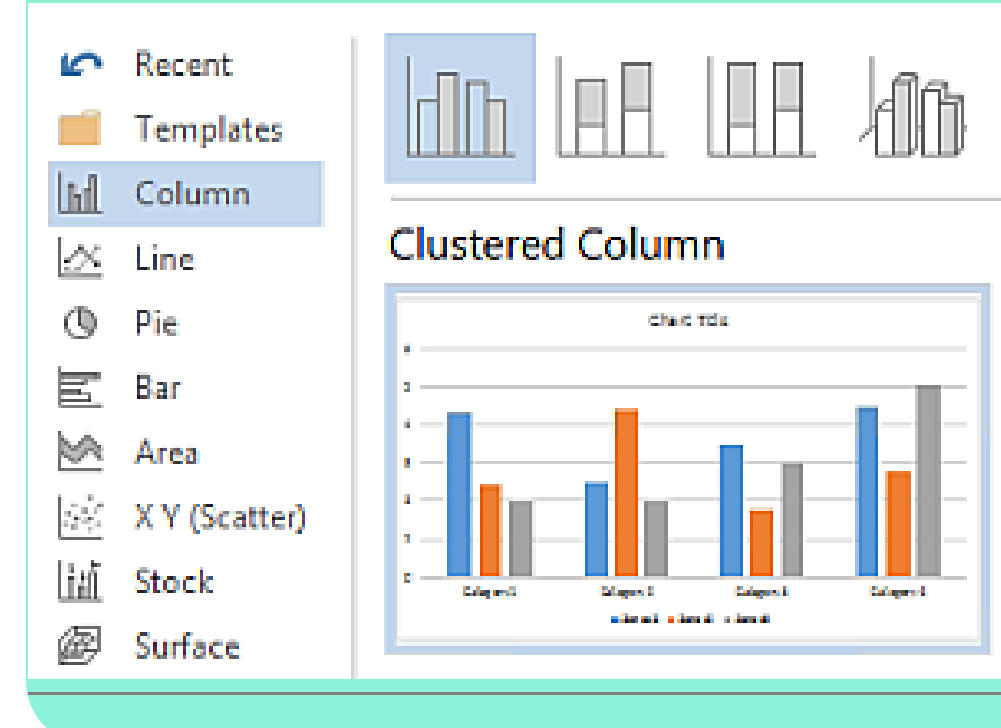


STEP IV

Choose the type of chart that suits your needs the best.

STEP V

Column chart



Line chart

