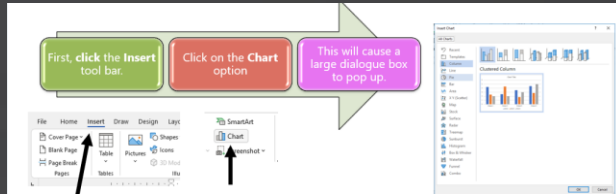


How to Add a Chart in your Word Document: Step-by-Step Watching Guide?

Introduction

In the digital age, data needs to be presented in a visual manner for effective communication. Microsoft Word has a built-in function to insert and customize charts, and users can chart their numerical data efficiently and effectively. This poster will describe the step-by-step process of making a chart in Word documents, with a focus on efficiency in the workplace and include business presentation standards.

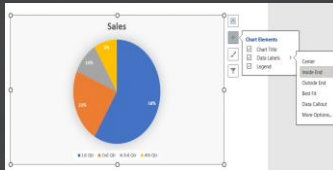


1. Microsoft Word Document

- Open MS Word with either the desktop application or via the OneDrive.
- Create a new blank document or open an existing document where you want the chart to be inserted.

2. Go to the 'Insert' tab

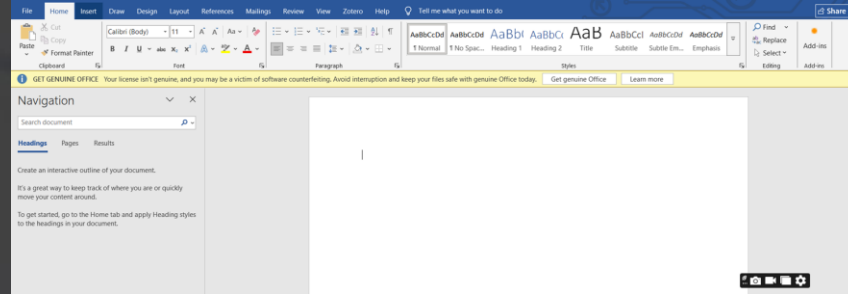
- At the top of the screen, click on 'Insert' in the Ribbon.
- In the Illustrations group, locate the 'Chart' function.



Why It Matters

The ability to create accurate charts in Word documents is a skill used for business communication. A well-designed chart can:

- Improve the understanding of data.
- Enhance storytelling visually in reports.
- Take the professionalism of presenting data to the next level



4. Input Chart Data

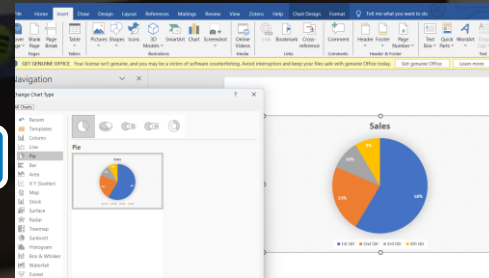
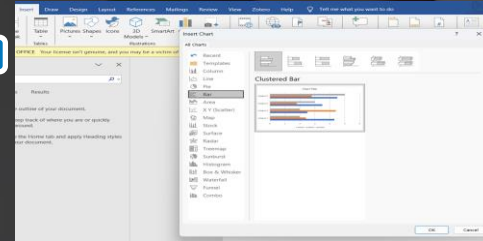
- Once you have chosen the chart, an Excel-like datasheet will appear.
- Replace the sample values with your data.
- Your categories will be in the first column.
- Values go into the second column.
- Your Word document chart will automatically update as you input data.

5. Format the Chart

- Select the chart, and the Chart Tools tab will appear.
- Use 'Chart Design' to change colors, styles, or change the chart type.
- Use 'Format' to change fonts, borders, and effects.
- If it fits into the graphic design of the document, you have a professional-looking chart.

6. Add Labels and Titles

- Add Data Labels so your readers can better interpret or understand the data you've represented graphically. Right-click on the chart and select 'Add Data Labels'.
- Click on the Chart Title: You can replace the sample text with your own title and ensure it is meaningful (such as: Sales Distribution Q1 2025).



8. Resize and Place the Chart

- You can resize the chart by clicking and dragging the corners. When resizing, use the corners so that your graphic will stay in proportion.
- To accurately place your chart in the document, take advantage of the 'Wrap Text' option under Layout Options (such as: In Line with Text, Square, Tight).

9. Figure Labelling

- You will always want to make sure you add a Figure Number and a Caption below the chart.
- Example: Figure 1: Sales Distribution Q1 2025
- Doing this adds professionalism and clarity to the document.

Conclusion

Becoming proficient in building charts in Microsoft Word will expand your ability to generate clarity and professionalism in your data representations within workplace documents. Following a clear set of steps involves: choosing the best chart type for the data, inputting accurate data, and applying clear labels. Each step, when processed in combination, allows you to produce reports, proposals, and presentations that communicate information in a clear manner. Establishing these digital skills in the production of charts enhances the quality of documents you produce, while also building upon your efficiency and confidence in executing workplace documents that include visual representations of data. This is an essential skill for today's workplaces where the work and communication environments are being dictated by a digital existence. Clarity, precision, and professionalism will go a long way when communicating for a business purpose

References

Jeong, D. and Lee, S. (2017) 'Study on the tracking revision history of MS Word files for forensic investigation', *Digital Investigation*, 23, pp. 3–10.