

HOW TO CREATE A CHART IN MICROSOFT WORD

A simple guide for beginners to add charts with ease!

1. OPEN A WORD DOCUMENT

Launch Microsoft Word. Open an existing document or create a new one.



2. GO TO THE 'INSERT' TAB

On the ribbon, click the **Chart** type.

3. ENTER YOUR DATA

Word will open an Excel-style datasheet. Replace the default data with your own. Close the datasheet when done.



4. CUSTOMIZE YOUR CHART



Using the **Chart Design** and **Format** tabs:

- Change colours
- Add data labels
- Switch chart type
- Apply quick layout style

5. SAVE YOUR DOCUMENT

- Double-click on any chart element to format it.
- Right-click for more options.
- Use **Add Chart Element** - under **Chart Design** for legends, titles, and axes.



💡 **BONUS:** Use **SmarArt** for flowchart and diagrams.
Perfect for: Reports, Representation, School Projects, Business Proposal

STANICA ROXANA DEDIU

2441417

GROUP: 6