

HOW TO CREATE A CHART IN A WORD DOCUMENT

Visualize your data in 5 easy steps

1

OPEN YOUR WORD DOCUMENT

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



2

Go to “Insert” Tab

click an insert on the top menu
Find the “Chart” icon in
“illustrations” group



5

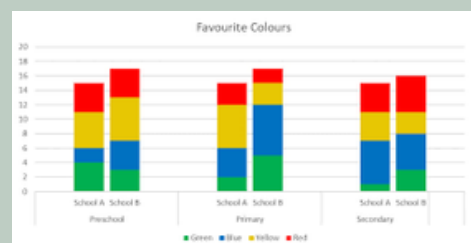
TIPS FOR BETTER CHARTS

- . Use clear titles and legends
- . Keep it simple and easy to read
- . Choose the right chart type for data



ENTER YOUR DATA

Change colors and styles.
Edit labels and titles.
Resize or move automatically



4

Choose a Character Type

A pop-up will appear in chart
options.
Click Ok



3