

-How to create a chart in a word document !

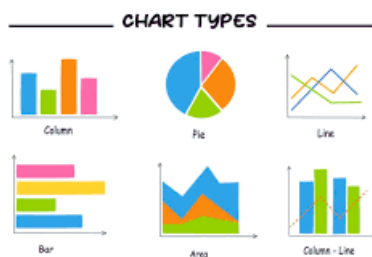
Open Microsoft word :

create a new document or open an existing one where you want to insert the chart.

Click the Insert tab. View various options for adding different elements to your document.

On the Insert tab, you will see a section called Illustrations. Click Chart. Another window will appear showing a variety of chart choices.

Navigate to insert tab:



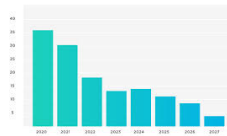
Select a Chart Type

In the Chart window, you will see a series of categories :

✕ **Column**

✕ **Bar**

✕ **Line**



✕ **Pie**

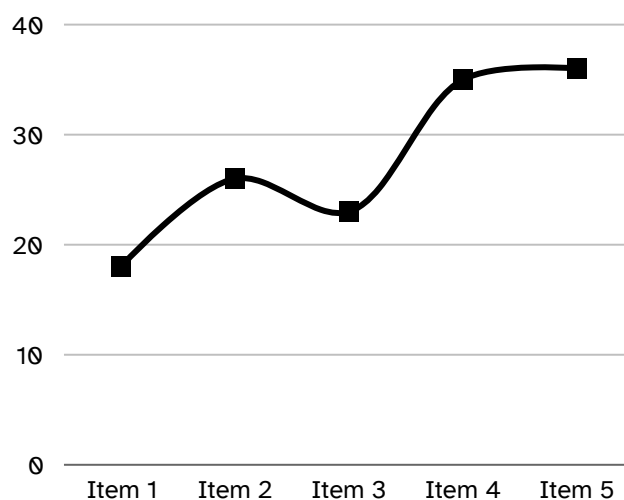
✕ **Area**

✕ **Scatter**

Select the type of chart that best represents your data. For example, a column chart compares values across different categories, while a pie chart shows parts of a whole.

Enter your data

Once you have selected a chart type, then click OK. This action will insert a placeholder chart into your document and an Excel-like spreadsheet where you enter your data. Default data will appear in the spreadsheet depending on the chart type.



Customize your chart !

Once your chart is filled with data, you can customize it. Select your chart, and the Chart Tools Options appear on the ribbon, in the Design and Format tabs.

Design tab: Here you can change the overall layout and style of your chart, and add chart elements such as titles, legends, and labels to improve readability.

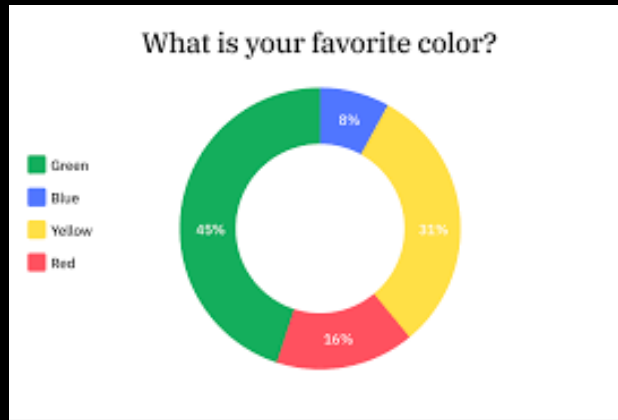
Use this tab to adjust the chart's colors, fonts, and other visual aspects. It allows for a more personalized look and aligns the chart with your document's theme

If your chart doesn't fit perfectly in your document, you can easily resize it. To resize the chart, click it and drag the corners to the desired dimensions. You can also click and hold to move it to a different location in the document.

Format tab!

Choose Colors !

Use contrasting colors for different data sets but maintain a cohesive color scheme. Avoid overwhelming colors that can distract from the information.



References:



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