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How To Create a Chart in a Word Document



Introduction

In Microsoft Word, a chart is a visual representation of data, often numerical, that helps to illustrate relationships, comparisons and trends, making complex information easier to understand and communicate.



How to create a chart in a word document

To create a chart in Word, go to the “Insert” tab, click “Chart”, select your desired chart type, and then enter your data into the spreadsheet that appears

That is how Chart looks in Microsoft Word

References

Available at :

<https://edu.gcfglobal.org/en/word/charts/1/#>

<https://support.microsoft.com/en-gb/office/add-a-chart-to-your-document-in-word-ff48e3eb-5e04-4368-a39e-20df7c798932>

