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How to create a chart in word

Step 1 : Open Microsoft Word and position the cursor.

→Open the word document then you would need to open Microsoft word and scroll to the documents where you want to insert the chart.

→After opening the Microsoft word you need to open an already existing document or create a new one.

After that you need to click on the location where you want to insert the chart

step:4 enter the data in the excel spreadsheet

After you select a chart,an excel document it will appear along the side of your document

Replace the example data with your original data in the spreadsheet. Each column will correspond to a data point in the chart.

§If you will need more columns , drag on the bottom right corner of the data range to expand it

§When you have entered your data,close the excel window. The word chart will automatically update to the new data.

Step2:Insert the chart.

Go to the ‘insert’ tab in the word toolbar the top In the illustration group,and click on the ‘chart’

The insert chart dialog box will pop up ,displaying different chart models.

Step3:select the chart type.

Choose the model of the chart you want to use.

Microsoft word gives you many options such as:

•*Column chart*

•*Line chart*

•*Pie chart*

•*Bar chart*

•*Area chart*

•*Scatter chart*

When you picked the chart model click’OK’

Step5:customize chart

•Word provides for you many customisation options to change the look and structure of the chart

1.Press on the chart to activate the chart tools section in the ribbon.

2.Under where it says ‘chart designs’ tab you can

- Change the chart model if its needed
- Choose a different chart style or colour

•Change the row or column if the chart isn’t as good as expected.

Step6: Save document

To save a document you need to:

1.Click where it says’file’ then press on ‘save as’.

2.Pick the location and give the document title.

3.Press save to make sure your changes are preserved.