

MAKE A CHART IN A WORD DOCUMENT

Introduction

Microsoft Word is a word processing program created by Microsoft in 1983 (Armstrong,, 2006). It is the most often utilised word processing program. This software is utilised for the creation of high-quality papers, such as letters, reports, resumes, and more. Additionally, it provides the capability to edit or change both new and old documents. The file saved in Microsoft Word is given the .docx extension. It is an integral part of the Microsoft Office suite, but it can also be purchased as a standalone product and is compatible with both Windows and macOS operating systems. The most recent iteration of Microsoft Word is the 2019 edition.

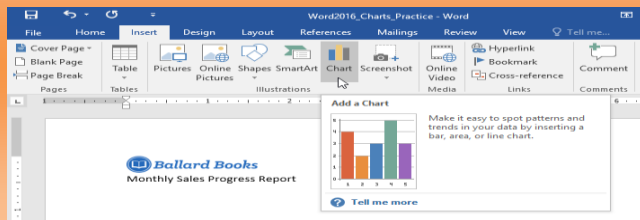
According to Jindal and Shaikh, (2014), a chart is a graphical tool that facilitates the communication of information. Adding a chart to your paper helps facilitate the comprehension of numerical data, such as comparisons and trends, hence enhancing the reader's understanding.

This poster will outline the characteristics of Microsoft Word, and all the steps in creating a chart in a word document.

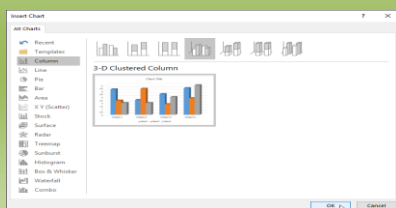
Inserting Chart in Word Document

Word employs a distinct spreadsheet window for inputting and modifying chart data, similar to a spreadsheet in Excel. The process of inputting data is rather straightforward, but, if you are not familiar with Excel, it would be advisable to revisit our Cell Basics course.

1. Position the cursor at the desired location for the chart to be shown.



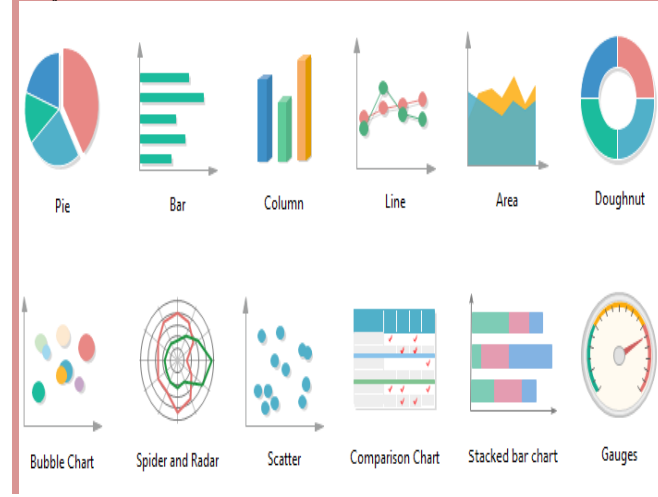
2. Go to the Insert tab and select the Chart command in the Illustrations group.



5. A graphical representation and a digital document will be displayed on the screen. The text in the spreadsheet serves as a temporary substitute that you must substitute with your own original data (Jindal, & Shaikh, (2014). The source data is the information that Word will utilise to generate the chart.

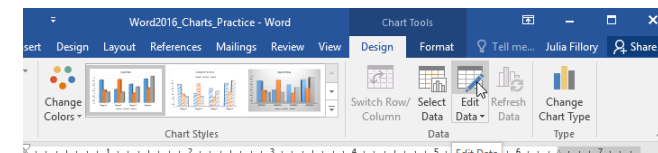
Types of Chart

There exist other options of charts to select from. In order to utilise charts efficiently, it is vital to comprehend the distinctive characteristics of any every chart.



3. A dialogue window will be shown. To access the available choices, select a chart type from the left panel and then explore the charts displayed on the right side.
4. Choose the preferred chart and then click the OK button.

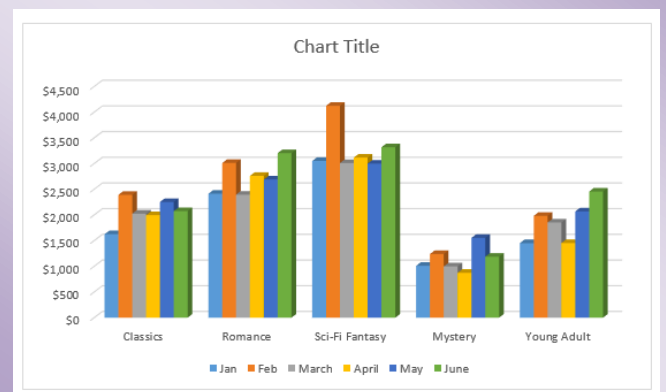
To edit your chart again, simply select it, then click the **Edit Data** command on the **Design** tab. The spreadsheet window will reappear.



6. Enter your **source data** into the spreadsheet.

	Jan	Feb	March	April	May	June
Classics	\$1,625	\$2,391	\$2,025	\$1,996	\$2,251	\$2,073
Romance	\$2,413	\$3,012	\$2,394	\$2,761	\$2,689	\$3,202
Sci-Fi Fantasy	\$3,051	\$4,125	\$3,008	\$3,117	\$2,999	\$3,317
Mystery	\$1,009	\$1,239	\$998	\$872	\$1,554	\$1,187
Young Adult	\$1,451	\$1,982	\$1,853	\$1,452	\$2,068	\$2,455

7. The chart will be complete.



Conclusion

Charts are crucial and valuable due to their efficacy as tools for tasks such as data analysis, highlighting key points, and facilitating comparisons across numerous data sets in a comprehensible and memorable manner.

References

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