

HOW TO CREATE A CHART IN A WORD DOCUMENT

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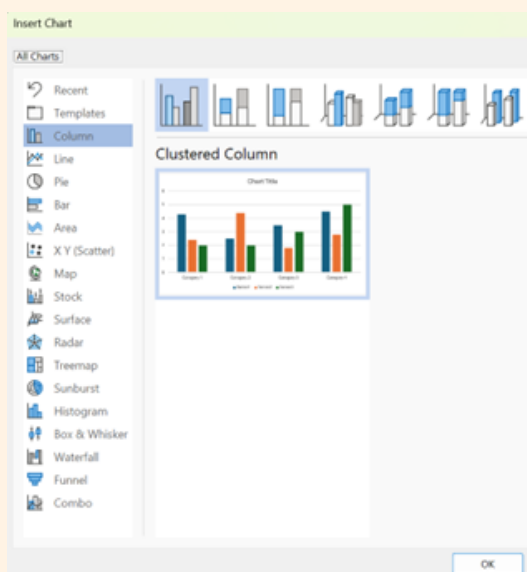
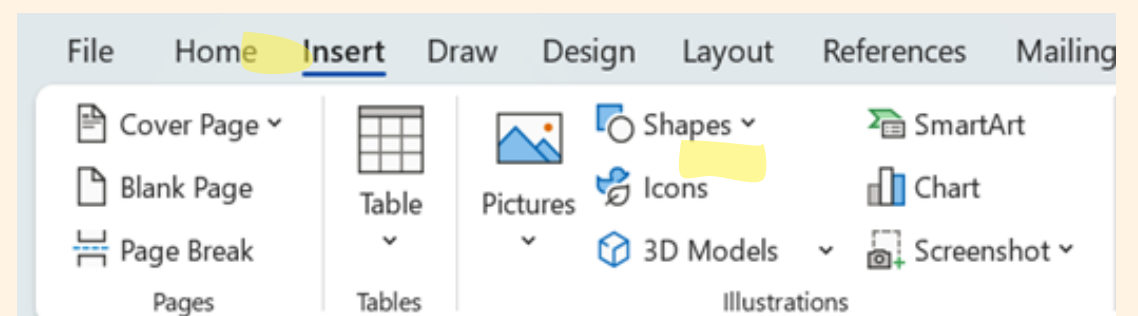


Introduction

MS Word, also known as Microsoft Word, was developed in 1981 and launched in 1983. Wright (2019), states MS Word 'is the most widely-used word processor in the world.'

Creating A Chart: Step 1

Open a blank document on MS Word and click on the Insert tab. In the drop-down menu, select Insert Chart.



Step 2:

A dialogue box will open showing the various charts available. From pie-charts to bar charts. Choose the chart most suited to your data. Click OK and the chart will be inserted to your document.

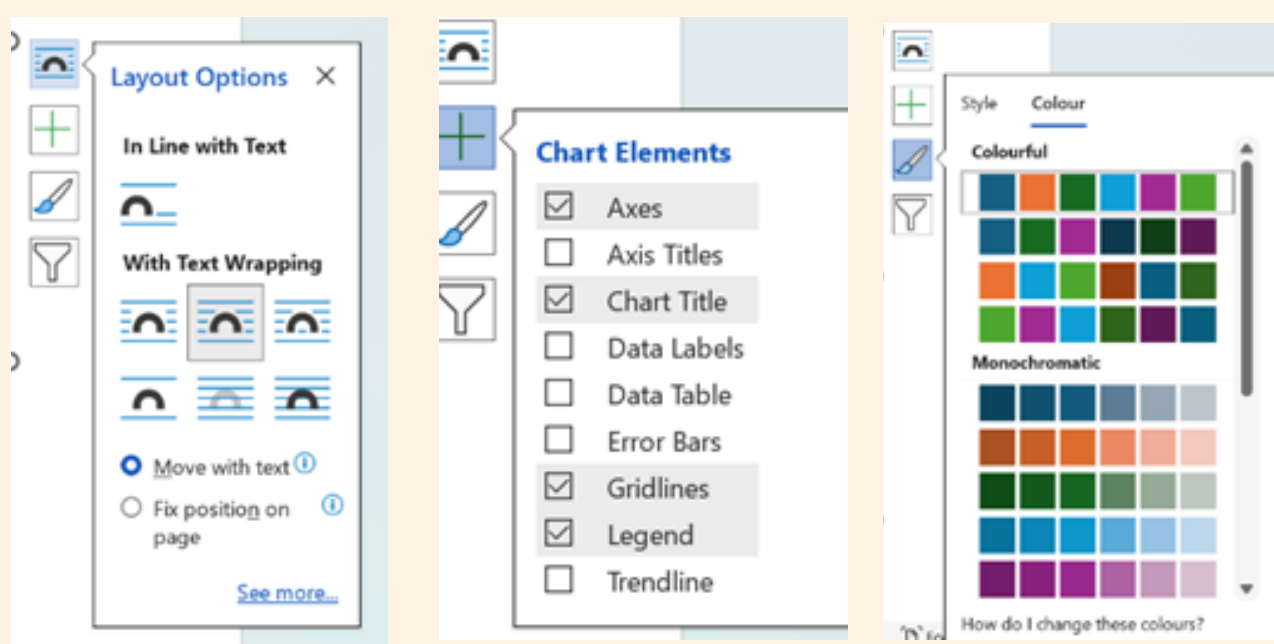
Step 3:

Alongside the chart, a dialogue box will pop up with an excel table. This contains the SAMPLE data for a chart. Required data will need to be inserted here. Once data has been changed, the data on the chart will be amended to reflect the data change.

	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	

Step 4:

Clicking on the chart itself, will show a column of icons. The first icon should be selected and tight should be selected to avoid the chart jumping around the page. The second icon, a + sign allows you to edit the chart elements to correctly label the chart. The paintbrush can change the style and colours of the chart. The chart can also be altered to fit to size by clicking on it, and dragging the edges or corners of the chart.



Conclusion

Creating a chart in Microsoft Word allows the user to choose from a vast array of charts. Charts can be customised to suit the needs of the data, that is incorporated in it.

References

Wright, L (2019) *The history of Microsoft Word* . Available at: <https://www.core.co.uk/blog/blog/history-microsoft-word> (Accessed: 25 March 2025).