

Creating a chart in Word Document



Microsoft Word is common used across the industries for personal, educational and professional purposes. MS Word is a word processing software developed by Microsoft in 1983.

Step 1: Open Word and Navigate Chart

- Open Word Document
- Navigate Chart Feature
- Click "Insert"
- Tab in the "Ribbon"
- Locate the "illustration" group and click on the Chart



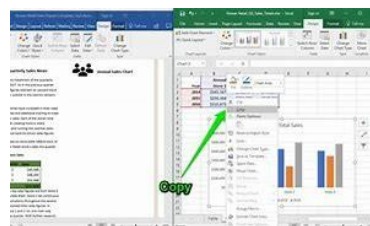
Step 2: Choosing Chart

- Select Chart (eg, column, pie, line)
- Click "ok"



Step 3: Enter Data

- Spreadsheet Open,
- Linked to chart
- Enter the information
- Close Spreadsheet



Step 4: Customize Chart

- Click "Chart Tools" Ribbon Use
- chart Design
- Use "Layout" and customize (e.g., chart title, chart element)



Step 5: Save File

- Click "File"
- Select "Save" or
- "Save As"



References

- Jeong, D. and Lee, S. (2017) 'Study on the tracking revision history of MS Word files for forensic investigation', *Digital Investigation*, 23, pp. 3–10. doi: 10.1016/j.diin.2017.08.003.
- Microsoft, 2023. Insert a chart in Word. [online] Available at: <https://support.microsoft.com/en-us/office/insert-a-chart-in-word-0baf399f-df20-4e8f-8c41-0ea36ff12476> [Accessed 26 Mar. 2025].