

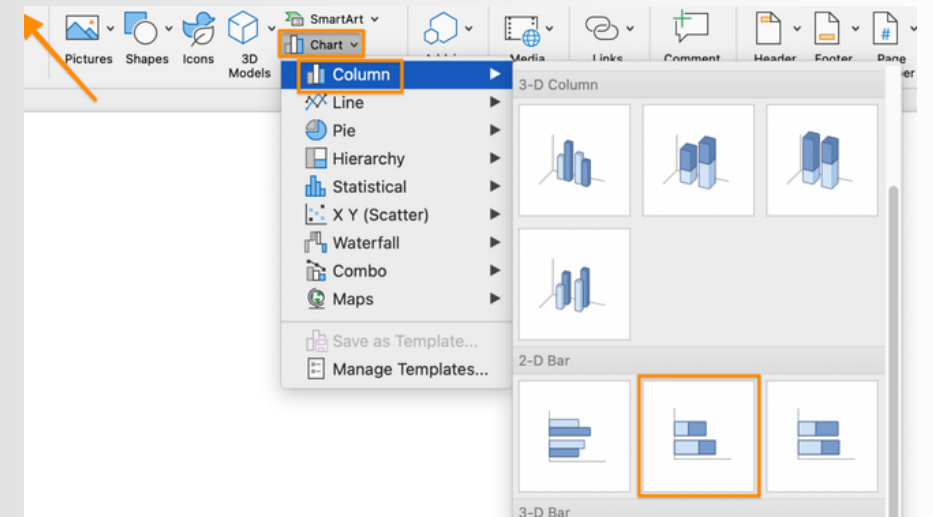
# How to create a chart in a Word document.

Microsoft Word is a word processing program that allows for the creation of both simple and complex documents. Sometimes documents you are authoring can benefit from an illustrative chart.



**To insert a chart in Word, you can follow these 65 steps:**

**1.** Place your cursor where you want the chart in your Word document. Then, go to the Insert tab and click "Chart" in the Illustrations section of the ribbon.

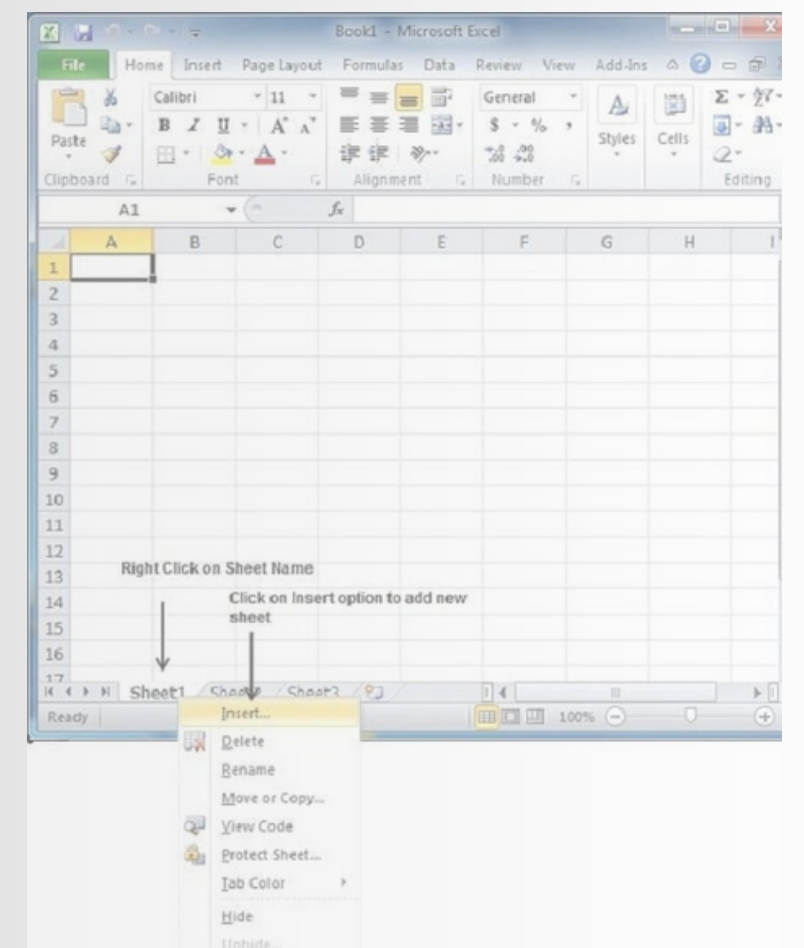


**2..** Click on the Chart option in the Illustrations section.

**3.** Select the type of chart you want to create and click OK.



**4.** A new Excel sheet will open with some sample data. Replace the sample data with your own data.



**5.** Customize the chart by using the Chart Elements, Chart Styles, and Chart Filters buttons that appear next to the chart.



*If you have a lot of data to chart, it is recommended to create the chart in Excel and then copy it to Word. This way, you can keep the chart linked to the original Excel file and update it automatically when the data changes*