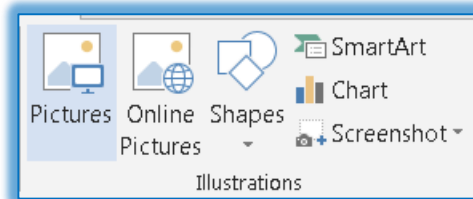


Create a Chart

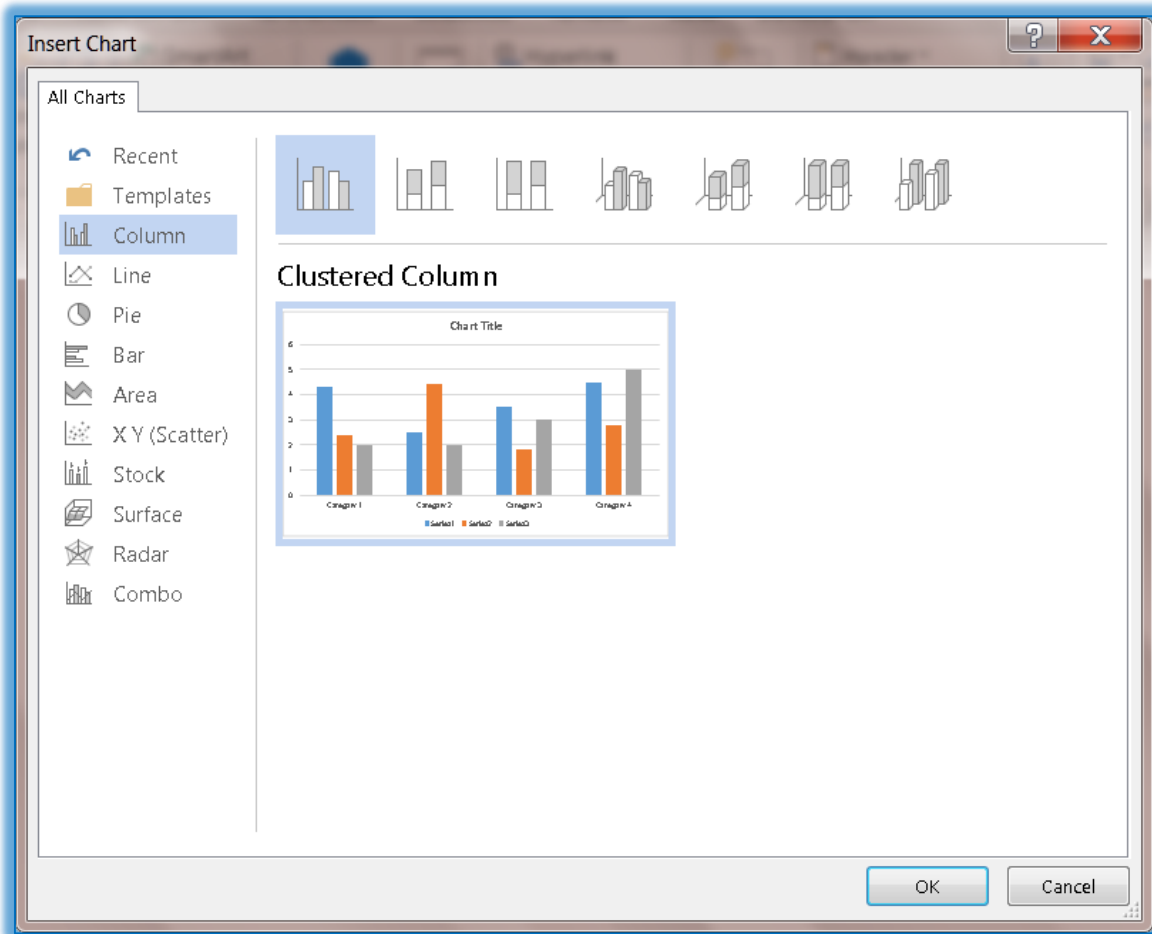
Another interesting feature available in Word is the ability to create charts within the document. When a chart is created, Microsoft Graph displays a chart and its associated data in a table called a datasheet. The datasheet provides sample information that shows where to type row and column labels and data. The directions in this document explain how to create a chart when working in a Word Document. The process is similar to creating Charts in Excel.

🖥️ Click the **Insert** Tab.

🖥️ In the **Illustrations Group** click the **Chart** button (see illustration below).



🖥️ The **Insert Chart** window will display (see illustration below).



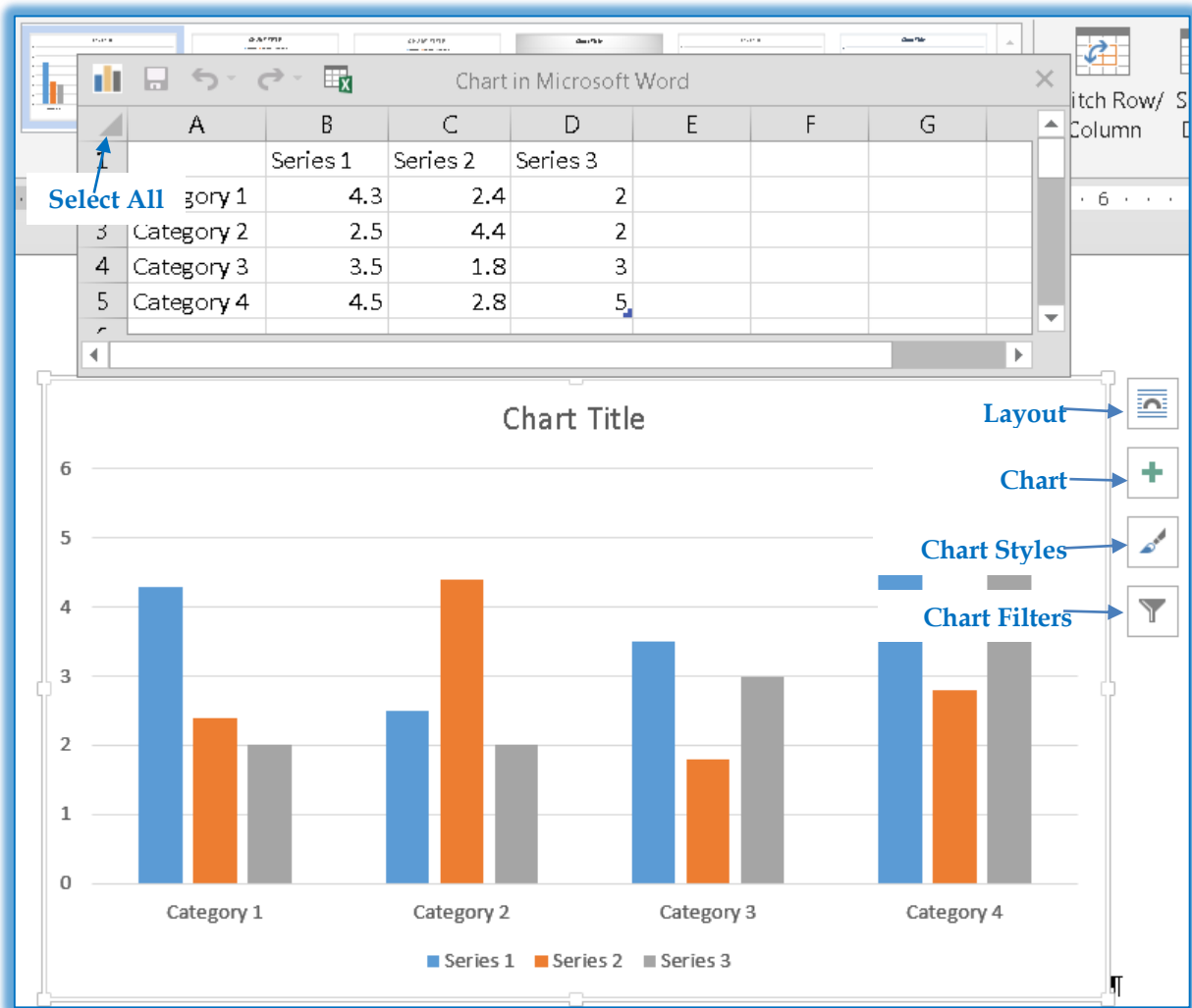
🖥️ Click on one of the **Chart Types** in the left frame to see a gallery of available subtypes.

🖥️ Click on the **Chart Subtype** in the right frame that is to be used to create the chart.

🖥️ Click the **OK** button.

🖥️ The **Chart** will appear in the Word document.

🖥️ The **Chart in Microsoft Word** window will appear above the Chart (see illustration on next page).



- 📄 To remove the **Sample Data** from the worksheet:
 - ★ Click the **Select All** button in the upper-left corner of the Excel worksheet (see illustration above).
 - ★ Press the **Delete** key on the keyboard.
- 📄 Input the new data for the worksheet in the appropriate cells.
- 📄 The chart will show the additions to the worksheet as the data is entered.
- 📄 Select from one of the options in the table below to make changes to the chart. To display the buttons, click somewhere within the chart.

Button	Description
Layout Options	This button is used to specify how the chart will interact with the text around it.
Chart Elements	Use this button to add, remove, or change elements such as the title, legend, gridlines and data labels in a chart.
Chart Styles	To change the style and color scheme for a chart, click this button.
Chart Filters	Select this button to edit what data points and names are visible in a chart.

- 📄 Additional changes can be made to the chart by using the **Chart Tools Design** and **Chart Tools Format Contextual Tabs**. These tabs are described in the **Chart Tools** documents on the **Word 2013 Web Page**.