How to…

Insert a chart into Word

1) Open your word document and click into the page where you want to add a chart.

2) To create a graph first go to ‘insert’ and then ‘chart’.

3) When you click into the ‘chart’ option a pop up box of options will appear. You can explore this to find the right chart for your needs, a preview of each chart is available as you look through the options. Once you have found a chart you wish to use click ‘ok’.
4) Once you click ‘ok’ the chart will appear in the body of your Word document and a small excel pop-up window will appear. Use this to edit the data for your chart.

5) Click into the excel pop-up to edit your data, here you can edit, add or delete information. As you make these changes, the chart on your Word document will update in real time. This will allow you to check that the information is being presented as expected.
6) You may need to add more details to your chart. You can do this by going to the ‘chart tools’ and then ‘design’. Then select ‘add chart element’ this will bring up a drop down menu to chart elements you may wish to add, or remove from your chart.