

Adding Charts to Documents

Microsoft Word has the ability to create charts for the use in documents. Its charting tools are very similar to those in Microsoft Excel. If you have used charts in Excel you should be able to easily create charts in Microsoft Word. You can also import charts drawn in Microsoft Excel directly into Microsoft Word.

- 1 Load Microsoft Word or close the current files and start a NEW BLANK DOCUMENT.

2 Open the INSERT tab of the RIBBON and click on the CHART icon to open the INSERT CHART dialogue box.

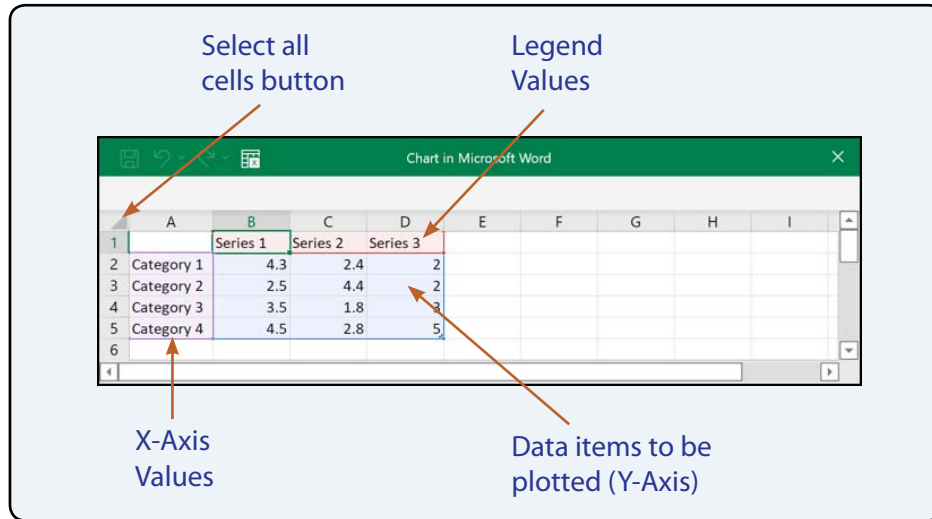
3 The chart types are listed at the left, select COLUMN, click on the CLUSTERED COLUMN chart and select OK.

4 Some sample data is displayed in a DATASHEET PANE and a chart is plotted on that sample data.

| | Series 1 | Series 2 | Series 3 |
|---|----------|----------|----------|
| 1 | | | |
| 2 | 4.3 | 2.4 | 2 |
| 3 | 2.5 | 4.4 | 2 |
| 4 | 3.5 | 1.8 | 3 |
| 5 | 4.5 | 2.8 | 5 |
| 6 | | | |

The Datasheet Pane

The data to be plotted is entered into the DATASHEET pane. When data is plotted by ROWS the following diagram indicates where the sections of the DATASHEET pane are placed on the graph.



Entering the Chart Data

We will create a simple column chart of the office expenses incurred by a business over a three month period.

A Completing the Datasheet

Labels and values are entered into the DATASHEET pane and Microsoft Word will plot the chart for us.

The screenshot shows the 'Chart in Microsoft Word' window with the chart and the datasheet pane. The chart is a column chart with three data series. The datasheet pane is visible below the chart, showing a table with the following data:

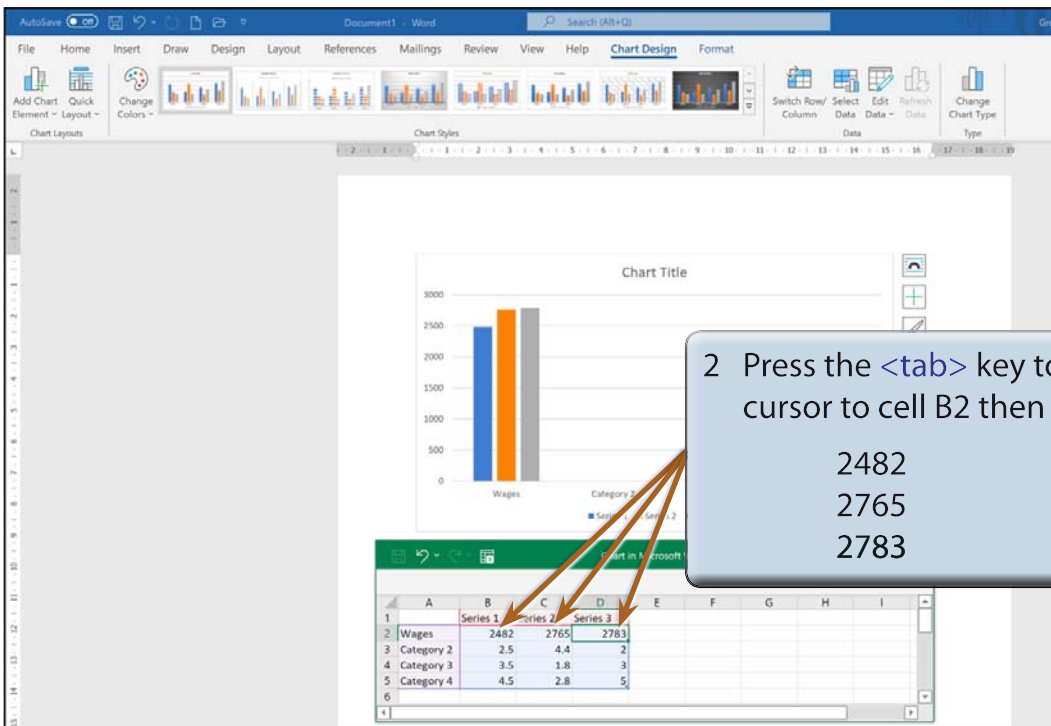
| | A | B | C | D | E | F | G |
|---|------------|----------|----------|----------|---|---|---|
| 1 | | Series 1 | Series 2 | Series 3 | | | |
| 2 | Wages | 4.3 | 2.4 | 2 | | | |
| 3 | Category 2 | 2.5 | 4.4 | 2 | | | |
| 4 | Category 3 | 3.5 | 1.8 | 3 | | | |
| 5 | Category 4 | 4.5 | 2.8 | 5 | | | |
| 6 | | | | | | | |

A callout box on the right side of the screenshot contains the following text:

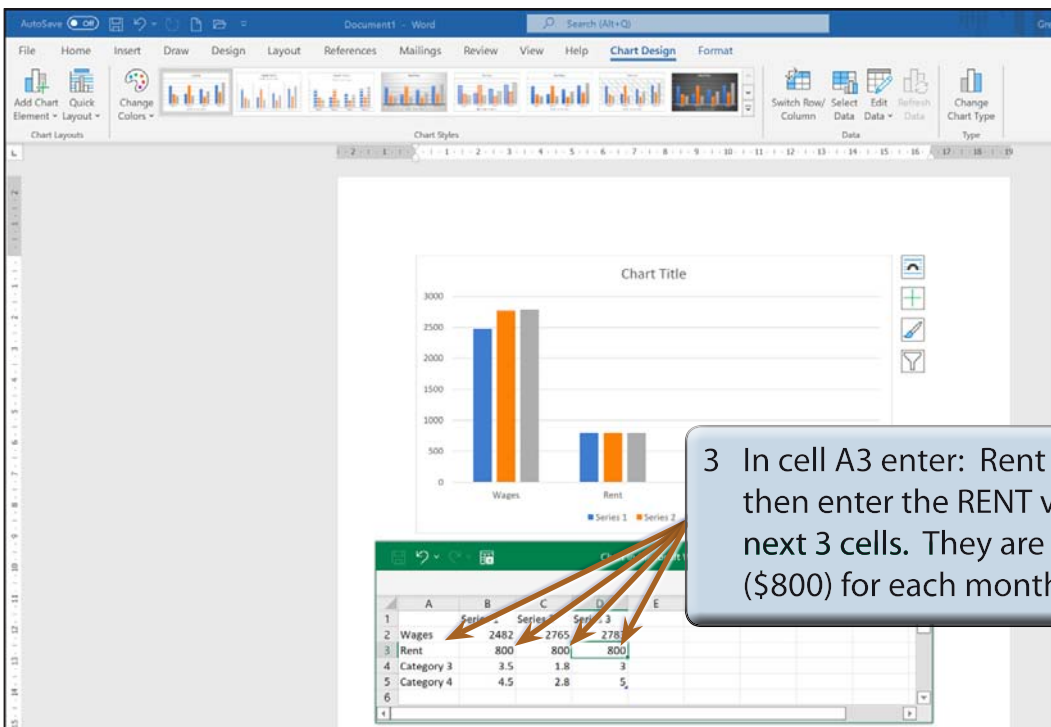
- Click on the CATEGORY 1 label in cell A2 of the DATASHEET pane and enter:

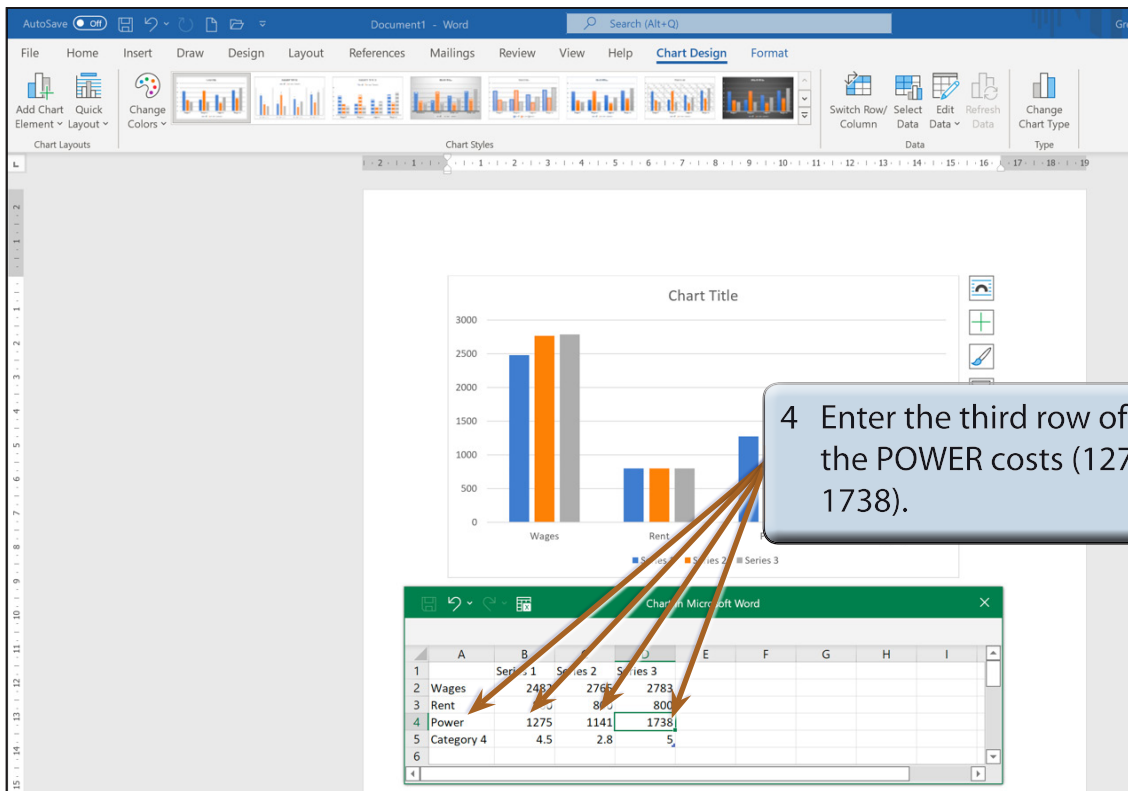
Wages

 This is the first X-Axis label.



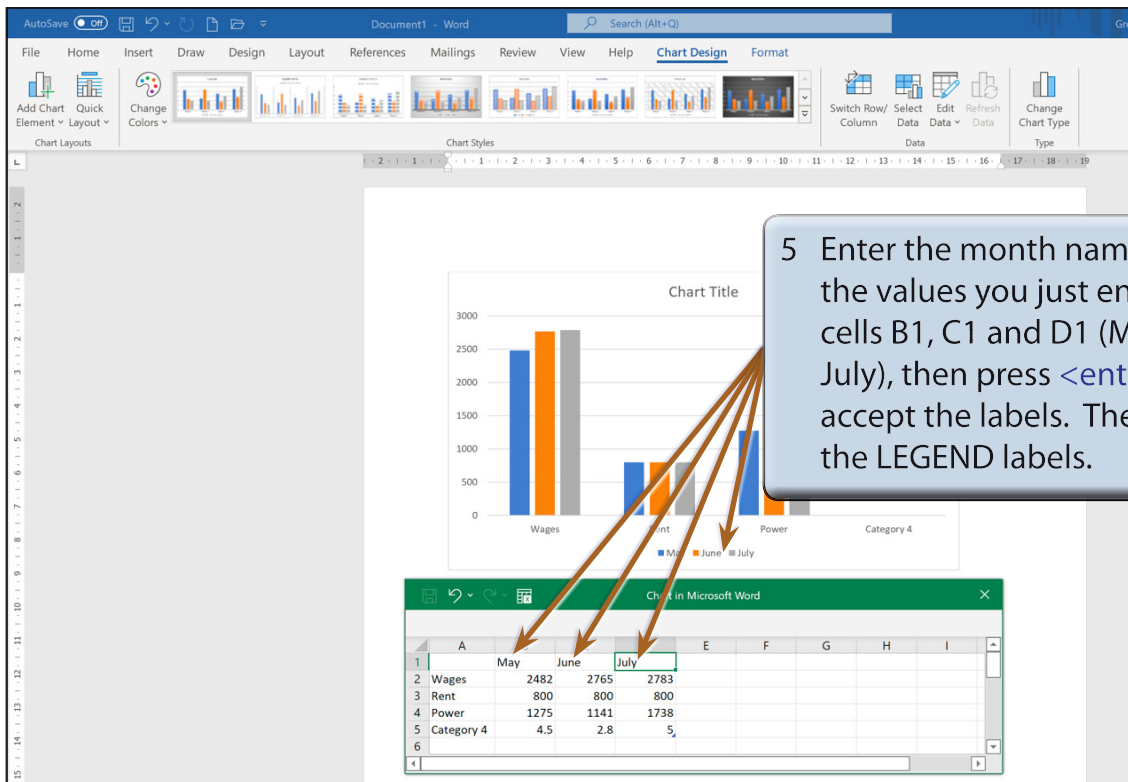
NOTE: The chart should adjust as you enter each value. The values are plotted in different colours.





4 Enter the third row of values for the POWER costs (1275, 1141, 1738).

| | Series 1 | Series 2 | Series 3 |
|------------|----------|----------|----------|
| Wages | 2482 | 2765 | 2783 |
| Rent | 800 | 800 | 800 |
| Power | 1275 | 1141 | 1738 |
| Category 4 | 4.5 | 2.8 | 5 |



5 Enter the month names for the values you just entered in cells B1, C1 and D1 (May, June, July), then press <enter> to accept the labels. These are the LEGEND labels.

| | May | June | July |
|------------|------|------|------|
| Wages | 2482 | 2765 | 2783 |
| Rent | 800 | 800 | 800 |
| Power | 1275 | 1141 | 1738 |
| Category 4 | 4.5 | 2.8 | 5 |