CREATING CHARTS IN WORD 2007

Charts are a great way to present data in an easy-to-understand manner. If you’re working on academic papers or business reports, you will certainly want to include a chart in your document.

Here are five easy steps for creating a chart in Word:

1. Position your cursor where you would like to insert the chart
2. Open the Insert ribbon
3. Click Chart in the illustration sections
4. Select the style of chart
5. Click OK

The chart will appear in your document. Additionally, an Excel worksheet opens. You can enter your data in the worksheet. Use the handle to adjust the range of data that appears in the chart. It will automatically update the chart in Word.
Once your chart is created, you can use the tools in Word to change the chart style, layout and formatting options.